

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting
MINUTES
October 31, 2024
3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:31 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Danette Madison 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

Ms. Cathie Abdel, Assistant Superintendent Personnel

Mrs. Serna mentioned CSEA contacted Personnel to advise they unfortunately would not be in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 26, 2024

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

Agenda, Regular Meeting of the Board of Trustees, October 10, 2024

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, October 1, 2024

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, August 6, 2024

Presented as an information item only. Mr. McCombs had questions regarding the Special Meeting and outcomes. Mrs. Serna had printed the 2024-2027 Fountain Valley School District's Priorities for the Personnel Commission. Mr. McCombs stated his questions pertained to priorities and strategic objectives determined by the Executive Cabinet and how the budget is expended in the next budget year. Mr. Mullins stated he also had questions and the details were broad and he asked Mr. McCombs for his input. Mr. McCombs stated it sets the direction for activity. The direction in areas of focus of growth and the adopted budget should support the direction. Mr. McCombs was happy with the details provided and complimented the outreach made to the employees for input.

Ms. Cathie Abdel commented there are many “buckets”: finance, culture/climate, student achievement, and fiscal responsibilities. There was a lot of outreach with the stakeholders to determine where we had been, where we were, and where we wanted to go and the district compiled objectives based on goals to determine the strategic objectives for the year. For example, adopting a new English Language Arts curriculum for the elementary schools which had not been done in over fifteen years. Together, the new curriculum and the instructional initiatives were used to build the instruction delivered in the classroom. Ms. Abdel stated the focus was clear and shows what was worked on. She stated that the students' test scores demonstrated that they were being successful. And this process was working as Fountain Valley School District was the highest performing district in Orange County in the subject of math . The district is doing great work and she commended the staff for making it happen.

Mrs. Serna highly praised Superintendent, Dr. Stopp and the Executive Cabinet for their work. She stated the goals are revisited which resulted with a refocus on priorities. The hiring was the foundation of goal area number two of the district priorities plan: Advance an inclusive, caring, and collaborative culture which was recruitment, hiring and retainment of high-quality employees. All staff helped build the strong foundation that support all students and priorities of the district. When the Board of Trustees posted the agenda and minutes, the priorities handout was not included; however, it is currently posted on the district website.

Mrs. Davis commented she missed the old Board of Trustees agenda and minutes format. She shared all the work being completed was wonderful and she enjoyed the *Weekly Wrap Up* newsletter.

Director's Report

Mrs. Serna thanked everyone for joining the meeting and advised all stakeholders were notified of the rescheduling of the meeting to October 31, 2024. She congratulated Mr. Bill Mullin for being the Board of Trustees Board appointed member as the Board of Trustees expressed their desire to reappoint him to the Commission and would be placed on the November 14, 2024 Board agenda. She shared Mr. Mullin has been serving the Personnel Commission since 1988 and stated she appreciates all of his years of service and support that he has provided to students and staff. The new term will run from December 2024 through November 2027.

Mrs. Serna continued her report with commending the Superintendent's office for their amazing job providing information to the community with Social Media updates and newsletters. Specifically, the *School News* newsletter which was a way for the school sites to highlight their events, programs, teachers, etc. The cover page was dedicated to Custodians as October 2, 2024 was National Custodian Day. The Custodians, along with the school office staff are the unsung heroes.

Mrs. Serna stated October 14-18, 2024 was conference week with a modified school schedule for students. This provided time for staff to complete annual mandated training. Student Support Services created a phenomenal training schedule for Special Education Aides and Behavior Intervention Assistants that would further their ability to serve students with the highest needs.

Lastly, Mrs. Serna presented and reviewed the Classified Personnel Report which provided a summary of Personnel actions that were added to the Board of Trustees November 14th agenda.

Commissioners' Comments

Mr. McCombs wished all a safe and happy celebration whether celebrated October 31 or November 1.

Mrs. Davis was happy to be in attendance.

Mr. Mullin echoed Mr. McCombs comments and shared his recent travels back east and the amount of decorations seen. He thanked everyone for their flexibility and rescheduling the meeting to October 31st. He stated it showed how well everyone works together.

Public Comments

None were received.

ADMINISTRATION

Certification of Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Food Services Worker, Senior Accounting Assistant, Accountant, Preschool Instructor, ESP Assistant, Instructional Assistant, Instructional Assistant – Mild/Moderate, Instructional Assistant – Moderate/Severe, and Preschool Assistant. Mrs. Davis seconded the motion.

Mrs. Serna shared with the Commission before the vote, a summary of connected events that impacted Personnel. She reminded the Commission that recently the Director of Fiscal Services position was vacant and needed to be filled. A recruitment was completed and the vacancy was filled with Ms. Pooja Shah, who was promoted from the Accountant position. This then required a recruitment for the Accountant position which was subsequently filled with Ms. Thuong Nguyen, who was promoted from the Senior Accounting Assistant position. A recruitment was completed for the Senior Accounting Assistant and Ms. Natalie Reyes was promoted from the Office Assistant position at the District Office. One vacancy led to four promotions and vacancies. She commented Natalie would be greatly missed and she would be a huge asset to the Business Services Department. Mrs. Serna shared that the process for filling the Office Assistant position had started.

Mrs. Davis commented this showed how happy people were to work in the Fountain Valley School District.

The vote continued and the motion carried.

PERSONNEL

Job Announcements

The Personnel Commission reviewed the dual certification job postings for Accountant, Preschool Assistant, Senior Accounting Assistant, Bus Aide – Special Education, and Instructional Assistant.

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:

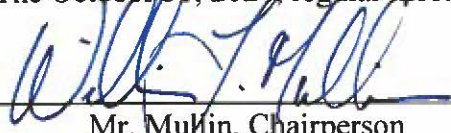
Regular Meeting:

November 14, 2024, at 3:30 p.m.

PDC Room

ADJOURNMENT

The October 31, 2024, regular meeting of the Personnel Commission adjourned at 3:54 p.m.



Mr. Mullin, Chairperson



Mrs. Davis, Vice-Chairperson