

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

Regular Meeting  
**MINUTES**  
September 26, 2024  
3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Donna Johnson led the Pledge of Allegiance. Present for the entire meeting:

Mr. William Mullin, Chairperson  
Mrs. Carol Davis, Vice-Chairperson  
Mr. Tony McCombs, Member  
Mrs. Carmen Serna, Director Human Resources

**GENERAL FUNCTIONS**

**Approval of Agenda**

Mr. McCombs moved to approve the agenda as presented. Mrs. Davis seconded the motion. Motion carried.

**Introduction of Guests**

No guests attended.

**Introduction of Staff**

Mr. Jeremy Talley, CSEA President; Ms. Mona Green, Director, Childcare & Recreation Programs; Ms. Joy Moyers, Executive Assistant/PIO; Ms. Chris Olson, School Office Manager at Talbert Middle School; Ms. Donna Johnson and Ms. Danette Madison attended.

Mrs. Serna introduced the new Classified Personnel Technician, Danette Madison. Ms. Madison joined the school district with prior experience as a personnel technician from Bassett Unified School District and, most recently, as a Child Support Specialist for Orange County Child Support Services.

**Minutes, Regular Meeting of the Personnel Commission, August 22, 2024**

Mrs. Davis moved to approve as presented. Mr. McCombs seconded the motion. Motion carried.

**Agenda, Regular Meeting of the Board of Trustees, September 10, 2024**

Presented as an information item only.

**Minutes, Regular Meeting of the Board of Trustees, August 8, 2024**

Presented as an information item only. Mrs. Davis mentioned the moment of silence for the loss of Steve Brown and for the many lost on 9/11.

### **Director's Report**

Mrs. Serna welcomed everyone and mentioned that it was the twenty-first day of school and our staff and students are appreciative of all the classrooms which now have air conditioning. She welcomed the returning students and Classified employees to the 2024-2025 school year. She shared the *Be in the Know* newsletter with the Personnel Commissioners that was created by Joy Moyers which contains valuable information for the district, the children, and the community.

Mrs. Serna reviewed the Classified Personnel Report from the September 10, 2024, Board of Trustees meeting. It contained Personnel actions such as, new hires, resignations, leaves of absences, promotions and the updated Classified Management Salary Schedule that the Board of Trustees approved.

Mrs. Serna stated this was Ms. Johnson's last Personnel Commission meeting as she was retiring. Mrs. Serna and Mr. Mullin thanked Ms. Johnson for her years of service and expressed gratitude for her knowledge, professionalism, and dedication. Mrs. Serna announced Monday, September 30<sup>th</sup> was Ms. Johnson's retirement celebration and encouraged all to attend.

### **Commissioners' Comments**

Mr. McCombs thanked Ms. Johnson for her service, expressed she would be truly missed, and welcomed her to the retirement club.

Mrs. Davis echoed their sentiments.

Mr. Mullin stated there would not be a quorum on October 17, 2024 or October 24, 2024, so the next Personnel Commission meeting was changed to October 31, 2024 at 3:30 p.m.

### **Public Comments**

Mr. Jeremy Talley, CSEA President stated since the Personnel Commission was considering the recommendation for reclassification and salary change for the Director, Child Care & Recreations Program position, he hoped the Personnel Commission would keep an open mind regarding a job-market analysis for the Extended School Program Coordinator classification as their job duties have changed.

## **ADMINISTRATION**

### **Classification Plan Amendment – Renaming the title of Director, Childcare & Recreation Programs and revising the essential functions for this classification to Director of Early Learning and Extended School Programs**

Mrs. Serna stated the Personnel Commission was asked to rename the title, review/update the job description and essential duties for Director, Childcare & Recreation Programs. Mrs. Serna shared she conducted a job-market analysis where a review of job descriptions, essential duties, titles, and compensation were completed using surrounding districts as the base; numerous districts have moved this position from Classified to Certificated. She expressed that the process was completed objectively and recommended the salary change for the position based on the data. Mr. Mullins motioned to discuss or comment.

Mr. McCombs motioned to approve the renaming the title of Director, Childcare & Recreation Programs and revising the essential functions for this classification to Director of Early Learning and Extended School Programs and revising salary range from 14 to 15 on the Classified Management Salary Schedule. Mrs. Davis seconded the motion.

Mr. McCombs commented the analysis and data provided to the Personnel Commission by Mrs. Serna was thorough and provided them with great detail that was needed to make their decision. He indicated the district needs to remain competitive.

Mrs. Davis thanked Mrs. Serna for a great report and a format that allowed for an easier review.

Mr. Mullin also commended Mrs. Serna for the thorough and professional analysis provided in the report.

Mrs. Serna brought to the Commissions attention, prior to the final vote, the job description under the Certificates/Permits, the Administrator Credential 30 units had been struck through and explained there were various options to obtain the Child Development Program Director Permit. Education requirements include: Bachelor's degree in job related area (and additional requirements as needed per the Commission on Teacher Credentialing) and Child Development Program Director Permit; Masters preferred.

Mr. Mullin shared he was a firm believer that people can successfully promote by learning the position and a degree is not always necessary.

Mr. McCombs made a motion and Mrs. Davis seconded the motion to approve the renaming the title of Director, Childcare & Recreation Programs and revising the essential functions for this classification to Director of Early Learning and Extended School Programs and revising salary range from 14 to 15 on the Classified Management Salary Schedule and revise the Education and Certificates/Permits. Motion carried.

Mrs. Serna expressed appreciation for all the great work that Ms. Mona Green, current incumbent of the Director position, provides to students and the program. Mr. Mullin echoed Mrs. Serna's sentiments.

#### **Certification of Eligibility Lists**

Mr. McCombs moved to approve the eligibility lists for Classified Personnel Technician, ESP Assistant, and Health Assistant. Mrs. Davis seconded the motion. Motion carried.

### **PERSONNEL**

#### **Job Announcements**

The Personnel Commission reviewed the dual certification job postings for Bus Aide – Special Education, Bus Driver, Driver Trainer Dispatcher, and Preschool Instructor.

### **FINANCIAL**

No items were presented at the meeting.

### **CLOSED SESSION**

No closed session was required.

### **NEXT MEETING**

The next meeting of the Personnel Commission will be:

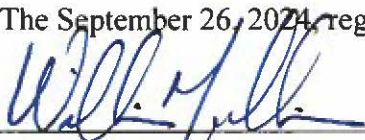
**Regular Meeting:**

**October 31, 2024, at 3:30 p.m.**

**Board Room**

**ADJOURNMENT**

The September 26, 2024, regular meeting of the Personnel Commission adjourned at 3:55 p.m.



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Mr. Mullin, Chairperson



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Mrs. Davis, Vice-Chairperson