

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

Regular Meeting  
**MINUTES**  
January 22, 2026  
3:30 p.m.

Mr. Mullin 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. Carol Davis led the Pledge of Allegiance. Present for the entire meeting:

Mr. Tony McCombs, Chairperson - Absent  
Mr. William Mullin, Vice Chairperson  
Mrs. Carol Davis, Member  
Mrs. Carmen Serna, Director Human Resources

**GENERAL FUNCTIONS**

**Approval of Agenda**

Mr. Mullin noted for the record that Mr. McCombs was not in attendance and the automatic second was introduced for the meeting. Mrs. Carol Davis moved to approve the agenda as presented. Mr. Mullin stated that the automatic second was invoked. The motion carried.

**Introduction of Guests**

No guests were in attendance.

**Introduction of Staff**

Staff in attendance was Ms. Danette Madison. Mrs. Carmen Serna advised the Personnel Commission that Ms. Cathie Abdel, Assistant Superintendent of Personnel, was completing a task for the Board of Trustees and she hoped to attend the meeting.

**Minutes, Regular Meeting of the Personnel Commission, December 18, 2025**

Mrs. Davis moved to approve the Minutes as presented. Mr. Mullin used the automatic second. Motion carried.

**Director's Report**

Mrs. Serna shared with the Personnel Commission that she could not believe it was already the end of January. She shared that it had been a very busy couple of weeks in Personnel due to resignations and retirements. She thanked Ms. Lisa O'Cain, Ms. Anisha Khatri, and Ms. Danette Madison. She explained that for the last week, every day there was exams to proctor, QAI interviews, final interviews, onboarding of new hire employees, etc. As an example, she shared that on January 22<sup>nd</sup>, there was oral interviews for Audio Visual Communications Repair Technician, an exam for seventeen candidates, Transportation Dispatcher final interviews, and Instructional Assistant Special Education QAIs.

Mrs. Serna stated that Personnel was in a better place as the key positions that were open specifically Transportation Dispatcher and Transportation Supervisor were nearing the end of the hiring process. She shared that the Transportation Dispatcher position was going to be offered after the Personnel Commission meeting and the Transportation Supervisor position, that was being vacated by Jennifer Hamilton-Hawes on January 30, 2026 was in progress. She also shared that it was anticipated that the filling of the Maintenance & Operations Supervisor position would be announced shortly.

Mrs. Serna shared with the Personnel Commissioners a copy of *Be in the Know* which is produced by Ms. Joy Moyers, Executive Assistant/Public Information Officer. She shared that the newsletter shared information for events and important information. She noted that the newsletter is shared with the community as well as parents.

Mrs. Serna provided a copy of the latest Personnel Report provided to the Board of Trustees as an overview of the hiring. She noted that the Personnel Commission should anticipate seeing additional names on the next report due to the number of vacancies. Mrs. Serna reiterated the notification process used for alerting current Classified employees of vacant positions was by distributing a PDF called Classified HR Openings. It provided all Classified open positions regardless if it was a substitute or permanent position, classification, pay, deadline to apply, number of hours, and all the details for the posting. In addition, information for current employees interested in a transfer and the procedures. Many employees had expressed appreciation for the process as it was easier for them to access. Mrs. Serna reiterated the job postings that were in the agenda were for the vacancies for Transportation – bus aides, bus drivers; Instructional Assistants – Special Education; and a new retirement from Courreges Elementary for Renee Blue, Office Assistant. Ms. Blue was a fabulous Office Assistant! Personnel was currently recruiting for that position and mentioned there had not been vacancies for School Office Manager or Office Assistant positions and that was something to be proud of. She shared that was a sign that the office staff was remaining stable. People were happy where they were at and Mrs. Serna anticipated approximately 150 applications would be received for the one Office Assistant position. Ms. Madison shared there were ninety-one applications received so far and the posting was still open for Office Assistant.

Mrs. Serna stated she looked forward to presenting the Personnel Commission Annual Report.

#### Commissioners' Comments

Mrs. Davis thanked Mrs. Serna for the work she does.

Mr. Mullin also thanked Mrs. Serna and Ms. Danette Madison for the work they have done and that the entire District has benefitted fantastically. He stated things have been running so well and so many things had happened, things they may not be aware of, and it means Personnel was doing the job well. Mr. Mullin mentioned he noticed posters in the housing tracks of Fountain Valley, that Edison High School was having open houses and advertising to new students.

#### Public Comments

None were received.

### **ADMINISTRATION**

#### Personnel Commission 2024 – 2025 Annual Report Reading and Approval

Mrs. Serna expressed her most sincere appreciation for the Personnel Commission. As an Administrator, her position was to oversee and to continue the pattern of excellent service for students and staff. She continued by explaining that there was trust and knowledge that if there was an issue, she could bring it to the Commission without hesitation. Mrs. Serna appreciates the collaboration with FVSD and the Personnel Commission. She shared that FVSD and the Personnel Commission have trust and teamwork. She expressed she was extremely lucky to have the Personnel Commission.

Mrs. Serna reviewed the 2024-2025 Personnel Annual Report. She shared the report is distributed to stakeholders, which included, Superintendent, Board of Trustees, Principals, and uploaded to the FVSD website. She shared that the annual reports had evolved from a tri-fold document to a more elaborate report version. The Annual Report shared all the wonderful things Personnel was responsible for.

Mrs. Serna proceeded to review the Annual Report with the Commission. She stated FVSD was a Merit based District and it was important to comply with the Merit System. She shared that the report contained a synopsis of what the Personnel Commission was responsible for, their current terms, and biographies for each Commissioner. The report provided the Personnel Commission regular meeting schedule for the 2024-2025 school year. Mrs. Serna explained the purpose for special Commission meetings was for emergency situations that needed Commission attention and approval. For the 2024-2025 school year, no special meetings were necessary. She reminded them that in 2023-2024, there was a need for two special meeting due to job description revisions. She continued with the Annual report, stating that the staff function of the Commission was to approve recommendations, such as, salary changes, but the Board of Trustees approved the salary change. The Commission sets the foundation. Mrs. Serna shared that when people had questions about the processes or the differences between the Personnel Commission and the Board of Trustees', she would refer to the Annual Report to help explain the processes and responsibilities. The Annual Report stated the Personnel Department staff were Ms. Danette Madison, Confidential Classified Personnel Technician and Ms. Lisa O'Cain, Personnel Technician.

The next section of the Annual Report contained a comparison of the different actions taken by the Personnel Commission that were then forwarded to the Board of Trustees for approval. The comparison appeared similar and it showed a large number of new hires, mainly due to the ELOP program. We were consistently hiring for the program because the program was consistently replacing vacancies. Mrs. Serna expressed joy over promotions of employees. She shared just that afternoon for the new Transportation Dispatcher position, an offer was accepted and it was a promotion. She said that FVSD was growing its own Classified personnel within and demonstrated that the employees earned the promotion. The twelve promotions noted in the report was a testament that the promoted employees know that FVSD was a great place to work and the employee understood that opportunities for development were available.

Summer employment remained steady due to the Special Education program that continued to grow, during the regular school year as well as summer school. She stated the program may be decreased in the future for the Intervention program (general education). Mrs. Serna shared the summer program would continue this year.

Reclassifications were the next section within the Annual Report. Mrs. Serna shared that they were a good process and not having any to report for the 2024-2025 year, meant that the District was doing a good job ensuring Classified employees were not performing duties outside of their job description, without Personnel being aware, for a period of more than two years. Meaning that Personnel recognized that there was personnel working outside of their duties for a period of more than two years, which then required a review of their job description and determined if a reclassification was required. Mrs. Serna stated working with Ms. Cathie Abdel, Assistant Superintendent, Personnel, have a successful routine working together that included a focus on ensuring employees were performing duties within their job description. She clarified that there were working out of class assignments, but those were temporary changes. She provided the reclassification example of an Office Assistant being reclassified to a School Office Manager or Administrative Assistant.

Transfers were next in the Annual Report. The district always had transfers mainly due to the ESP program and Special Education due to program and student needs. Typically, office staff are not transferred.

Typically, there are increase of hours, but mainly due to the ELOP program. Hours are not generally increased for other positions unless there is prior approval.

Last year, there were ten retirements. She also reviewed the numbers for probationary employees which was similar to the previous year. She covered the number of Classified substitute and regular employees. She also shared the total number of applications received for any job posting made for the fiscal 2024-2025 year, July 1, 2024 through June 30, 2025.

Mr. Mullin stated he reviewed the report and had the thought somebody had been awfully busy. He stated a lot of that information was provided monthly and he didn't recognize the large numbers until the Annual Report. He stated Personnel is doing what they were supposed to doing, better than "supposed to be doing" because it wasn't something the Personnel Commission had to worry about.

Mrs. Davis commented the numbers were really great to see.

Mrs. Serna had a big shout out for the Payroll and Insurance/Benefits Departments for their hard work for all the hirings and processing for new personnel. Payroll and Benefits are all within Personnel which was a huge blessing that allowed for teamwork and a cohesive unit. Any time an issue came up, the team was able to discuss and resolve.

Mrs. Serna provided additional explanation for the Established Eligibility Lists portion of the Annual Report.

Job Classification Revisions was important to have a focus on and where Mrs. Serna has a big role with. If she noticed a trend with hiring for a position, for example possibly Preschool. She needed to review the job description, review the pay, and how was it comparing with the market. She stated it was a red flag for her that noted there was continuous issue with filling the position numerous times. She reminded them that in previous years, there was an extreme difficulty filling the ESP Coordinator positions. She said it was due to it being a complex position that required later hours and was difficult for many people. She said that was a prime example where the Extended School Program needed to be reviewed to determine if the pay and duties were within the market and an opportunity to review and changes were made.

Mrs. Serna reviewed the years of service for the 2024-2025 school year, stating the majority fell between five – twenty years of service with one for thirty years, and one for thirty-five years of service.

Lastly, the professional organizations Personnel was a part of were California School Personnel Commissioners Association, EdJoin, and CODESP.

Mr. Mullin asked if there was a motion to accept the Fountain Valley Personnel Commission Annual Report for 2024-2025 school year. Mrs. Davis moved. Mr. Mullin invoked the automatic second. Motion carried.

### **Certification of Eligibility List**

Mrs. Davis motioned to approve the eligibility list for Extended School Program Assistant as presented. Mr. Mullin invoked the automatic second. Motion carried.

Mr. Mullin mentioned that it was a large merged eligibility list and he was not used to seeing that many on a list. Mrs. Serna explained that candidates were maintained on the eligibility list until it expired. Some candidates maintain another position with the District, but if their circumstances changed, they would be eligible for a position with ESP. Many ESP substitutes hold positions with upwards of twenty-eight hours per week and only allows for staff to work less than 11 hours and many ESP positions start with a minimum of 12 hours. When the ELOP program started there were 11-hour positions that were available; So, the eligibility list continued to grow and a new eligibility list will be presented at the next Personnel Commission meeting. Mrs. Madison added many candidates on the eligibility list had been hired into ESP Assistant positions.

## **PERSONNEL**

Mr. Mullin asked Ms. Madison to provide an update regarding the job announcements. Ms. Madison shared that the Office Assistant position had ninety-one applications received and the position was still open until January 30, 2026. She noted that the Instructional Assistant ABA posting had five applications. Bus Aide posting had four applications received. She noted that the Transportation positions were pending due to all the changes of personnel in Transportation. Specifically, the hiring of a new Transportation Supervisor and a

Transportation Dispatcher. If there were promotions offered, there would be a domino effect and a need to back fill their positions.

Mrs. Davis asked for clarification of Special Education Bus Aides and their recent hiring. Mrs. Madison explained there were five hired in December; however, one resigned after Winter break and needed to be filled.

**FINANCIAL**

Nothing at this time.

**CLOSED SESSION**

No closed session was required.

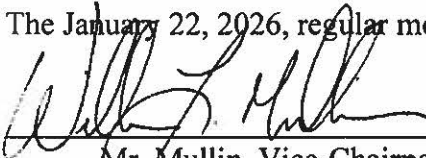
**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
February 26, 2026, at 3:30 p.m.  
PDC**

**ADJOURNMENT**

The January 22, 2026, regular meeting of the Personnel Commission adjourned at 4:06 p.m.



Mr. Mullin, Vice-Chairperson  
for Mr. McCombs, Chairperson



Mrs. Davis, Member