

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
MINUTES
April 24, 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. Bill Mullin led the Pledge of Allegiance. Present for the entire meeting:

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

GENERAL FUNCTIONS

Introduction of Guests

No guests were in attendance.

Introduction of Staff

Mrs. Serna thanked everyone for joining the meeting and stated Mr. McCombs had a commitment and appreciated the other two Commissioners for being in attendance, which allowed for the quorum. In attendance were Ms. Cathie Abdel, Assistant Superintendent, Personnel Services; Mr. Jeremy Talley, Head Custodian at Oka and CSEA President; Ms. Christine Olson, School Office Manager at Talbert Middle School and CSEA Vice-President; and Ms. Danette Madison, Classified Personnel Technician.

Approval of Agenda

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

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

Due to Mr. McCombs absence, the approval of the Minutes was tabled for the next Personnel Commission meeting on May 15, 2025. Mrs. Davis inquired with Mr. Mullin, due to his absence, if he had any questions. Mr. Mullin stated he did not have any questions or comments.

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

Presented as an information item only.

Director's Report

Mrs. Serna commented how quickly time has gone as we approach the beginning of May. The end of the school year always provided an opportunity for review and preparation for the summer. She stated recently that Ms. Abdel, Mr. Talley, she and stakeholders were able to conduct initial interviews for the Assistant Superintendent, Business, which were successful. Next Tuesday, Dr. Stopp and the Executive Cabinet will hold the final interviews and it was anticipated that the name of the chosen candidate will be presented to the Board of Trustees at the scheduled Board Meeting on May 8, 2025. As soon as the information is public, Mrs. Serna will share the details with the Personnel Commissioners to keep them informed.

Mrs. Davis commented that was a fast timeline. Mrs. Serna concurred and stated they were happy with the number of candidates that applied as well as with the initial interviews. She stated interviewers walked away feeling comfortable with the considered candidates.

Personnel was gearing up to prepare for summer school, regular education and special education. A Google interest form was sent to all Classified personnel with the deadline just closing, there were many interested personnel interested in working during the summer. Mrs. Serna stated that the summer assignments would be assigned starting with special education, then general education.

Personnel was also preparing for staffing as there had been resignations and retirements. She also stated there was an anticipated growth in Transitional Kindergarten (TK), which would require more TK Aides beginning the 2025-2026 school year. Mrs. Serna stated this process needed to start now because waiting until the summer would be too late. Mrs. Davis asked how old a child must be to enroll into Transitional Kindergarten. Ms. Abdel stated the child needed to be four years of age by the first three days of the school year. Mrs. Serna commented the District still provided the traditional Preschool program that was fee-based and was supplemented by the State. She offered that the program provided accessibility for working parents for their young children to receive instruction, childcare and placed them on the path to success. Mrs. Serna indicated there was opportunity for current Kindergarten Aides to express their interest in the new TK Aide positions due to the number of hours being offered. Current Kindergarten Aides work 17.5 hours per week, whereas the TK Aides work 28 hours per week. She stated filling the positions was a top goal.

The Personnel Commission was provided with a copy of the district's newsletter, *School News*. Mrs. Serna stated that the newsletter provided updates to parents, stakeholders, and the community of the various events occurring at the schools, especially awards presented to students by the Board of Trustees. Also provided to the Commissioners was a copy of the Classified Personnel Report that went to the Board of Trustees' last meeting which provided an update regarding hiring, resignations and leaves of absences.

Mrs. Serna stated that the annual Classified employee celebration was scheduled for May 15, 2025. She mentioned CSEA would also have their pizza event, as in previous years. She expressed excitement for the next couple of months and the closing of the school year.

Commissioners' Comments

Mr. Mullin stated he was reserving his comments for the next Personnel Commission meeting as he had prepared a synopsis of the CSPCA conference attended in March along with Mrs. Serna, Mr. Talley, and Ms. Madison. He stated the conference was a bit different than in the past but overall was a good meeting.

Public Comments

Mr. Talley commented in response to Mr. Mullin's CSPCA comments, that the best part of the conference was the information presented and the amazing speakers.

Mrs. Davis added that when she last attended a conference, she found how grateful she was to work with Fountain Valley because many other places did not have the camaraderie or the same level of caring that FVSD had.

Mr. Talley concurred with Mrs. Davis and that it was fortunate to have people who respected each other even in times of differences.

Mr. Mullin added more to his initial comments, stating while at the conference he was made aware that Castro Valley had a Personnel Commission handbook that was updated and provided to the Board. He stated it seemed like a great document to have and would like to obtain a copy.

Mr. Talley stated he thought that would be a great idea to review because personally when he was first hired, he did not have an understanding as to the purpose or responsibilities of the Personnel Commission.

Mrs. Davis stated that the Annual Report would more than likely be the equivalent document offered at the district.

Mrs. Serna stated she would request a copy of Castro Valley's Personnel Commission handbook and determine the differences between the documents. Some Districts offer the Annual Personnel Commission Report, a simple data-only type of report, but our report encompasses more information, such as, explaining the jurisdiction and responsibilities of the Personnel Commission. She said perhaps there may be aspects of their handbook that could be integrated into the annual report.

Mr. Mullin shared that during the presentation at the conference, Castro Valley shared the handbook was created when there were challenging times between the Personnel Commission, Superintendent, and Board of Trustees. After the creation of the handbook, Castro Valley stated it had assisted greatly since.

ADMINISTRATION

Nothing at this time.

PERSONNEL

Mrs. Serna provided information regarding the Schoolwide General Education Behavior Intervention Assistant (BIA) job announcement and clarified that the classification encompassed special education and general education that supports the entire school. She shared that there was a vacancy at a school site that required a general education schoolwide BIA. There was a need to review the requirements and qualifications for the position and candidates to be able to support the entire school not just an individual student or classroom. Mrs. Serna shared there were a few interested candidates, internally and externally. There would be subject matter experts interviewing to ensure the best equipped candidates were forwarded to the eligibility list.

Mrs. Serna shared the search for Food Services Workers continued and shared there were a number of applicants. The hiring would require a lot of training. She complimented the work of Director, Food Services, Suzanne Brown and her team for the work they continued to do which included serving breakfast and larger number of students being served. She stated there was a need for Food Services Worker substitutes.

Mr. Mullin asked what the substitute pool was for Food Services Worker. Mrs. Serna stated there had not been many substitutes for this classification and this was the reason for the posting searching for substitutes. This substitute listing had a higher interest than expected.

Mr. Talley stated there were ten school sites with two Food Services Workers assigned to each site, so it would seem it would be difficult to keep substitutes on the list as there may be little opportunity for assignments. The kitchens have seen a lot of changes due to TK. They do a lot of work, which included the time during COVID, where they served the community and were working when others were made to stay home.

Mrs. Serna commented the Food Services Workers were at the forefront from day one during COVID. She shared the classification and compensation review conducted in the past allowed for a salary increase that moved the range from ten to fifteen to remain competitive, which allowed for retaining staff.

FINANCIAL

Nothing at this time.

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
May 15, 2025, at 3:30 p.m.
PDC Room**

ADJOURNMENT

The April 24, 2025, regular meeting of the Personnel Commission adjourned at 4:25 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson