

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## REGULAR MEETING

### MINUTES

February 22, 2024

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:32 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. McCombs 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. Abdel and Ms. Johnson.

### Minutes, Regular Meeting of the Personnel Commission, January 25, 2024

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

### Agenda, Regular Meeting of the Board of Trustees, February 8, 2024

Presented as an information item only.

### Agenda, Regular Meeting of the Board of Trustees, March 14, 2024

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, January 11, 2024

Presented as an information item only.

### Minutes, Special Meeting of the Board of Trustees, January 19, 2024

Presented as an information item only.

### Director's Report

Mrs. Serna shared this month's copy of the Classified Personnel Report with the Commissioners. She stated we have hired two Noon Duty Aides, two Health Assistants, one ESP Assistant and three IA- Special Education. We also had one promotion. This report shows all the classified personnel changes except change of hours and transfers of location. She also shared a copy of the 2023-2024 Early Retirement Notification Stipend. The Board of Trustees approved the MOU's with FVEA and CSEA and its chapter #358 to provide early retirement notification stipends again this year. It provides \$2,000 for full-time employees and \$1,000 for part-time

employees. Employees need to notify personnel of their retirement by March 1, 2024. This gives the district an opportunity to plan and gives our employees a monetary benefit.

Mrs. Serna gave a heads up there will be a Special Personnel Commission meeting in the next week. The date is to be determined and it will be posted accordingly under the Brown Act.

She shared a copy of February's "Be in the Know." This is part of a communication initiative and is a tool the district uses to keep our staff and community abreast of news and events.

Mrs. Serna stated she is looking forward to attending the CSPCA conference at the beginning of March. She will share what we learn with Carol upon our return.

**Commissioners' Comments**

No comments were shared.

**Public Comments**

None were received.

**ADMINISTRATION**

**Certification of Eligibility Lists**

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

**PERSONNEL**

**Job Announcements**

No announcements were presented or reviewed at this meeting.

**FINANCIAL**

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

**CLOSED SESSION**

The Personnel Commission adjourned to closed session at 3:43 p.m., to discuss personnel matters. There was no action taken during the Closed Session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

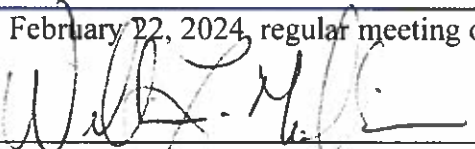
**Regular Meeting:**

**March 28, 2024, at 3:30 p.m.**

**PDC Room**

**ADJOURNMENT**

The February 22, 2024, regular meeting of the Personnel Commission adjourned at 4:02 p.m.

  
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Mr. Mullin, Chairperson

  
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Mrs. Davis, Vice-Chairperson