

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting  
**MINUTES**  
June 26, 2025  
3:30 p.m.

Mrs. Davis 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. Cathie Abdel 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

Mrs. Carol Davis stated due to Mr. Mullin's absence, automatic second vote invoked for the meeting. Mr. Tony McCombs moved to approve the agenda as presented. Automatic second invoked. Motion carried.

### Introduction of Guests

No guests were in attendance.

### Introduction of Staff

Mrs. Carmen Serna, Director, Human Resources introduced staff in attendance: Ms. Danette Madison, Personnel Technician; Ms. Abdel, Assistant Superintendent, Personnel; Ms. Mona Green, Director, Early Learning and Extended School Programs; Mr. Jerry Gargus, Assistant Superintendent, Student Services; ESP Coordinators: Natalie Velez, Tamara Wickam, Jana Ramirez, Iridian "Iri" Molina, Desiree Madrid and Kiana Aquino.

### Minutes, Regular Meeting of the Personnel Commission, May 15, 2025

Mr. McCombs moved to approve the Minutes as presented. There was an automatic second due to Mr. Mullin's absence. Motion carried.

### Minutes, Regular Meeting of the Board of Trustees, May 8, 2025

Presented as an information item only.

### Director's Report

Mrs. Carmen Serna reported the completion of the end of the year activities. The year seemed to have gone by very fast. The District Central Office celebrated employees with a barbeque at the Maintenance & Transportation yard. School site employees are also celebrated at their school sites.

Mrs. Serna shared she had the honor of celebrating Tina Dao, District Bilingual Translator, at the Board Meeting on June 18, 2025. Tina was recognized at the Board meeting along with Teacher of the Year and other staff being recognized. It was a great time to celebrate Tina, a true rock star!

Promotions went well at all the school sites and Ms. Serna attended Talbert's promotion. She provided an overview of the summer programs. She reported there were three programs: summer camp run by Ms. Mona Green and her team, Extended School Year (ESY special needs summer program), and Summer Intervention Academy (SIA – academic summer school). There were forty employees for ESY; fifteen employees for SIA, and thirty-eight employees for summer camp. In addition to those employees, the District also hired Food Services Workers, Bus Drivers, Bus Aides, Health Assistants, and Licensed Vocational Nurses (LVNs). Mrs. Serna stated the programs started June 23, 2025 sharing the SIA program was sixteen days and the ESY program was twenty days.

Mrs. Serna wished all a wonderful and restful summer. She also thanked Ms. Christine Fullerton, Assistant Superintendent, Business Services, who was not in attendance, but Mrs. Serna wanted to publicly thank her for providing the Personnel Commission the informative budget presentations during the meetings. Ms. Fullerton was retiring and she would be greatly missed.

Mrs. Serna also stated she looked forward to sharing with the Personnel Commission the job descriptions in more detail later in the meeting per the agenda.

### **Commissioners' Comments**

Mr. McCombs commented the Classified recognition was wonderful and he was glad to be able to attend. He thanked Mrs. Carol Davis who did a great job that evening. He also wished Ms. Christine Fullerton a happy and wonderful retirement.

### **Public Comments**

Mrs. Mona Green thanked Mrs. Carmen Serna for working with her and having many passionate discussions regarding the job descriptions. She appreciated her researching market data analysis and finding compatible positions. She stated the jobs have changed in the last eight years and all of the program is technology based with children signing in/out using technology. Additionally, technology web-based reporting for the State was required. She mentioned the ESP Coordinators have experienced an increase in essential duties and their work is appreciated. Mrs. Green appreciated Mrs. Serna's assistance and attitude of how can we make the needed changes and doing the work to make the changes happen. She understood the amount of work needed to revise job descriptions and shared her appreciation for everyone involved.

Ms. Abdel shared the next steps. She stated the Personnel Commission makes the recommendations for the changes to the job descriptions and placement on the salary schedule to the Board of Trustees. The Board of Trustees would review and need to approve the recommendation. She stated the next Board of Trustees meeting was scheduled for August 2025. The change in salary would probably not be seen in August, but retroactive to July 1<sup>st</sup>. So, possibly the salary change would be reflective in September.

## **ADMINISTRATION**

### **Certification of Eligibility Lists**

Mr. McCombs motioned to approve eligibility lists for ESP Assistant and Food Services Worker. An automatic second vote due to Mr. Mullin's absence. Motion carried.

### **Classification Plan Amendment – New Job Description and Revision to Essential Duties for Instructional Assistant Transitional Kindergarten/Kindergarten**

Mrs. Serna stated this was the first job description with recommendation changes for the Personnel Commission. The Transitional Kindergarten program had grown with every year, bringing younger students. The 2025-2026 school year, children entering the program were required to be four years of age by September 1<sup>st</sup>. The age group provided opportunities for educators and instructional assistants to help the children develop their independence.

Mrs. Serna met with numerous Transitional Kindergarten Assistants (TK) and presented the revised essential duties for their position. The Instructional Assistant job description was the foundation for the revised TK Assistant job description with the added essential duty regarding toileting. The school nurses were developing a toileting intake survey and partnering with parents. This toileting intake survey allows parents to provide information about their child's potty training and to state a plan of action for toileting accidents occurring at school. This was not diapering the child. Mrs. Serna explained it was helping the child with toileting and hygiene needs. The TK Assistants she met with confirmed these were the duties they were performing. Mrs. Serna stated prior to the new school year beginning, the district would provide training, clear expectations for the TK Assistants, and would be available to answer any questions.

Mrs. Davis and Mr. McCombs did not have questions. Mr. McCombs moved to approve the new job description and revision to essential duties for Instructional Assistant – Transitional Kindergarten/Kindergarten. There was an automatic second. Motion carried.

**Classification Plan Amendment – Revision to Essential Duties for Health Assistant**

Mrs. Serna shared she met with all the Health Assistants. She stated she provided them with the proposed job description. She stated it was an opportunity to share feedback and discuss expectations. The Health Assistants used this opportunity to share with one another best practices for performing the toileting duty.

Mrs. Davis asked if the child would report to the health office if a toileting accident occurred. Mrs. Serna clarified, the intention was initially taking care of the situation in the classroom. Mostly the process was dependent upon the parent plan; whether that was having a change of clothes at school or calling the parent. If calling the parent was their request, the child would be sent to the school office for support.

Ms. Cathie Abdel stated the key was building the child's independence with the support of the parents. She stated Mrs. Green had been a key factor with helping the district navigate the process because these children were preschool students transitioning to TK/K programs.

Mrs. Davis asked if there was a motion to approve the revision to the essential duties for Health Assistant and clarified there was not a change in the salary schedule, which Mrs. Serna confirmed. Mr. McCombs motioned to approve the new job description and revision to essential duties for Health Assistant. Automatic second. Motion carried.

**Classification Plan Amendment – Revision to Essential Duties for Food Services Field Operations Coordinator and Placement on Range 61 of the Classified Salary Schedule effective July 1, 2025**

Mrs. Serna provided a background report. She stated the Food Services Program and services provided for students had drastically evolved within the last couple of years. Specifically, new programs like universal meals. This position was critical for the Food Services program. The proposed recommendations include changes to the essential duties. She shared the current incumbent, Sharon Kircher, was tasked with visiting, inspecting, and auditing all district kitchens which was not part of the essential job duties prior. She was also tasked with working closely with the Food Services Delivery Driver. She works closely with the Director, Food Services for the selection of staff, training, and providing healthy and appetizing food for the students. Mrs. Serna shared she spoke with the Director, Food Services and the Assistant Superintendent that oversees Food Services, and recommends to revise essential duties and to change the salary range from range 56 to range 61 effective July 1, 2025.

Mrs. Davis asked if there was a motion to approve the revision to essential duties for Food Services Field Operations Coordinator and to approve the increase from Range 56 to Range 61 on the salary schedule effective July 1, 2025. Mr. McCombs moved to approve the revision to essential duties for Food Services Field Operations Coordinator and to approve the increase from Range 56 to Range 61 on the salary schedule effective July 1, 2025. Automatic second. Motion carried.

**Classification Plan Amendment – Revision to Essential Duties, Education/Experience for Extended School Coordinator and Placement on Range 49 of the Classified Salary Schedule effective July 1, 2025**

Mrs. Serna stated she was happy to present this recommendation as many of the incumbents were present. Mrs. Serna stated this classification has been one of the most recruited for position in the four years she had been with the District. This was a work in progress and took time to make the changes. There were many meetings with Mrs. Mona Green to determine what needed to be accomplished to set the program up for success. Mrs. Serna thanked all the ESP Coordinators in attendance.

Mrs. Serna stated that the Extended School Program (ESP) has extensively grown. The program serves approximately 1,000 students. The ESP is well-organized and planned activities. One of the keys to the program success are the ESP Coordinators. The essential duties were revised to accurately reflect the scope of duties they were performing. They are the liaisons between the parents and students. Mrs. Serna's recommendation was to change the salary range from range 44 to range 49 effective July 1, 2025. Another change was the education and experience. The equivalency part was removed from the job description. The recommended job description was provided to the Personnel Commission.

Mr. McCombs motioned to approve the revision to the essential duties for Extended School Coordinator, to revise the education and experience on the job description to: Option 1: Bachelors degree in job related area plus two years supervisory experience and a valid site supervisor permit; Option 2: Associates degree in job related area plus three years supervisory experience and a valid site supervisor permit, to increase the salary range from range 44 to range 49 on the salary schedule effective July 1, 2025, and to approve the removal of equivalency from the job description. Mrs. Davis stated it was moved and there was an automatic second. Motion carried.

**Classification Plan Amendment – Revision to Essential Duties, Education/Experience for Recreation Coordinator and Placement on Range 49 of the Classified Salary Schedule effective July 1, 2025**

Mrs. Serna stated the Recreation Coordinator position was a summer program position that was equivalent to the ESP Coordinator position. Mrs. Serna stated she was able to meet with and to work with Mrs. Mona Green to review the job description and revised outdated essential job duties. Her recommendation for the Recreation Coordinator position was to revise essential duties, revise education and experience, and to change the salary range from range 44 to range 49, and to remove the equivalency.

Mrs. Davis commented it was wonderful to see the updates to the essential duties. Mrs. Davis stated it was recommended to approve the revision to the essential duties for Recreation Coordinator, to revise the education and experience to: Option 1: Bachelors degree in job related area plus two years supervisory experience and a valid site supervisor permit; Option 2: Associates degree in job related area plus three years supervisory experience and a valid site supervisor permit, to increase the salary range from range 44 to range 49 on the salary schedule effective July 1, 2025, and to remove equivalency from the job description. Mrs. Davis asked if there was a motion, Mr. McCombs moved to approve with automatic second. Motion carried.

**Classification Plan Amendment – Revision to Education/Experience for Assistant Recreation Coordinator**

Mrs. Serna explained this position was in the same job family for summer programs; the Assistant Recreation Coordinator. The revisions to this position's job description are to the education and experience, recommending the removal of the equivalency, and eliminating the twelve Early Childhood credit hours. There are no recommendations for a salary change for this position.

Mrs. Davis stated it was recommended to revise the education and experience for Assistant Recreation Coordinator to: Associates degree with job-related experience and to remove equivalency from the job description. Mrs. Davis asked for a motion. Mr. McCombs motioned and an automatic second vote was noted. Motion carried.

Mrs. Davis expressed appreciation for the hard work, detail and time put into each job description. She stated the work keeps the Personnel Commission informed and aware of what was happening which was very important.

Mrs. Serna responded by thanking the Personnel Commission for their support, their willingness to hear recommendations, and working as a team. She expressed her appreciation to the ESP Coordinators during this review process and recommendation of the job description. She mentioned although CSEA was unable to attend the meeting, they were also part of the team and included with the discussions and review process.

## **PERSONNEL**

### *Job Announcements*

Mrs. Davis reviewed information only job announcements for the dual certification postings for Food Services Worker, Instructional Assistant – 2025-2026 Pool – Kindergarten & Transitional Kindergarten, and Special Education Data Technician.

Mrs. Serna provided an update for the Transitional Kindergarten posting. As registrations are received, there may be a need for additional hirings for the position.

## **FINANCIAL**

### *2025-2026 Personnel Commission Budget – Second Reading and Approval*

Mrs. Davis inquired if there were any changes from the first reading. Mrs. Serna advised the process was to have the first reading during the May Personnel Commission meeting with a public hearing. This would be the second and final reading of the 2025-2026 Personnel Commission budget that would be sent to Orange County Office of Education

Mr. McCombs motioned to approve the 2025-2026 Personnel Commission Budget. Automatic second vote. Motion carried.

### *Approval of Invoice for Cooperative Organization for the Development of Employee Selection Procedures (CODESP)*

Mr. McCombs motioned to approve the 2025-2026 membership invoice for COSESP. Automatic second vote. Motion carried.

### *Approval of Invoice for Personnel Commissions Association of Southern California (PCASC)*

Mr. McCombs moved to approve the 2025-2026 membership invoice for PCASC. Automatic second vote. Motion carried.

### *Approval of Invoice for California School Personnel Commissioners Association (CSPCA)*

Mr. McCombs motioned to approve the 2025-2026 membership invoice for CSPCA. Automatic second vote. Motion carried.

## **CLOSED SESSION**

No closed session was required.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
August 28, 2025, at 3:30 p.m.  
PDC Room**

**ADJOURNMENT**

The June 26, 2025, regular meeting of the Personnel Commission adjourned at 4:06 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson