

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

January 25, 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. 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

Ms. Mona Green and Ms. Chris Olson.

Introduction of Staff

Ms. Johnson.

Minutes, Regular Meeting of the Personnel Commission, December 14, 2023

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

Agenda, Regular Meeting of the Board of Trustees, January 11, 2024

Presented as an information item only.

Minutes, Organizational Meeting of the Board of Trustees, December 14, 2023

Presented as an information item only.

Director's Report

Mrs. Serna stated she is always looking for more information or items to bring forward to the Commissioners. This month she distributed the publication "School News", the Kindergarten & TK Welcome Event flyer, and a copy of the Classified Personnel Report. School News is a free publication which contains information about special events at the local schools. A lot of school districts offer this publication to their communities. It is also posted on our website. The Kindergarten & TK flyer was sent out to encourage our parents to attend and learn more about our school district and programs. This helps keep our TK student numbers up and they are great. Every class is full, and we have students on the wait list. For enrollment for the 2024-2025 school year, we are welcoming students born between September 2, 2019, and June 2, 2020. She also distributed a copy of the Classified Personnel Report which contains information on our new hires, promotions, resignations, retirements, and leave of absences. This report goes to the Board of Trustees every month. She will start emailing this to the Commissioners each month.

We do have a vacancy for Assistant Principal at Talbert. The First round of interviews for this position were held today and Ms. Abdel is still in those interviews. Mrs. Serna stated she will let the Commissioners know the result once it becomes available.

Mrs. Serna shared information on classified staff development. The last class that was held for staff development was called “Not your Grandma’s Google Workspace Training.” Parham Sadegh and Oscar Hernandez led this training on January 16, 2024. We continue to offer classes to our classified personnel for professional growth.

Mrs. Serna ended by stating she will be attending an Association of California School Administrators (ACSA) class this weekend. She looks forward to learning new information and sharing it with the Commissioners.

Public Comments

None were received.

Commissioners’ Comments

Mr. Mullin reminded everyone about the CSPCA conference on March 3rd through 5th in Monterey. Please remember to make arrangements with Mrs. Serna. Mr. Mullin stated he would share his handouts with anyone not attending. He stated he was grateful for the additional information and changes from Mrs. Serna.

ADMINISTRATION

Certification of Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Food Services Worker, Health Assistant, Instructional Assistant – Applied Behavior Analysis, Instructional Assistant - Mild/Moderate, and Instructional Assistant - Moderate/Severe. Mrs. Davis seconded the motion. Motion carried.

Classification Plan Amendment – Revision to required certificates for ESP Assistant

Mr. McCombs moved to revise the job description for ESP Assistant by revising the required certificates to include CPR and First Aide. Mrs. Davis seconded the motion. Motion carried.

Classification Plan Amendment – Revision to required certificates for Assistant Recreation Coordinator

Mr. McCombs moved to revise the job description for Assistant Recreation Coordinator by removing the required 12 ECE credit hours. Mrs. Davis seconded the motion. Motion carried.

Classification Plan Amendment – Revision to equivalency requirements for Preschool Instructor

Mr. McCombs moved to revise the job description for Preschool Instructor by removing equivalency for education. Mrs. Davis seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The Personnel Commission reviewed the dual certification job postings for Bus Aide – Special Education (Substitute), Custodian (Substitute), Extended School Program Coordinator, Instructional Assistant Mild/Moderate and IA Moderate/Severe (Substitute), Office Assistant, Preschool Assistant, Preschool Assistant (Open Until filled), and Special Education Data Technician.

FINANCIAL

The year-to-date Personnel Commission budget was reviewed.

CLOSED SESSION

No closed session was required.

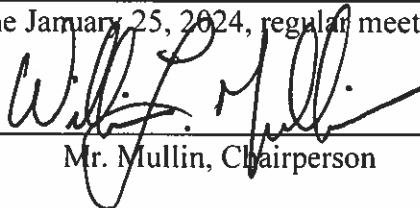
NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
February 22, 2024, at 3:30 p.m.
Board Room**

ADJOURNMENT

The January 25, 2024, regular meeting of the Personnel Commission adjourned at 3:59 p.m.



Mr. Mullin, Chairperson



Mrs. Davis, Vice-Chairperson