

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

Regular Meeting  
**MINUTES**  
April 23, 2026  
3:30 p.m.

Mr. McCombs called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the PDC at 10055 Slater Avenue, Fountain Valley, California 92708. William Mullin (student) led the Pledge of Allegiance.

Present for the entire meeting:

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

**GENERAL FUNCTIONS**

**Approval of Agenda**

Mr. Mullin moved to approve the agenda as presented. Mrs. Carol Davis seconded the motion. The motion carried.

**Introduction of Guests**

Vice-Chairperson, Mr. Bill Mullin introduced his Grandson, son of Chris Mullin, William Michael Mullin in attendance to record a public meeting for his Boy Scouts Communications merit badge.

**Introduction of Staff**

Ms. Chris Olson, CSEA Vice-President/School Office Manager at Talbert Middle School was in attendance.

**Public Hearing for 2026-2027 Personnel Commission Budget**

No comments were received.

**Minutes, Regular Meeting of the Personnel Commission, March 26, 2026**

Mrs. Davis moved to approve the minutes as presented. Mr. Mullin seconded the motion.

Mrs. Davis thanked Mrs. Serna for the work she did on the job descriptions and for keeping them up to date.

Motion carried.

**Minutes, Regular Meeting of the Board of Trustees, March 12, 2026**

Presented as an information item only.

**Minutes, Special Meeting of the Board of Trustees, March 30, 2026**

Presented as an information item only.

Mr. Mullin commented that Dr. Stopp reported at the end of the March 12, 2026 agenda, that Jose Bueno was named the Orange County Department of Education Classified Employee of the year for Transportation services. Mr. Mullin said that was fantastic and on behalf of the Personnel Commission congratulated Jose Bueno.

Mr. Mullin said this was another example that Fountain Valley School District was a great place to work and great people worked for the District. Mr. Mullin congratulated him for a job well done.

Mrs. Davis added that they would like to offer congratulations to Mr. Jose Bueno during the Classified Employee celebration scheduled for May 21, 2026.

### **Director's Report**

Mrs. Carmen Serna shared that Personnel was replacing the Office Assistant at the District Office due to Anisha Khatri transferring to Courreges Elementary. The new Office Assistant was selected, Ms. Denise Iles, and was scheduled to start on April 28, 2026. Ms. Iles was coming to Fountain Valley with experience as an Office Assistant from a school site.

Mrs. Serna shared that while attending the CSPCA conference with Ms. Chris Olson and Chairperson, Mr. McCombs, the conference schedule allowed for more time for collaboration. And even though there was an open door policy between CSEA and Personnel, they decided to schedule recurring meetings upon their return from the conference. These meetings would allow for CSEA Representative, Alex Mehlbrech, to join them to discuss current issues, topics including staffing, and other items that may need clarification.

Mrs. Serna shared that she was a rater on the interview panel for Director, Classified Personnel for the Monrovia School District. She met candidates seeking that position and it was a great opportunity for networking with other districts.

Mrs. Serna reported she was participating in the Career Fair at Talbert Middle School on April 24<sup>th</sup>. Mrs. Serna stated she had participated in numerous Career Fairs, but this was her first time at a Middle School. She was excited to spend the day with the middle schoolers.

Mrs. Serna shared that the Superintendent's office did a recognition for Mr. Jose Bueno. Both Mrs. Serna and Assistant Superintendent, Ms. Cathie Abdel wanted to have a separate celebration. They were thinking of possibly celebrating at the Classified BBQ, but the Classified celebration was also a great idea. Mrs. Serna would speak with Mr. Bueno to determine when he was available and plan accordingly. Mrs. Serna explained that Orange County had their own Classified Employee of the year for the various categories and Mr. Bueno was a nominee for Transportation and was selected. She commented that Mr. Bueno was an amazing bus driver.

### **Commissioners' Comments**

Mrs. Davis was pleased to hear that Mrs. Serna was able to sit on the Monrovia interview panel. She asked about the district. Mrs. Serna stated they were a dual hatter, similar to FVSD, reporting to the Personnel Commission and the District Office. She shared their process used a separate entity to assist with the recruitment process. Whereas with Mrs. Serna's process all was completed in-house. Mr. Mullin stated he believed Monrovia was a larger school district than Fountain Valley.

### **Public Comments**

Ms. Chris Olson shared that the CSEA Classified Employee Pizza party was scheduled for May 21, 2026 from 3:00 pm – 8:00 pm at Lamppost Pizza.

Ms. Olson mentioned the need for a job study due to the last one being completed in 2017. She stated that an outside entity would not be needed to complete a job study. She shared that Ocean View School District was completing a study using a committee made up of personnel, union, and an outside consultant that they hired. She shared their process included interviews with personnel to determine what they were doing rather than the use of surveys that were used by the outside company in 2017. She said there were many changes due to COVID and a lot has changed.

She said Ocean View was taking three years to complete their process and she knows it was a lot of work and a consultant was hired . She shared CSEA was more than willing to assist. A brief discussion was held regarding job study methods.

Mrs. Serna responded that she looked forward to having the conversation with CSEA regarding this request. She noted that this was a detailed process with a financial commitment. She shared that various classified job descriptions had been updated along with market analysis within the last three years. She stated that three years ago there was an outside agency, approved by Personnel Commission and Board of Trustees. The result was the change to the Food Services Worker range change. Numerous job descriptions were changed and some were created, such as, Warehouse and Food Services delivery drivers. Within the last year, the Extended School Program job descriptions were updated. Some management positions were updated as well. She stated that she was open to the conversation with CSEA.

Mr. McCombs stated he recalled when he started with the Personnel Commission in 2017, they were just approving the classification study at that time. He recalled it was very detailed.

Ms. Olson agreed it was very detailed and stated she thought waiting to update job descriptions every ten years may be a bit too long. She did agree that trying to change them all would be a task that perhaps reviewing specific classifications would be best.

## **ADMINISTRATION**

### **Certification of Eligibility Lists**

Mr. Mullin motioned to approve the eligibility lists for Bus Driver, Instructional Assistant Bilingual Spanish, Extended School Program (ESP) Assistant, and Instructional Assistant Transitional Kindergarten as presented. Mrs. Davis seconded. Motion carried.

Mr. Mullin commented there were long eligibility lists for Instructional Assistant Transitional Kindergarten and for the Extended School Program (ESP) Assistant which appeared to have several candidates within the top three ranks and up to twenty-one ranks.

Mrs. Serna shared that, for example, the ESP Assistant eligibility list, Personnel did not remove hired candidates from the lists. She explained that some districts will remove hired persons; however, in her experience, it helped to maintain candidates on the list because if they declined an offer or if they accepted and subsequently quit and wanted to return to the position, locating their name on a list would be difficult. Therefore, the practice was to keep their name on the list with notes maintained in Personnel that help track candidates through their expiration date. If an individual wanted to be a substitute only, they would remain on the list until the list expired. As for the Transitional Kindergarten list, we hired eight candidates this year and they will remain on the list until they expire.

Mrs. Davis asked about the closing of the Instructional Assistant Bilingual Spanish position. Ms. Madison shared there was only one candidate on the eligibility list presented, but the candidate was also on the Instructional Assistant Special Education list and accepted a position. Ms. Madison shared there were five applicants when last checked, but many calls had been received asking about the position and details regarding the number of hours, school site, etc.

## **PERSONNEL**

Mr. Mullin asked how we were doing with the job postings and number of applications received. Mrs. Serna shared there wasn't a flood of applicants for the Bilingual Spanish position. There was a resignation for the Instructional Assistant for the Deaf and Hard of Hearing (DHH) program.

She reiterated this position was inherited from Ocean View School District and supported by WOCCE. The program was run very well under the leadership of Dr. Ollila, the teachers, and aides. This was a benefit FVSD was able to provide to those students in need of American Sign Language.

Lastly, Mrs. Serna and Ms. Madison advised the search for Preschool Assistants continued with three candidates scheduled for the oral panel and final interviews.

## FINANCIAL

### **2026-2027 Personnel Commission Budget – First Reading**

Presented as an information item only.

## CLOSED SESSION

The Personnel Commission adjourned to a closed session at 3:57 PM. There was no report for the closed session.

## NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**May 21, 2026, at 3:30 p.m.**

**PDC Room**

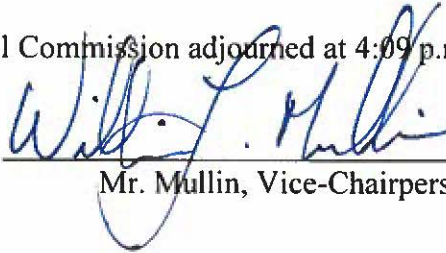
## ADJOURNMENT

Mrs. Serna shared the Classified Employee Recognition starts at 5 PM. The Personnel Commission regular meeting will be at the regular time. CSEA will also have their pizza celebration the same day starting at 3:00 pm at Lamppost Pizza.

The April 23, 2026, regular meeting of the Personnel Commission adjourned at 4:09 p.m.



Mr. McCombs, Chairperson



Mr. Mullin, Vice-Chairperson