

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

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

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:32 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. Tony McCombs led the Pledge of Allegiance. Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. Due to Mr. Mullin's absence, there was an automatic second. Motion carried.

Introduction of Guests

Ms. Chris Olson, School Office Manager at Talbert and CSEA Vice-President; Mr. Jeremy Talley, Head Custodian at Oka and CSEA President.

Introduction of Staff

Mrs. Carmen Serna was in attendance.

Minutes, Regular Meeting of the Personnel Commission, February 27, 2025

Mr. McCombs moved to approve the Minutes as presented. Automatic second. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, January 16, 2025

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, February 13, 2025

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, February 20, 2025

Presented as an information item only.

Minutes, Governance Team Building Meeting of the Board of Trustees, February 22, 2025

Presented as an information item only.

Director's Report

Mrs. Serna provided an overview of the CSPCA conference with the Personnel Commissioners that occurred in Napa, March 16-18, 2025. Personnel that attended the conference: Mrs. Serna, Ms. Danette Madison, (Personnel Technician), Mr. Bill Mullin (Personnel Commissioner) and Mr. Jeremy Talley (CSEA President). Mrs. Serna stated there were several breakout sessions that provided great information.

This being Ms. Madison's first time attending the conference, it allowed for collaboration on sessions to attend and conversation after the sessions as to what was discussed and how it applies to Fountain Valley School District. Sessions included topics, such as, Classification and Compensation and Artificial Intelligence (AI). As for AI, Mrs. Serna shared her awareness of the usage of ChatGPT and used it periodically as a resource. She explained the session provided information as to how long AI has been developing, how it is currently being used by students and professionals, and provided several other AI applications available for use. The session provided several pros and cons to using it. The session was well put together and it brought to our attention how applicants could use AI for completion of applications and such.

She shared another great session attended with Ms. Madison was about leaves (of absence). It provided a new perspective on how leaves are currently being processed and how we can better serve our employees. Together with Mr. Mullin, they attended the Culture of Developing Trust in the Workplace. She also attended a Workplace Violence Prevention session that covered the new law passed which states each District had to create a Workplace Violence Prevention plan. Because the law is new and is still evolving, the session provided information to help move forward with a better understanding.

Mrs. Serna shared she attended the FVSD Annual Art Show, which was very well attended by the community. There were an array of activities for the attendees from food trucks to hands on activity booths for the children. The middle school choir's performed as well.

Lastly, Mrs. Serna wanted to address the Resolution that was on the agenda prior to the Personnel Commission taking action.

Commissioners' Comments

Commissioners had no comments.

Mrs. Davis thanked everyone for their reports and comments regarding the CSPCA conference.

Public Comments

Mr. Talley shared he attended the CSPCA conference and also attended the Workplace Violence Prevention session with Mrs. Serna. He shared it was about reporting violence in the workplace, having a plan in place that the District would adopt and each site would then have a modified plan specifically for their site. Mr. Talley had questions about the AI session, he asked if the AI session was pertaining to the use of ChatGPT or if it addressed the use of AI for personnel. He shared the information available at the conference was great and the networking was a great opportunity. He stated he was able to attend favorite sessions/speakers as they always have great information. He said not from this conference, but he learned how there was another possible way to fund the days in the catastrophic sick leave bank. Mr. Talley continued by stating the conference was a great learning opportunity. He said the district lost Donna Johnson, Personnel Technician who recently retired, who was a wealth of information. This conference provided Mr. Talley with the first opportunity to collaborate with Mrs. Madison, Mrs. Serna and Mr. Mullin. Through the years, the conference allows for the rapport to grow between Personnel Commission staff and CSEA. CSEA has always had a good working relationship with the District and it intended to keep it that way.

Mrs. Davis reminded Mr. Talley that not all district's have the same relationship. Mr. Talley stated he learned at the conference of how volatile relationships are in different districts. He said CSEA is very fortunate for being on the same page with the District and for doing what is best first for students and employees.

Mrs. Davis stated she shared that a conference she attended, Personnel Commissioners from other districts shared they had to attend meetings every other week to continue building trust.

Mr. Talley responded he was thankful for the representation the district has, from Mrs. Serna to Assistant Superintendents, Ms. Cathie Abdel and Ms. Chris Fullerton.

As personnel change, Mr. Talley stated it was important to ensure language was codified in the contract to protect the employees and to continue setting up Classified members for success.

Mrs. Serna commented that CSEA negotiations were scheduled for the following week and what Mr. Talley shared was negotiations and collaboration. Mr. Talley continued to comment that he was looking forward to negotiations and Ms. Chris Fullerton will be missed when she retires in June 2025.

ADMINISTRATION

Certification of Eligibility Lists

Mr. McCombs motioned to approve the Certification of Eligibility lists for Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, ESP Assistant, and Food Services Worker. Automatic second, motion carried.

Mrs. Davis stated there appeared to be a lot of testing. Mrs. Serna responded that the District is in a better place regarding hiring, so positions were being posted for substitutes. Most recently, Head Custodian substitutes were needed due to the substitute pool being low. Also posted was Substitute – School Office Manager to increase the substitute pool. Mrs. Serna shared with the Personnel Commissioners that CalPERS had reinterpreted the law regarding hiring retiree annuitants to work specifically on a substitute basis. CalPERS stated if a district is able to hire a substitute for a position, they should be hired first and not hiring a retiree annuitant to supplement their income.

Mrs. Davis commented when a retiree returns to the workplace, it makes it easier for the position and district because of their knowledge. Mr. Talley also commented that the retiree's knowledge of the process and their knowledge is a commodity. He also commented that the CSEA union also has contacted CalPERS for additional information. Mr. Talley mentioned retiree Spirk who was a School Office Manager with years of knowledge who has helped out seamlessly. Mrs. Serna stated CalPERS was still working on the criteria and had overwhelming response from districts asking for clarification and specific criteria. Mrs. Serna stated the district had to make sure they were trying to fill positions with regular hires or calling substitutes before contacting a retired annuitant. She continued stating a viable substitute pool list must be in place.

Mr. McCombs shared retiree annuitants may have been hired after retirement for training purposes. Mrs. Serna reiterated the process was still being reviewed by CalPERS, the district had been in communication with the retired annuitants because they are great people, do a great job, but the district does not want to jeopardize their retirement. She wanted to make sure they understood that it was not a district protocol, but the district was trying to protect the retiree, their retirement, and following CalPERS direction.

Resolution No. 2025-01

Mrs. Davis asked for a motion to open discussion regarding Resolution No. 2025-01.

Mrs. Serna shared with the Commission and guests that this was not a new process. The resolution last took effect when Mrs. Chris Fullerton was hired 10 years ago.

Mrs. Serna stated the resolution was approved 10 years ago and the same resolution could have been used, but the Personnel Commission wanted transparency. The sole purpose for the resolution was to allow for the position to be under the category of Senior Management, where it was currently.

The District Senior Managers was comprised of the Superintendent and the three Executive Cabinet members: Assistant Superintendent, Personnel, Assistant Superintendent, Educational Services, and Assistant Superintendent, Business Services.

Mrs. Serna stated having the Assistant Superintendent, Business Services as part of the Senior Managers is typical for many districts. The process would produce an unranked list of candidates to select from. The District partnered with School Services of California to assist with the recruitment process to find the right candidate. Hiring an Assistant Superintendent, Business Services is critical to the well-being of the District. The resolution is not changing the position title or the salary. The Board of Trustees also approved the resolution recently and this was the presentation to the Personnel Commission to be aware and to honor their rights as the Personnel Commission.

Mrs. Davis asked about the type of exam, if it was an exam or essay type of submission. Mrs. Serna stated the recruitment process was posted on various platforms, such as, EdJoin and EdCal, and CASBO network with School Services support. The posting was live on March 17, 2025 with the deadline to apply is April 14, 2025. She stated that, as with her hiring process, various stakeholders assist with the interviewing process.

Mrs. Davis asked for clarification regarding application requirements. Mrs. Serna stated an application stating the candidates experience, degrees, certifications etc. The vetting process will start with screening of applications for minimum requirements and experience followed by the first interview. The Assistant Superintendent, Business Services, requires a higher level of experience and knowledge.

A brief discussion was held regarding the topic of stakeholders that participate in the interview panel and the various manners to reach being hired as an Assistant Superintendent, Business Services.

Mrs. Serna expressed her appreciation for the Personnel Commission and the importance of transparency. She added that she had spoken to Mr. Mullin regarding the resolution as he was absent from the Personnel Commission meeting on March 27th.

Mrs. Davis stated she appreciated the information and stated she thought the information she had stated what stakeholders were going to be involved and it was quite extensive.

Mrs. Davis stated the recommendation was that the Personnel Commission adopt Resolution No. 2025-01 approving the designation of the position of Assistant Superintendent, Business Services, as a Classified Senior Management position under Education Code Section 45108.5. Mr. McCombs moved to approve, automatic second. Resolution approved.

PERSONNEL

Job Announcements

Mrs. Davis stated there was dual certification for: Bus Driver, Instructional Assistant – Applied Behavior Analysis, and Substitute School Office Manager. Mr. McCombs did not have comment.

Mrs. Davis asked about the School Office Manager substitutes and the need for only five, as mentioned on the job announcement. Mrs. Serna stated that generally, when placing the postings, we estimated the number of substitutes needed and accepted how many applicants allowed for adequate staffing if long-term assignments were needed.

FINANCIAL

Nothing at this time.

CLOSED SESSION

Mrs. Serna advised a closed session is needed with no anticipated report after closed session. The Personnel Commission adjourned to closed session at 4:10 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

April 24, 2025, at 3:30 p.m.

PDC Room

ADJOURNMENT

The March 27, 2025, regular meeting of the Personnel Commission adjourned at 4:25 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson