

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting

MINUTES

August 28, 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. 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. Mullins seconded the motion. Motion carried.

Introduction of Guests

No guests were in attendance.

Introduction of Staff

In attendance was Ms. Danette Madison, Classified Personnel Technician.

Minutes, Regular Meeting of the Personnel Commission, June 26, 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, June 12, 2025

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, June 18, 2025

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, July 22, 2025

Presented as an information item only.

Director's Report

Mrs. Serna shared that the Board of Trustees approved the revised salary range placements the Personnel Commission (PC) approved on June 26, 2025, PC meeting for the following classifications: Food Services Field Operations Coordinator, Extended School Program Coordinator, and Recreation Coordinator.

Mrs. Serna shared Ms. Kyle Ruiz has been appointed as the new Principal at Plavan School effective the 2025-2026 school year. Dr. Patrick Ham, previous Principal at Plavan School, has been assigned as the new Principal at Masuda Middle School effective the 2025-2026 school year.

Mrs. Serna shared it has been a busy and successful summer for the Personnel Department. Recruitment and hiring efforts have been strong, with many positions filled ahead of the new school year. Transitional

Kindergarten (TK) student enrollment was higher than anticipated, and all TK Instructional Assistant positions have been successfully staffed.

Mrs. Carmen Serna supported Plavan School on the first day of school, where there was great energy and excitement as the year kicked off. She sent cheers to the start of a new school year. Classified Personnel continues to focus on hiring for special education to ensure students and programs are fully supported.

Commissioners' Comments

None were received.

Public Comments

None were received.

ADMINISTRATION

Certification of Eligibility Lists

Mr. Mullin motioned to approve the Certification of eligibility lists for Extended School Program Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant TK, Behavior Intervention Assistant General Education (Schoolwide), Bus Driver, Special Education Data Technician, and Preschool Instructor. Mr. McComb seconded the motion. Motion carried.

PERSONNEL

The Personnel Commission reviewed the dual certification job postings for Behavior Intervention Assistant General Education (Schoolwide), Custodian, Preschool Instructor, Instructional Assistant Mild/Moderate and Moderate/Severe, Instructional Assistant 2025-2026 Pool Kindergarten and TK, and Behavior Intervention Assistant.

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:

September 25, 2025, at 3:30 p.m.

PDC Room

ADJOURNMENT

The August 28, 2025, regular meeting of the Personnel Commission adjourned at 3:53 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson