

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
MINUTES
February 27, 2025
3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:36 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mrs. Carmen Serna led the Pledge of Allegiance. Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice-Chairperson
Mr. William Mullin, Member
Mrs. Carmen Serna, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. Mr. Mullin seconded the motion. Motion carried.

Introduction of Guests

No guests attended.

Introduction of Staff

Ms. Danette Madison, Personnel Technician

Minutes, Regular Meeting of the Personnel Commission, January 23, 2025

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

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

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, December 19, 2024

Presented as an information item only.

Director's Report

Mrs. Serna shared that the beginning of February was minimum day schedules at the school sites for conference week. She explained that the district was fortunate to be able to offer many Classified employees the opportunity to work primary positions and a secondary position for the Extended School Program. So, directing personnel on how to work a modified work schedule can be complex. However, working together with Assistant Superintendent's and Ms. Mona Green, Director, Early Learning and Extended School Programs, we were able to put together directions for our employees that explained how each day was to be worked and had options for the various positions being worked. Mrs. Serna shared this was a smooth conference week. She thanked Ms. Mona Green and the Classified employees for being organized and flexible. Mrs. Serna reported all Classified employees were sent an email with the directions for their schedule and the week was a smooth.

The children were able to attend the ESP program as it was fully staffed with our employees which saved the district financially. Also, there were two days of specific training for the Special Education program for paraprofessionals (Instructional Assistant Mild/Moderate, Moderate/Severe, Behavior Intervention Assistant, Applied Behavior Analysis) held on Wednesday, February 5th and Friday, February 7th. There is also the voluntary training that has been provided at the district for Classified employees with the third session being offered next week, March 6, 2025. The training sessions have been successful as there had been forty to fifty employees voluntarily attending each training. She mentioned it was nice to be able to see how an idea grew into successful professional development.

Mrs. Serna shared an update regarding Juneteenth. She reiterated that there was a lawsuit against school districts, including FVSD, regarding Juneteenth and a settlement was reached. The district created a form to determine eligibility and disseminated it to all Classified employees to complete by February 18, 2025. Ms. Cathie Abdel has started the process by sharing the information with CSEA and the Classified staff. Within the next couple of weeks, she anticipated CSEA would have feedback and determining eligible employees to move forward in the process. A list of Classified employees needs to be reviewed, including retirees, to determine eligibility.

Mrs. Serna provided the Personnel Commission with the newsletter, Be in the Know, a great resource that shares a lot of information about the district, such as the LCAP meeting, LCAP survey, and budget information. Mrs. Serna commented that information should be upcoming for the budget. She stated the Personnel Commission budget in the past had been stable. She would keep the Personnel Commissioners informed. She thanked the Commission for their continued support.

Commissioners' Comments

Mr. McCombs informed the Commission that he may not be in attendance for the March 27, 2025, meeting due to a family commitment he will be attending to, and he appreciated the support of the Commission.

Mr. Mullin commented he appreciated the staff at Tamura. A couple of weeks ago, his son Chris Mullin had a medical incident at the school site. The staff, especially the Custodian, all stepped in to assist and their dedication is very appreciated. Mr. Mullin thanked the Tamura staff for their professionalism they showed towards Chris Mullin. He shared the students at Tamura expressed their thoughtfulness in providing cards for Chris Mullin.

Mrs. Davis stated our staff are prepared to act for our children and she expressed her appreciation.

Mrs. Davis also commented that she was so impressed with the printed Personnel Commission Annual Report. She was very appreciative of the work that went into the report and thanked Mrs. Serna.

Mrs. Serna commented that Fountain Valley is a heartfelt family. So, when Mr. Chris Mullin returned to the Leadership meeting, it was a feeling as though we were seeing our family. Attendees were grateful to see him. Not enough can be said about the Tamura staff and how they responded. We are a family and we care for one another.

Public Comments

None were received.

ADMINISTRATION

Certification of Eligibility Lists

Mr. McCombs motioned to approve the Certification of Eligibility lists for Bus Aide – Special Education, Preschool Instructor, Instructional Assistant Moderate/Severe, and Extended School Program Assistant. Mr. Mullin seconded the motion. Motion carried.

PERSONNEL

Job Announcements

Mrs. Davis asked for an update on the Preschool Instructor position that closed on February 11, 2025. Mrs. Serna advised this was our second time vetting the process. This time there was one candidate who successfully passed the exam and was pending the oral panel interview. This position has been a difficult position to fill.

Mrs. Davis asked if the hardship was due to the age of the children. Mrs. Serna believed one of the obstacles may be a timing issue. She explained for our district, this position is a Classified position, whereas some districts have moved this classification to a certificated position that requires different minimum requirements. Mrs. Serna added that there was a qualified long-term substitute filling the vacancy that is willing to stay to the end of the school year, if necessary.

FINANCIAL

Mrs. Davis asked if there were any budget transfers pending, specifically for the additional duty – clerical. Mrs. Serna stated she would follow up with the new Director, Fiscal Services to determine if they would prefer transfers to be completed or to wait until the end of the school year before the books close.

Mr. McCombs and Mr. Mullins stated the budget appeared to be right on track for the end of the year and they had no further comments.

Mrs. Serna stated as information becomes available for the budget for the 2025-2026 school year, she would continue to keep them apprised. She explained the Personnel Commission budget was an independent budget number.

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

March 27, 2025, at 3:30 p.m.

PDC Room

ADJOURNMENT

The February 27, 2025, regular meeting of the Personnel Commission adjourned at 3:56 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson

PERSONNEL COMMISSION
RESOLUTION NO 2025-01

Designation of the Position of Assistant Superintendent, Business Services
as Classified Senior Management

WHEREAS, the Personnel Commission recognizes the need to designate certain high-level classified administrative positions as Classified Senior Management in accordance with California Education Code Section 45108.5; and

WHEREAS, Education Code Section 45108.5 defines a Senior Management employee as a classified employee in the highest position of a principal district program area, who is not required to hold a credential, and who exercises district-wide responsibility for formulating policy or administering the affairs of the district; and

WHEREAS, the position of Assistant Superintendent, Business Services is responsible for overseeing the district's operations including facilities, food services, risk management, fiscal services, and other administrative functions, providing direct fiscal advisory support to the Superintendent and the Board of Trustees; and

WHEREAS, the Personnel Commission recognizes that the Assistant Superintendent, Business Services position meets the qualifications and requirements necessary for the designation as a Classified Senior Management position, consistent with the provisions of Education Code Section 45108.5; and

WHEREAS, employees in Classified Senior Management positions are part of the classified service but do not attain permanent status in such roles, as outlined in Education Code Section 45108.5;

NOW, THEREFORE, BE IT RESOLVED that the Personnel Commission hereby designates the position of Assistant Superintendent, Business Services as a Classified Senior Management position under Education Code Section 45108.5; and

BE IT FURTHER RESOLVED, that this designation shall remain in effect unless otherwise modified by the Personnel Commission or as required by law.

APPROVED, PASSED, AND ADOPTED this 27th of March, 2025 by the Personnel Commission of the Fountain Valley School District, County of Orange, State of California by the following vote:

AYES	:	<u>2</u>
NOES	:	<u>0</u>
ABSENT	:	<u>1</u>
ABSTAIN	:	<u>0</u>

I, CAROL DAVIS, Chairperson of the Personnel Commission, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Personnel Commission at a regularly called and conducted meeting held on said date.

WITNESSED my hand this 27th day of March, 2025.

Carol Davis

Carol Davis, Chairperson of the Personnel Commission