

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
MINUTES
December 19, 2024
3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:30 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 and Ms. Danette Madison.

Minutes, Regular Meeting of the Personnel Commission, November 14, 2024

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

Agenda, Regular Meeting of the Board of Trustees, December 12, 2024

Presented as an information item only.

Agenda, Regular Meeting of the Board of Trustees, November 14, 2024

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, October 01, 2024

Presented as an information item only.

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

Presented as an information item only.

The Commission had a brief discussion regarding the number of Board of Trustees agendas and minutes contained on the Personnel Commission agendas. Ms. Abdel suggested that the Commission consider only requesting the Board of Trustees minutes to be on the Personnel Commission agendas as it would contain the agenda and the action taken by the Board of Trustees.

All Personnel Commissioners agreed to only have the Board of Trustee minutes on the Personnel Commission agendas.

Director's Report

Mrs. Serna shared with the Commission the Classified Personnel report that is presented to the Board of Trustees which highlighted and reflected on the great work being done by Personnel staff. She stated it was wonderful to see the great growth that occurred in the department, which included new processes and new employees. Such as, a new Substitute Services Technician, Robyn Liger; a new Senior Payroll Technician, Inge Peterson; a new Benefits and Workers' Compensation Technician, Allie Schulze; and a new Classified Personnel Technician, Danette Madison.

Mrs. Serna expressed gratefulness for being able to enjoy the children's school programs, experiencing the joy of the season, and being able to share with family and friends.

Mrs. Davis inquired about the number of leave of absence noted on the Classified Personnel report and asked what the typical length of leave was. Mrs. Serna explained the process, stating the length of a leave depended on the circumstances. If a person was under medical care, the leave could be for months. She explained that once an employee exhausted their sick/vacation leave banks to cover the absences, they were entitled to 100 half days of pay per school year as long as they were under medical care. Some leave of absences were for caring for a family member, personal health, or maternity/parental leave.

Mrs. Davis asked if the positions were being filled with substitutes while the employees were on leave. Mrs. Serna explained that if the position required a substitute, then the position was filled with a substitute, if available.

Commissioners' Comments

Mr. McCombs wished everyone happy holidays. Mrs. Davis thanked Mr. Mullin for the holiday gift and hoped everyone had a wonderful restful holiday. Mr. Mullin thanked fellow Commissioners for the help and assistance received this year. He thanked staff and special thanks to Danette Madison and stated he was glad she was at Fountain Valley School District. He wished all happy holidays.

Public Comments

Mrs. Cathie Abdel wished everyone a happy holidays and hoped the Personnel Commission would have a wonderful holiday with their families and said it was hard to believe it was going to be 2025 already.

Mrs. Abdel shared that the Board of Trustees would be presented a Memorandum of Understanding (MOU) at the board meeting that evening between CSEA and Fountain Valley School District to approve the Classified School Employee Summer Assistance Program for the 2025-2026 school year. The program was for employees who worked less than 12 months per year and earned less than \$62,400. It allowed employees to invest up to 10% of their gross income to be placed into a savings account and then the amount would be matched by the state (amount may be to a dollar-to-dollar match). The program aims to assist employees not working through the summer months. She stated last year during negotiations was the first year the district participated in the program.

Mrs. Abdel shared that participation in the program was negotiated last year to enter into a MOU for this program for the 2024-2025 school year. This was a year-to-year agreement because of the cost associated with the program to the District. The District processes the payments of this program to the participating employees which requires time and personnel to manage.

The second item Mrs. Abdel shared with the Commission was the lawsuit regarding Juneteenth that was initiated by CSEA with Alameda County, initially, then the lawsuit included any district that did not honor the Juneteenth holiday for 2021, 2022, and 2023. Fountain Valley School District was named in the lawsuit. There was a proposed settlement in October and agreed to on November 21, 2024, in which CSEA and

Alameda County agreed it would be best to settle the lawsuit rather than continue with litigation. The settlement required districts to pay employees time (not the standard time and a half) for the Juneteenth holidays, who worked on June 18th in 2021, June 20th in 2022, and June 19, 2023 (Juneteenth landed on a Saturday in 2021 and Sunday in 2022).

The interesting piece of the issue, Fountain Valley was not opposed to honoring the Juneteenth holiday. She stated the President made Juneteenth a holiday on June 18, 2021, providing for less than a day's notice for school closures, and school was still in session for Fountain Valley School District. The second piece was there were federal holidays that states do not observe, such as, Cesar Chavez. In 2022, Juneteenth passed while school was in session and Governor Newsome didn't declare Juneteenth a state holiday until September. However, the settlement stated the district should have observed the holiday.

Mrs. Abdel stated the employees would be notified via email explaining the settlement and providing them with the opportunity to notify Personnel if they qualify for compensation. Mrs. Abdel, Mrs. Serna, and payroll would be working on the process to pay out employees with the anticipated date for payment being August 2025. The payout will be for the years 2021 and 2022 only because the Juneteenth holiday was observed in 2023 and would continue to be observed moving forward.

Mr. McCombs asked Mrs. Abdel if the holidays were usually negotiated as part of the bargaining process with CSEA because Mrs. Abdel commented not all federal holidays were observed at the state level. Mrs. Abdel stated yes, generally holidays were negotiated. Mrs. Abdel explained although the districts did not agree with the settlement, it was deciding if it was better to settle rather than continue with the expenses associated with litigation. Mr. McCombs shared his past experience working with the County and negotiating holidays usually to add a new holiday, they had to be willing to let a holiday go.

Mrs. Davis asked if Mrs. Abdel knew approximately how much this settlement would cost the district. Mrs. Abdel stated preliminary numbers indicate less than \$80,000 mostly due to turnover. She shared the criteria for receiving compensation: an employee must be a current employee of Fountain Valley School District, a member of CSEA as of November 21, 2024, and the employee must have actually worked June 18, 2021 and June 20, 2022. The employee would be compensated at the rate they were earning at that time for the hours they worked those days.

ADMINISTRATION

Personnel Commission Annual Report Reading and Approval

Mrs. Serna explained the purpose of the Personnel Commission Annual Report was an opportunity to reflect upon data and reflect on the data. The report was for the 2023-2024 school year. This year's report was a learning experience for the team due to the change of personnel and the need to obtain the data by running reports. The goal of the annual report was to provide a glimpse into Personnel for someone unfamiliar with the system and processes. Mrs. Serna explained the Merit system and the newly hired employees on the personnel report were vetted in a fair manner. A downfall of the system was time. There were timeframes for posting a position, proctoring exams, scheduling the first and second interviews, etc... However, the Personnel Department has been able to work within those timeframes and successfully fill the vacant positions as quickly as possible.

Mrs. Serna briefly explained the different parts of the Personnel Commission Annual Report to the Personnel Commission, which included the selection, function, and duties of the Personnel Commission, the selection of meeting dates, and the data pertaining to hiring, promotions, summer programming, reclassifications, increased hours for positions, retirements, and resignations.

Mrs. Serna reviewed the professional organization's portion of the report and mentioned, although not officially, that she had been nominated to sit on the board of the California School Personnel Commissioners Association (CSPCA). As soon as it was official, she would share it with the Personnel Commission.

Both Mr. Mullin and Mrs. Davis said they enjoyed the thorough report.

Mr. McCombs moved to approve the 2023-2024 Personnel Commission Annual Report. Mrs. Davis seconded the motion. Mr. Mullin asked if there were any further questions or comments regarding the report. Mr. McCombs stated the report looked great and thanked Mrs. Serna. Motion carried.

Election of Personnel Commission Officers

Mr. Mullin asked if there were any nominations. Mr. McCombs nominated Mrs. Davis for Chairperson. Mr. Mullin seconded the motion. Motion carried and Mrs. Davis thanked the Commission.

Mr. Mullin nominated Mr. McCombs for Vice Chairperson. Mrs. Davis seconded the motion. Motion carried and Mr. McCombs thanked the Commission.

Mrs. Davis nominated Mr. Mullin for Member. Mr. McCombs seconded the motion. Motion carried.

Certification of Eligibility Lists

Mrs. Davis motioned to approve the Certification of Eligibility lists for Behavior Intervention Assistant and Bus Driver. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

Ms. Madison shared that the Office Assistant job posting garnered eighty-five applications. The interviews for the passing candidates were conducted on December 18, 2024. The other posting was for the Preschool Instructor position.

Mr. Mullin asked if any candidates for the Office Assistant position were internal applicants. Mrs. Serna and Ms. Madison estimated there were five internal applicants.

FINANCIAL

No items were presented.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 4:12 p.m. for the Classified Human Resources Director's job performance evaluation.

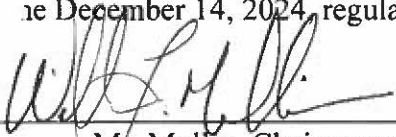
NEXT MEETING

The next meeting of the Personnel Commission will be:


**Regular Meeting:
January 23, 2025, at 3:30 p.m.
PDC Room**

ADJOURNMENT

On December 14, 2024, regular meeting of the Personnel Commission adjourned at 5:14 p.m.



Mr. Mullin, Chairperson



Mrs. Davis, Vice-Chairperson