

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting  
**MINUTES**  
November 14, 2024  
3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:35 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Cathie Abdel 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 of Personnel, Ms. Christine Olson, Representing CSEA and School Office Manager at Talbert Middle School, and Ms. Danette Madison.

### Minutes, Regular Meeting of the Personnel Commission, October 31, 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.

### Director's Report

Mrs. Serna stated she was thankful to be in attendance. She reported that Classified Personnel continued to remain busy due to transitions and continued to hire for Special Education Instructional Assistant positions as well as for ESP Assistants. Mrs. Serna stated she was very thankful and appreciative of Ms. Madison for the wonderful job she has been doing in Personnel. Ms. Serna mentioned the Board of Trustees meeting scheduled for that evening, Mr. Mullin was to get the recommendation to be reappointed as the Board of Trustees Commissioner Representative. Ms. Serna could not attend the meeting but wished Mr. Mullin the best.

Mrs. Serna commented the school year had moved quickly, and the holidays were upon us. She mentioned upcoming events, such as, Veterans Day assemblies, Turkey trots, Lunch with Loved Ones, etc. She wished everyone an amazing Thanksgiving. She looked forward to determining the 2025 Personnel Commission meeting dates, which were scheduled later on the agenda.

### Commissioners' Comments

Mrs. Davis was grateful Mrs. Serna was able to be in attendance and she was happy to be at the meeting.

Mr. McCombs stated it had been a great year so far and wished everyone a great Thanksgiving.

Mr. Mullin commented that he met someone while waiting in line and when Mr. Mullin shared he worked with Fountain Valley School District, the gentleman stated Fountain Valley was one of the better school districts in all of Orange County. Mr. Mullin also wished fellow Commissioners and everybody a Happy Thanksgiving.

### Public Comments

CSEA Representative, Ms. Olson stated as the holidays were approaching, CSEA would be continuing their Helping Hands program again this year. CSEA is always grateful for the extra help that the Personnel Commission and Senior Management contribute and would love the continued support because it allowed for CSEA to assist twice as many people. The letters would be sent out the week of December 2<sup>nd</sup>. Any contributions can be made to Mrs. Abdel at the District Office. Mr. McCombs was prepared and made a contribution to Ms. Olson for Helping Hands.

Ms. Abdel stated that the Executive Cabinet and Leadership team loved being able to contribute to the Helping Hands program and shared if CSEA was in need of more assistance to reach back out. Ms. Olson stated CSEA was always thankful for all the assistance received.

Ms. Abdel wished everyone a Happy Thanksgiving and the holidays approached rather quickly. She announced the district office would be closed the week of Thanksgiving and returns December 2, 2024 for three weeks then closed for two weeks for the holidays returning in 2025.

## **ADMINISTRATION**

### Certification of Eligibility Lists

Mr. McCombs moved to approved the eligibility lists for ESP Assistant and Bus Aide – Special Education. Mrs. Davis seconded the motion. Motion carried.

### Selection of Personnel Commission Dates for 2025

There was conflict for the proposed dates for May 2025 and October 2025. It was decided the meetings would be held on May 15, 2025 and October 23, 2025. Mr. McCombs moved to approve the dates as modified. Mrs. Davis seconded the motion. Motion carried.

## **PERSONNEL**

### Job Announcements

The Personnel Commission reviewed the dual certification job posting for Behavior Intervention Assistant (BIA). Mrs. Davis asked for the number of hours for the BIA position. Mrs. Serna advised it was a 28.75 hours/week position and explained the job family to the Commission.

## **FINANCIAL**

### Personnel Commission Budget – Year to date

Presented as an information item only.

**2025 CSPCA Annual Conference Approval**

The Annual Conference is scheduled for March 16-18, 2025 in Napa Valley, CA. Mrs. Serna stated the information was sent to CSEA as one CSEA Representative is afforded to attend as well as the Commission. Mrs. Davis motioned for approval of a reasonable cost affiliated with attending this conference. Mr. McCombs seconded the motion.

Mr. McCombs stated he planned to attend. Mr. Mullins stated these conferences were phenomenal learning experiences and well worth the time and effort. Mr. Mullins did not know if he would be attending.

Motion carried.

**CLOSED SESSION**

The Personnel Commission adjourned to close session at 4:00 p.m., to discuss, according to Government Code 54957, the Classified Human Resources Director's job performance evaluation. There was no action taken from closed session.

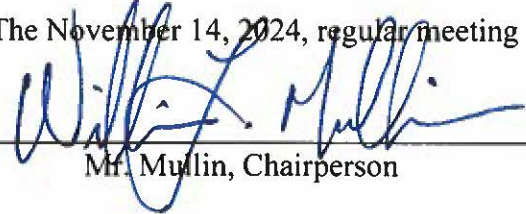
**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
December 19, 2024, at 3:30 p.m.  
PDC Room**

**ADJOURNMENT**

The November 14, 2024, regular meeting of the Personnel Commission adjourned at 4:20 p.m.

  
Mr. Mullin, Chairperson

  
Mrs. Davis, Vice-Chairperson