

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

Regular Meeting  
**MINUTES**  
November 20, 2025  
3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:31 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. Joe Hastie 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**

Staff in attendance was Ms. Cathie Abdel, Assistant Superintendent, Personnel Services, Mr. Isidro Guerra, Assistant Superintendent, Business, Mr. Joe Hastie, Director, Maintenance and Operations, Ms. Chris Olson, School Office Manager/ CSEA Representative, Mr. Sam Koser, Maintenance Worker III/CSEA Representative, and Ms. Danette Madison, Classified Personnel Technician.

**Minutes, Regular Meeting of the Personnel Commission, October 23, 2025**

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

**Minutes, Regular Meeting of the Board of Trustees, October 9, 2025**

Presented as an information item only.

**Director's Report**

Mrs. Serna shared with the Personnel Commission that she attended the Gisler Veteran's Day celebration with Ms. Abdel. She commented that it was a great moment to honor veterans, see the children, and celebrate the community. She wished everyone a great Thanksgiving with their loved ones, especially the School Office Manager's, like Ms. Chris Olson at Talbert. She commended them for all the work they do every day, especially with the students. She continued with stating she was thankful for the Classified Personnel employees, as they were the glue that kept everything together and doing what was best for the students. She thanked the Personnel Commissioners for their continued support and for volunteering their time.

Mrs. Serna shared a copy of the Personnel Report that was presented to the Board of Trustees on November 13, 2025, so they were aware of staff who are being hired, resignations/promotions and or leaves of absence. The Board of Trustees takes action on personnel items pertaining to hiring, resignations, promotions and leaves of absences. Those items were accumulated for the month and placed on the report for Board approval. Mrs. Serna stated it was nice to see and recognize the names of

employees who promoted, which meant that Fountain Valley School District was a wonderful place to be.

**Commissioners' Comments**

Mr. McCombs had no comment.

Mr. Mullin had no comment.

Mrs. Davis commended Personnel for the work completed on the detailed job descriptions contained in the agenda. She was amazed by the amount of detail, but understood how important it was for candidates to understand the job responsibilities. She also shared that she saw photographs from the various school sites Veteran's Day celebrations and expressed how special it was.

**Public Comments**

None were received.

**ADMINISTRATION**

**Certification of Eligibility Lists**

Mr. Mullins motioned to approve the Certification of eligibility lists for Behavior Intervention Assistant, Bus Driver, Bus Aide Special Education, and Instructional Assistant Moderate/Severe. Mr. McCombs seconded the motion. Motion carried.

Mrs. Davis requested an update for the eligibility lists presented at the Commission meeting. Mrs. Serna stated Son Trieu was hired for the Behavior Intervention Assistant. There were promotions from other classifications into the BIA role. For the Bus Driver there was a current list, but the search continued for one more candidate. For the Bus Aide Special Education, there were five new hires for that position. These new Bus Aides will greatly help the Transportation Department. And lastly, Mrs. Serna shared the search continued for additional Instructional Assistants Moderate/Severe. From the current list, Laura Aguiluz and Michelle Vo were recently hired.

**Selection of Personnel Commission Dates for 2026**

Mrs. Davis inquired if the Commissioners wanted to discuss the presented dates as information only and take action in December 2025. Mrs. Serna stated there were two dates that conflicted for two Commissioners; September 24, 2026 and May 21, 2026. Either date could be moved to the week before or keep the recommended dates but it would be a quorum due to a Commissioner not being able to attend. Mrs. Serna reminded the Personnel Commissioners that the May meeting date is the same date used for the Annual Classified Employee celebration. CSEA also celebrated Classified Employees by hosting a pizza party the same evening.

The Personnel Commission discussed the possibility of separating the regular meeting and the Classified Employee celebration or moving both events to May 28<sup>th</sup>. Ms. Abdel shared that Open House was already scheduled for May 28<sup>th</sup>. The Personnel Commission decided to keep May 21<sup>st</sup> as suggested.

Mr. Mullin motioned to change the suggested September 24, 2025 date to September 17, 2025. Mr. McCombs seconded the motion. Mrs. Davis reiterated the change of the September meeting date to September 17, 2025 and the recommendation of keeping the suggested May 21, 2025 meeting date. Motion carried. Personnel Commission dates for 2026 were approved as follows: January 22, February 26, March 26, April 23, May 21, June 25, July (Dark), August 27, September 17, October 22, November 19, and December 17)

**Classification Plan Amendment – New Job Description and Essential Duties for Maintenance and Operations Supervisor**

Mr. McCombs motioned to approve the new job description for Maintenance and Operations Supervisor. Mr. Mullins seconded the motion. Mr. Mullins moved to accept the salary range 9 presented for the

classification. Mr. McCombs seconded the motion.

Mr. Mullins commented the job description was the most detailed job description he had seen in his many years of service.

Mrs. Serna thanked the guests for attending. She shared that the job description was a great team effort. The position was vacated by incumbent, Frank Diaz Jr., who held the position for many years. The position was being covered internally during the transition by Mr. Joe Hastie. Mr. Hastie, Mr. Isidro Guerra and Mrs. Serna reviewed the needs of the Maintenance and Operations Department. She shared that in addition to this position, there was a Supervisor, Maintenance position that had not been filled. The Supervisor of Operations was focused on Grounds and did not address custodial or maintenance. The job description presented to the Personnel Commission was very detailed and job descriptions of several neighboring districts were reviewed in order to create the job description. The pay range was competitive with the market. All recommendations made to the Personnel Commission regarding salary was data driven. Mrs. Serna stated the salary for the position was not on the high or low end. She was confident there would be a high response from candidates to the new job posting and salary range.

Mr. Mullin commented that he noticed the position was not an office job; 70% of the position required the incumbent to be on their feet, in the field. Mr. Hastie confirmed and stated the position was for a working supervisor.

Mrs. Serna added that since this was a brand new job description, there would be a new exam created, Merit System would be followed, and outside raters would be used.

Mrs. Davis motioned for a vote. Motion carried.

**Classification Plan Amendment – New Job Description and Essential Duties for Transportation Dispatcher**

Mr. Mullins motioned to approve the new job description and essential duties for Transportation Dispatcher placed on salary range 54. Mr. Mullins seconded the motion.

Mrs. Serna shared the changes were prompted due to reevaluating the needs of the Transportation Department. She shared that Personnel had received two retirement notifications for Transportation. She reiterated that there have been several Personnel Commission meetings, where she had shared that the search continued for Bus Drivers. Additionally, the review demonstrated the need for personnel to assist with scheduling, bus routes, and administratively supporting the Transportation Supervisor. Mrs. Serna shared many neighboring districts a similar job classification where the incumbent dispatched, assisted the administrative side of Transportation, and was able to drive a school bus. Having the incumbent certified to drive a bus allowed for them to assist in an emergency or when a special event required additional buses. Recently, there was a soccer tournament where we were short on busses. This position would be able to assist in situations similar to this.

She continued explaining, within this job family, there was a position previously filled called Bus Driver Trainer and was in the same salary range. Although the position was posted and remained unfilled, several districts were having the same challenges trying to fill the position. The Bus Driver Trainer would not be reposted as the Transportation Dispatcher position is comparable. Mrs. Serna shared that Transportation Supervisor, Ms. Jennifer Hawes had been outsourcing the Bus Driver Training.

In the past, personnel have been working out of class to assist with these responsibilities. This position allowed for the duties/responsibilities to be covered.

Mrs. Abdel shared that the last incumbent for the Bus Driver Trainer position retired approximately five

years ago and the position still remained vacant. She also stated, it had been difficult to locate a Bus Driver and more difficult to locate a qualified Bus Driver Trainer.

Mr. Mullin asked where a person would go to become a School Bus Driver. Mr. Joe Hastie stated normally a person substituted at a larger school district to be trained. Mr. Mullin asked if there was a trade school or institution a person could go to be certified. Mr. Hastie stated there probably were programs, but it was a tough program due to all the requirements/certifications needed for School Bus Drivers.

## **PERSONNEL**

Mrs. Davis requested an update regarding the job announcements.

Mrs. Serna reported the quest for a Preschool Instructor and Preschool Assistant continued. The Preschool Assistant quest was more successful than the Preschool Instructor. Preschool Instructor was reposted in hopes of locating qualified candidates.

The Head Custodian Substitute pool posting was not creating an eligibility list, but increased the number of available Head Custodian substitutes.

Mrs. Davis stated some of the postings were closing soon and she asked about the exam dates. Ms. Madison shared the Preschool Assistant and Preschool Instructor exams were proctored that day; however, invited candidates for the Preschool Instructor exam did not show. The oral panel interviews were scheduled for the two Preschool Assistant candidates for the following day. She continued stating the Substitute Head Custodian posting had fifteen applicants and the exam was scheduled for December 3, 2025.

## **FINANCIAL**

### **Personnel Commission Budget – Year to date**

Mrs. Davis reviewed the Personnel Commission Budget and inquired about the expense for “Consultant”. Mrs. Serna shared that she inquired further regarding that expense and determined the expense was for annual dues for Educational Management System (EMS). They assist with any job studies or market analysis. In the agreement, there is an annual fee, which was usually in the \$900 range. So, when the annual budget proposal is prepared for the Personnel Commission for the new school year the proposal usually projects for inflation, but does not anticipate any large changes for membership. The invoice was received and was for \$1,895 and not the normal fee of \$895. Mrs. Serna contacted EMS for further explanation and she anticipated the response would be due to inflation. She also asked Business Services to transfer money to the account so it did not reflect overspending.

Mr. Mullin reiterated that the increase was \$1,000 in one year.

There was no further questions or discussion.

### **2026 CSPCA Annual Conference Approval**

Mrs. Davis asked if there was a recommendation for the approval for attendance to and the reasonable and necessary expenses for the 2026 CSPCA Annual Conference that was being held in March in San Diego. Mr. McCombs moved to approve the attendance to and the reasonable and necessary expenses for the 2026 CSPCA Annual Conference. Mr. Mullin seconded the motion.

Mrs. Davis asked if personnel would be staying down in San Diego for the conference. Both Mrs. Serna and Mr. Mullins confirmed that personnel would stay in San Diego for the conference. Mrs. Serna added that early registration was taken advantage of in order to save on costs. She stated the hotel registrations

were already secured at a lower government employee rate.

Motion carried.

**CLOSED SESSION**

No closed session was required.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
December 18, 2025, at 3:30 p.m.  
PDC Room**

**ADJOURNMENT**

The November 20, 2025, regular meeting of the Personnel Commission adjourned at 4:05 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson