

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting

## MINUTES

October 23, 2025

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:33 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Danette Madison 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, September 25, 2025

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

#### Minutes, Regular Meeting of the Board of Trustees, September 9, 2025

Presented as an information item only.

#### Director's Report

Mrs. Serna shared with the Personnel Commission a copy of the Personnel Report that was presented to the Board of Trustees on October 9<sup>th</sup>, stating she was thankful for the hard work both Danette Madison and Lisa O'Cain have completed with the numerous new hires, onboarding, and processing of resignations. Personnel was still trying to fill vacancies, especially for Special Education, Instructional Assistants Moderate/Severe and bus drivers. Mrs. Serna explained the difficulties of being short a bus driver and the impact it has servicing the children and the bus routes. Recruitment for the Bus Driver position is being looked for outside of the box thinking (advertising, community events, etc).

She shared the soccer tournament was held at Talbert Middle School where all the middle schools participated. It was a great event with beautiful weather. However, there was a challenge with bussing the students back to their school sites in a timely manner as well as running the regular routes. Moving forward, Personnel will focus on how to improve the search for Bus Drivers.

Mrs. Serna shared with the Personnel Commission a copy of the most recent School News. She reviewed the fun events held at the school sites and reintroduced the new Plavan School Principal, Kyle Ruiz. She also advised that the District Central Office participated in a Great Shake Out preparation meeting presented by Director of Business, Isidro Guerra and held a Great Shake Out exercise on October 16, 2025. The purpose of the exercise was to help employees prepare for an emergency incident, but was also used for determining how to improve the processes, check equipment, update forms, and order additional supplies. Kudos to the Business Services staff, Mr. Isidro Guerra and Ms. Kim Fogarty in addition to Education Services staff members Ms. Tammy Acevedo and Ms. Dominique Riutort.

Additionally, Mrs. Serna invited the Personnel Commission to a fun event the District Central Office's Fall Potluck being held at the District Office on Halloween. The other fun event was a new opportunity brought to our sites by the Food Services Department. On October 28<sup>th</sup> and October 29<sup>th</sup>, there will be a Farmers Market being held at Newland, Cox, and Oka. The program was an opportunity for the students to engage with the vendor in conversation, allowed the student to use their Farmer's Market "pretend money bucks" to make nutritious choices, and allowed the students to feel empowered while using their bucks and buy healthy fruits and/or vegetables.

### **Commissioners' Comments**

Mrs. Davis commented the Farmers Market idea brought a smile to her face.

Mr. Mullin shared he was reminded of an experience he had in Tahiti where a farmer took the time to teach children about pineapples, which included how to select and cut them from the tree. And when he finished, the children were allowed to take their pineapples home to share with family.

Mr. McCombs had no comments.

### **Public Comments**

None were received.

## **ADMINISTRATION**

### **Certification of Eligibility Lists**

Mr. McCombs motioned to approve the Certification of eligibility lists for Certified Occupational Therapist Assistant, Speech/Language Pathology Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, and Extended School Program Assistant. Mr. Mullin seconded the motion. Motion carried.

Mrs. Davis commented there appeared to be several candidates on the Instructional Assistant Mild/Moderate list. Mrs. Serna shared that many on the list provided were due to expire, but that candidates were kept on the list regardless if they were hired. She explained the reason for doing so was that it assisted with tracking personnel and if they were hired and resigned but decided to return, they could be found on the eligibility list.

Mrs. Serna provided further explanation for the eligibility lists approved. She commented the Certified Occupational Therapist Assistant, the prior incumbent was with the district for a long period of time, so a new exam and oral panel interview questions were created. There were some good candidates which allowed for finding Carmen Do, who was slated to start at the beginning of November. Mrs. Serna continued stating the new Speech/Language Pathology Assistant was also chosen, Kacie Ramirez-Duque. Mrs. Serna also explained that the Instructional Assistant Mild/Moderate position was easier to fill than the Instructional Assistant Moderate/Severe position.

Candidates who wanted to work with children in the Transitional Kindergarten/Kindergarten realm, were open and willing to use Instructional Assistant Mild/Moderate as a stepping stone into the classroom. Mrs. Serna shared that the search continued for Instructional Assistant Moderate/Severe, as it did for neighboring districts, but FVSD was in a better position than most. Although positions had been filled, even if there was one vacancy, the need had to be filled to serve the children. The Extended School Program Assistant had several students on the waiting list. Ms. Mona Green, Director, Early Learning and Extended School Programs was able to work with the school site administrators and located space for additional ESP programs to serve the students on the waiting list. Additional staff was needed for these new classes. ESP was a great opportunity for college students or candidates who wanted to work part-time in the afternoons.

## **PERSONNEL**

The Personnel Commission reviewed the dual certification job postings for Food Services Worker, Behavior Intervention Assistant, and Instructional Assistant – Bilingual (Vietnamese).

Mrs. Davis asked if there seemed as though there would be sufficient candidates to test for the positions posted. Ms. Madison advised that the Food Services Worker position did not close until October 29, 2025, but there were several applications received. Additionally, a candidate on the eligibility list had reached out to inquire if the position was still available. Since there were vacancies, a final interview was scheduled and an offer was made and accepted. There was still one vacancy for Food Services Worker.

Mrs. Davis asked for additional information pertaining to Behavior Intervention Assistant. Mrs. Serna shared the BIA position was for special education and interviews were scheduled for Monday.

Mrs. Serna explained there was a resignation for the Instructional Assistant – Bilingual (Vietnamese) position. Any time there was a bilingual position, a student assessment was conducted to determine if there was a need to fill the position. In this case, there was student need, so the position needed to be filled. There are several applicants for this position.

Mrs. Serna provided a heads up to the Personnel Commission that at the November regular meeting, they would have the opportunity to review and approve a revised job description, for the Supervisor of Maintenance and Operations since former Supervisor of Operations, Frank Diaz resigned. In addition, a job description to support the Transportation Department is also being discussed.

Mr. McCombs asked if there were dates ready for the 2026 Personnel Commission meetings. Ms. Madison advised the calendar was scheduled for the November regular meeting agenda. Mrs. Serna would provide the dates to the Commissioners so they could review and have dates ready for the November meeting.

Mr. Mullin conveyed that if the Personnel Commission was wanting additional participation for the Personnel Commission meetings, that in the past, the Commission would bring in a Principal from one of the school sites, at least once per year so they could share about their Classified staff and their service.

## **FINANCIAL**

Nothing at this time.

Mr. Mullin asked if the Personnel Commission was going to have a financial update.

Mrs. Serna shared, generally, there were financial updates every year, but she would check with Isidro Guerra to see when a presentation could be provided for the Commission. Mr. McCombs added he

believed the interim report was due after the first of the year, so he believed the report would come shortly thereafter.

Mrs. Serna advised that there would be a budget update for the Personnel Commission at the November meeting and she would check with Mr. Isidro Guerra when a financial presentation would be available.

**CLOSED SESSION**

No closed session was required.


**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
November 20, 2025, at 3:30 p.m.  
PDC Room**

**ADJOURNMENT**

The October 23, 2025, regular meeting of the Personnel Commission adjourned at 3:53 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson