

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

Regular Meeting  
**MINUTES**  
December 18, 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. 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. Mullin seconded the motion. Motion carried.

**Introduction of Guests**

No guests were in attendance.

**Introduction of Staff**

Staff in attendance were Ms. Joy Moyers, Executive Assistant/Public Information Officer; Ms. Chris Olson, School Office Manager/ CSEA Representative; Ms. Suzanne Brown, Director, Food Services and Ms. Danette Madison, Classified Personnel Technician.

**Minutes, Regular Meeting of the Personnel Commission, November 20, 2025**

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

**Minutes, Regular Meeting of the Board of Trustees, November 13, 2025**

Presented as an information item only.

**Director's Report**

Mrs. Serna shared with the Personnel Commission that she was grateful for Fountain Valley School District, describing it as small but mighty group. She stated leadership was quiet and a leading force. She thanked the Personnel Commission, along with the Board of Trustees, for their support and commended the teamwork. She mentioned that the winter break was quickly approaching and she wished all staff a happy and restful break.

Mrs. Serna shared with the Personnel Commission the printed list of the approved dates for the 2026 Personnel Commission Regular Meetings. She mentioned that all scheduled meetings were to be held in the PDC except for February and March, which were planned for the Board Room. This information was going to be shared by Ms. Madison.

She mentioned that Ms. Cathie Abdel, Assistant Superintendent, Personnel Services, was trying to attend the meeting but was delayed with another meeting. However, Ms. Abdel wanted to wish all a very restful and wonderful holiday break.

Mrs. Serna reminded the Personnel Commission that it was her fourth year celebrating with Fountain Valley and she was blessed to be in her position.

### **Commissioners' Comments**

Mr. McCombs thanked everyone for a wonderful year. He stated he felt fortunate for being a part of the wonderful Personnel Commission team. He wished everyone a wonderful Christmas and Happy New Year. He offered good luck and well wishes for next year.

Mr. Mullin had no comment.

Mrs. Davis stated she wanted to make a donation to the CSEA Helping Hands campaign. Ms. Chris Olson thanked everyone for their continued support and commented that the CSEA dues doesn't cover a lot. With the contributions, CSEA was able to provide a little extra for the Classified employees at this time of the year and the support was very appreciated.

Mr. Mullin shared that it was a wonderful thing to be able to support Classified staff and knowing how important the employees are, it was a minor thing to donate and support the cause. Mrs. Serna shared that before the meeting, the total received for Helping Hands was close to \$1,000 which doubled the number of employees CSEA would be able to assist.

### **Public Comments**

None were received.

## **ADMINISTRATION**

### **Classification Plan Amendment – Revision to Essential Duties for Director, Food Services classification and Placement on Range 12 of the Classified Management Salary Schedule effective December 19, 2025**

Mr. Tony McCombs moved to approve the revisions to the Essential Duties for Director, Food Services and the recommendation to move the Director, Food Services from salary range 10 to range 12 on the Classified Management Salary Schedule. Mr. Mullin seconded the motion.

Mrs. Davis commented that the position sounded like quite the job with early education breakfast program and the school breakfasts, etc. The program had grown considerably. She thanked Ms. Suzanne Brown for her work. Motion carried.

Mrs. Serna thanked Ms. Brown. She explained that Personnel looked to do what was right to remain competitive with surrounding markets. When salary was negotiated based on COLA (Cost of Living Allowance), she stated generally, if a position fell below the market, the position/salary was not reviewed. She stated many surrounding districts had increased salaries based upon additional duties in relation to new programs and responsibilities. Mrs. Serna stated that a market study was performed for the Food Services Worker position within the last year and a half. The Food Services Worker was moved from a salary range of 10 to salary range 15. Also reviewed was the Food Services Coordinator position. She explained the Classification Plan Amendment was on behalf of the Director, Food Services position held by Ms. Suzanne Brown who was the head of the Food Services Department. Mrs. Serna continued by reporting, Ms. Brown, was responsible for meeting new state mandates and other challenges sent her way, such as, COVID and additional meals programs. Mrs. Serna reiterated that recommendations regarding salary were middle of

the road. And on behalf of the Personnel Commission, Ms. Cathie Abdel, and all, the revisions were needed and she expressed appreciation for Ms. Brown.

Mr. Mullin asked Ms. Brown if the addition of the Transitional Kindergarten classes added to her duties and responsibilities. Ms. Brown confirmed they did add to her job duties. She stated her staff was incredible as they assisted younger children to learn the process from making their food choices to carrying their trays.

Mrs. Davis commented she liked the revised job description words used, such as, process, review, supervise, select, assign, train and develop. She felt those were powerful words.

#### **Classification Plan Amendment – Revision to Essential Duties for Maintenance and Operations Supervisor classification**

Mr. Mullin moved to accept the revision to Essential Duties for Maintenance and Operations Supervisor for the forklift pallet jack operators certificate being obtained within six months of being hired. Mr. McCombs seconded the motion. Motion carried.

Mrs. Serna advised the exam was scheduled for Monday January 5, 2026. A reminder was being sent to applicants the Friday before the exam. She reported there were nearly 40 applications received for the position. She believed the job description revisions completed by Mr. Joe Hastie and Mr. Isidro Guerra, along with the competitive salary, was the driving force behind the large number of candidates.

#### **Election of Personnel Commission Officers**

Mrs. Davis asked if there were any nominations for the Personnel Commission Chairperson.

Mr. Mullin nominated Mr. McCombs for the Chairperson of the Personnel Commission. Mrs. Davis seconded the motion. Motion carried.

Mrs. Davis asked if there were any nominations for the Personnel Commission Vice Chairperson.

Mr. McCombs nominated Mr. Mullin. Mrs. Davis seconded the motion. Motion carried.

Mrs. Davis stated, by default, she was the Personnel Commission Member.

Mrs. Serna, on behalf of the Personnel Commissioners, thanked Mrs. Davis for her leadership and looked forward to the next time she was nominated for Chairperson.

#### **Certification of Eligibility Lists**

Mr. Tony McCombs motioned to approve the eligibility lists for Instructional Assistant Mild/Moderate, Instructional Assistant Bilingual – Vietnamese, and Preschool Assistant. Mr. Mullin seconded the motion. Motion carried.

Mrs. Davis asked if the candidates on the eligibility lists were satisfactory. Mrs. Serna confirmed the candidates were satisfactory. She shared that there was success in filling the Instructional Assistant Mild/Moderate position, but the search was ongoing for Instructional Assistant Moderate/Severe, and for the Instructional Assistant Bilingual – Vietnamese there was an opportunity for promotion of current employees. The Instructional Assistant Mild/Moderate was a great candidate for the Bilingual – Vietnamese position who needed to decrease hours and another employee who was placed on the eligibility list, was a great candidate to fill the Mild/Moderate position. As for the Preschool Assistant eligibility list and vacancies, Ms. Madison shared that two candidates were placed on the list; one accepted and one declined. The declining candidate applied for the Preschool Instructor position and tested that day.

## PERSONNEL

Mrs. Davis noted there were several job announcements. She asked if the reason for the vacancies was due to the end of the year. Ms. Danette Madison advised there were several retirements. She added there were several exams scheduled for the first week of January and some candidates were rescheduled for exams during the first week due to being out of town during the winter break. The opportunity was afforded to those candidates due to the need of applicants to fill the vacant positions.

## FINANCIAL

Nothing at this time.

## CLOSED SESSION

No closed session was required.

## NEXT MEETING

The next meeting of the Personnel Commission will be:

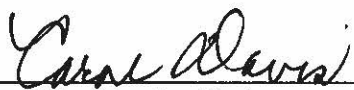
**Regular Meeting:**

**January 22, 2026, at 3:30 p.m.**

**PDC Room**

## ADJOURNMENT

The December 18, 2025, regular meeting of the Personnel Commission adjourned at 3:50 p.m.



Mrs. Davis, Chairperson



Mr. McCombs, Vice-Chairperson