

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
MINUTES
September 25, 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. Mr. Bill Mullin 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. Cathie Abdel, Assistant Superintendent, Personnel Services and Ms. Danette Madison, Classified Personnel Technician.

Minutes, Regular Meeting of the Personnel Commission, August 28, 2025

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

Minutes, Regular Meeting of the Board of Trustees, August 14, 2025

Presented as an information item only.

Director's Report

Mrs. Serna shared she reflected and was grateful for the Personnel team. With the new school year just beginning, the Personnel Department was busy hiring. It was a whirlwind of movement with staff, but having the support of Personnel Technicians, Danette Madison and Lisa O'Cain, their work was to be commended. Mrs. Serna also stated she was thankful for having the support of Assistant Superintendent, Personnel Services, Mrs. Cathie Abdel.

She continued sharing that Transitional Kindergarten (TK) was a position that there was a lot of hiring and continued to be an opportunity to fill all the positions, especially for Special Education. There was growth, change of staff, and resignations that needed to be filled. In addition to School Bus Drivers, Food Services Worker, and Noon Duty Aides.

Mrs. Serna gave kudos to Ms. Erin Bains, Director of Student Safety and Joe Hastie, Director of Maintenance and Operations. They gave an amazing presentation to all District Office staff on procedures for an emergency. They created a quick reference guide for response, assistance for using the PA system, and guide providing a layout of the office and pertinent details needed to report an emergency.

Ms. Cathie Abdel commended Classified Personnel for staffing 18 TK classrooms that have to be staffed at the ratio of 20:2. It was amazing it was accomplished in the short amount of time. Ms. Abdel shared she was able to be on site for the first couple days of school and seeing the little babies with the new staff was priceless. Some of the TK children are three years old because we start in August, as long as they turn four years old by September 1st they were eligible to attend a TK class. The District provided great training to assist personnel with toileting practices. There needs to be more training since the children are so young and they grow at different rates which provides a learning curve for the staff.

Mrs. Davis asked how long the TK class was and Ms. Abdel advised they stay in all day long until 2:30 PM – 2:40 PM. Mrs. Abdel mentioned that the TK program needed to match the Kindergarten program so it was all day.

Commissioners' Comments

Mr. Bill Mullins shared he may be late for the October 23, 2025 Personnel Commission meeting.

Mr. Tony McCombs did not have comment.

Mrs. Carol Davis commented she was in awe of having such little children in the TK program. She also mentioned the Board of Trustees minutes mentioned the work being completed with the modulars. Ms. Abdel shared that most of the modulars were for the Early Learning and Extended School Program led by Director, Ms. Mona Green. There was a module for Newland School and another for a preschool program at Tamura School.

Ms. Abdel stated the after-school program had expanded tremendously and there was approximately 200 students on the waiting list for the after-school program. Additional staffing was in progress as well as working with the school sites regarding the use of facilities to accommodate the additional classes. Mrs. Serna shared it was commendable the way the school site administrators work with the after school program. Mrs. Green is working diligently to accommodate the children on the wait list. Mrs. Serna stated it was anticipated that an additional ten staff would be hired.

Ms. Abdel shared that all over the state of California and in Orange County, districts are declining in enrollment. The average decline in Orange County is 3.4% and Fountain Valley was the only school district that grew (0.17%). FVSD grew and remained stable. She also shared that FVSD was the highest performing school district in Orange County in Math, ELA, and Science.

Mrs. Davis asked which grades tested that had these results. Ms. Abdel stated Math and ELA encompassed third through eighth grades while Science was fifth and eighth grades.

Public Comments

None were received.

ADMINISTRATION

Reappointment of Joint Appointee to the Personnel Commission

Mr. Mullin addressed the Commission and Mrs. Carol Davis and thanked Mrs. Davis for her valuable input and for being a member of the Commission for so long. She was the heart of the Commission and putting employees of FVSD first. Mr. Mullin nominated Mrs. Carol Davis for reappointment to the Personnel Commission, effective December 1, 2025. Mr. McCombs seconded the motion and added he was thankful Mrs. Davis had the interest to keep coming back. Mrs. Serna commented Mrs. Davis added stability and calmness to the Personnel Commission. It was because of Mrs. Davis' willingness to serve was an example to all employees a desire to come to work and to serve. Mrs. Serna was thankful Mrs. Davis would be serving on the Personnel Commission for another three years.

Mr. Mullin and Mr. McCombs voted and the motioned carried.

Certification of Eligibility Lists

Mr. Mullin motioned to approve the Certification of eligibility lists for Licensed Vocational Nurse, Custodian, Instructional Assistant Moderate/Severe, and Behavior Intervention Assistant. Mr. McCombs seconded the motion. Motion carried.

Mrs. Davis asked if the Behavior Intervention Assistant position was Schoolwide. Ms. Abdel and Mrs. Serna explained there are two positions, one for special education and schoolwide for general education. The eligibility list was for special education. Ms. Abdel shared that every elementary school has a Behavior Intervention Assistant to support the general education children. They work in collaboration with the counselor to provide strategies for the teacher to use with the children that need the extra support. And in addition, there were Behavior Intervention Assistants that worked in the special education classrooms.

Mrs. Davis commented this was exceptional and asked if other school districts were providing Behavior Intervention Assistants in their schools? Ms. Abdel shared they were and added the behaviors of the students had changed dramatically. She shared that she sat with a student, a Behavior Intervention Assistant and a counselor trying to get the her into class for an hour. They did amazing work. Some students are challenged with anxiety, depression, and school phobias. Ms. Abdel mentioned those positions were added and paid for with one time budget funding and it needed to be determined how to integrate them into the general budget to continue to support the students in our schools. The funding supports the positions through 2029.

Mrs. Davis asked if there were any hirings from the eligibility lists being approved. Mrs. Serna shared the Licensed Vocational Nurse position was filled, however, the candidate resigned shortly thereafter. Additional interviews were scheduled and in progress to fill the position. The Instructional Assistant Moderate/Severe was a difficult position to fill due to the essential functions of the position. However, there was some success with approximately 4-6 candidates being hired and still hiring. And the Behavior Intervention Assistant eligibility list, nearly all candidates were hired. The eligibility list was for special education that supports in the special education classroom.

PERSONNEL

The Personnel Commission reviewed the dual certification job postings for Certified Occupational Therapist Assistant (COTA), Speech/Language Pathology Assistant (SLPA), and Bus Driver.

Mrs. Serna shared the exam was held for the Certified Occupational Therapist Assistant (COTA) due to the last incumbent leaving after seven years. It was anticipated that the process would be completed shortly. She also shared that student needs required an additional Speech/Language Pathology Assistant (SLPA).

Mr. Mullin asked why it was so difficult to find Bus Drivers. Mrs. Serna shared it was a part-time position and it had split shifts due to the drop off schedules. The district offers to Bus Drivers the opportunity to serve as a Noon Duty Aide substitute as needed to help supplement their hours and to fill the gap in their schedules.

Mr. McCombs asked if the Bus Driver position hours allowed for them to qualify for health benefits. Ms. Abdel confirmed the position is thirty hours a week and they qualify for the full cap for health benefits. That was how FVSD was able to attract candidates. She shared there were some districts that have moved their Bus Drivers to eight hour positions and making their positions Bus Driver/Utility Worker, having them perform custodial or landscaping in their split shift gap.

FINANCIAL

Nothing at this time.

CLOSED SESSION

No closed session was required.

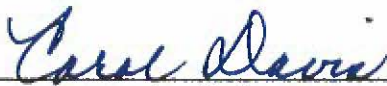
NEXT MEETING

The next meeting of the Personnel Commission will be:

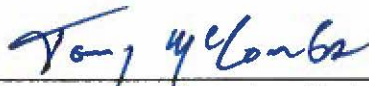
**Regular Meeting:
October 23, 2025, at 3:30 p.m.
PDC Room**

ADJOURNMENT

The September 25, 2025, regular meeting of the Personnel Commission adjourned at 3:55 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson