

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

Fountain Valley School District
Board Room
10055 Slater Avenue
Fountain Valley, CA 92708

November 17, 2022
3:30 p.m.

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

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF AGENDA**

GENERAL FUNCTIONS

1. **Introduction of Guests**
2. **Introduction of Staff**
3. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, October 27, 2022** *Action*
(Attachment #1)
4. **Agenda, Special Meeting of the Board of Trustees, October 26, 2022** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, October 6, 2022** *Information*
(Attachment #3)
6. **Minutes, Special Meeting of the Board of Trustees October 26, 2022** *Information*
(Attachment #4)
6. **Director's Report** *Information*
7. **Commissioner's Comments** *Information*

8. Public Comments

Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

- 9. Reappointment of Joint Appointee to the Personnel Commission** *Action*
(Attachment #5)
- 10. Selection of Personnel Commission Meeting Dates for 2023** *Action*
(Attachment #6)
- 11. Recommended Revision of Classification Title: Senior Bus Driver/Trainer** *Action*
(Attachment #7)
- 12. Eligibility Lists** *Action*
Health Assistant, Preschool Assistant, ESP Instructor, ESP Assistant
(Attachment #8)

PERSONNEL

- 13. Job Announcements** *Information*
(Attachments #9 - #10)

FINANCIAL

- 14. 2023 CSPCA Annual Conference** *Information*
Approval
(Attachment #11)

Closed Session

13. Closed Session

The Commission will discuss, pursuant to Government Code 54957, the Classified Human Resources Director's job performance evaluation.

The Commission may discuss one or more of the following topics in Closed Session:

1. Personnel
2. Legal Advice

NEXT MEETING

14. The next meeting of the Personnel Commission will be:

December 15, 2022

3:30 p.m.

PDC Room

ADJOURNMENT

15. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF OCTOBER 27, 2022**

DATE: November 17, 2022

Attached for your approval are the minutes of the Personnel Commission regular meeting of October 27, 2022.

RECOMMENDATION

The Personnel Commission approve the minutes of the October 27, 2022 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

October 26, 2022

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. Jeremy Talley led the Pledge of Allegiance. Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. Automatic second used due to absence of Mr. Mullin. Motion carried.

Introduction of Guests

Mr. Jeremy Talley attended.

Introduction of Staff

Ms. Abdel and Ms. Johnson were in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 22, 2022

Mr. McCombs moved to approve the minutes as presented. Automatic second used due to absence of Mr. Mullin. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, October 6, 2022

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, September 1, 2022

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, September 8, 2022

Presented as an information item only.

Director's Report

Mrs. Serna shared we are continuously testing and hiring including: Food Service Workers, Custodians, Instructional Assistants in Special Education, and Noon Duty Aides.

Ms. Serna welcomed new staff in the Child Development Services department: 14 ESP Assistants and 3 ESP Instructors. As part of the recruitment process to fill positions in Child Development Services, Ms. Serna attended a recruitment event at Orange Coast Community College.

Ms. Serna congratulated Ms. Taylor Valdez and Ms. Sherrie Ocheltree who were promoted to Behavior Intervention Assistants. Ms. Serna happily reported nine classified staff were awarded the Classified Employee

Grant. These employees are pursuing their teaching credential and the grant offers a scholarship up to \$14,000 along with mentorship through the credential program. A special visit is being planned to each recipient's school site to recognize and congratulate their achievement.

Ms. Serna shared she conducted a Noon Duty Aide training on October 26, 2022. Noon Duty Aides were trained on the following topics: active supervision, positive behavior reinforcement, general playground safety rules and procedures, suspicious persons on campus, and handling emergencies in the playground. Each Noon Duty Aide was gifted a fanny pack to use while working that includes first aid supplies.

Commissioners' Comments

No report.

Public Comments

Ms. Abdel shared Special Education Professional Development opportunities were offered to staff during Conference Week (October 24, 25, 26, 28, 2022). Ms. Abdel expressed her appreciation to Ms. Serna for leading the Noon Duty Aide training. Ms. Abdel reported the Board of Trustees will receive at their October 26th Board Meeting a summary of the planning work done by Rachlin Partners on perimeter fencing, single point of entry, and remote door hardware.

ADMINISTRATION

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for ESP Assistant and Food Service Worker. Automatic second used due to absence of Mr. Mullin. Motion carried.

PERSONNEL

Job Announcements

The Open job postings for Extended School Program Instructor, Field Support Help Desk Technician, Groundskeeper, IA ABA, IA Bilingual (Spanish), IA Mild/Moderate, IA Moderate/Severe, Maintenance and Operations Coordinator, Preschool Assistant, Senior Bus Driver/Trainer, and Senior Administrative Assistant were reviewed.

FINANCIAL

Personnel Commission Budget: Year-to-Date

The year-to-date Personnel Commission budget was reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

October 27, 2022 at 3:30 p.m.

Board Room

ADJOURNMENT

The October 26, 2022, regular meeting of the Personnel Commission adjourned at 4:00 p.m.

Mrs. Carol Davis, Chairperson

Mr. McCombs Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL MEETING OF OCTOBER 26, 2022**

DATE: November 17, 2022

Attached for your information is the agenda of the Board of Trustees special meeting of October 26, 2022.



Fountain Valley School District

**BOARD OF TRUSTEES
SPECIAL MEETING**

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

October 26, 2022

- CALL TO ORDER: 5:30 PM
- ROLL CALL
- APPROVAL OF AGENDA

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. RACHLIN PARTNERS

Assistant Superintendent, Business Services Christine Fullerton, will be joined by Richard Ingrassia and Edwin Munguia from Rachlin Partners to provide a summary of the planning work done on perimeter fencing, single points of entry, and remote door hardware.

PUBLIC HEARINGS

**2. PUBLIC HEARING ON TENTATIVE AGREEMENT BETWEEN
FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY
EDUCATION ASSOCIATION**

The Board of Trustees will conduct a public hearing to receive public comment on the proposed agreement for the 2022-2023 school year between Fountain Valley School District and the Fountain Valley Education Association. Public input is welcome.

**3. PUBLIC HEARING ON TENTATIVE AGREEMENT BETWEEN
FOUNTAIN VALLEY SCHOOL DISTRICT AND CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, CHAPTER 358**

Our mission is to promote a foundation for academic excellence, mastery of basic skills, responsible citizenship, and a desire by students to achieve their highest potential through a partnership with home and community.

The Board of Trustees will conduct a public hearing for the purpose of receiving public comment on the proposed agreement for the 2022-2023 school year between Fountain Valley School District and the California School Employees Association, Chapter #358. Public input is welcome.

PUBLIC COMMENTS

Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. If an audience member requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them personally or in writing after the meeting or direct that additional information be provided to the Board on a future agenda.

LEGISLATIVE SESSION

- 4. **PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION FOR 2022-2023 SCHOOL YEAR** M ___
2nd ___
V ___

Attached is the Public Disclosure of Collective Bargaining Agreement between the Fountain Valley School District and the Fountain Valley Education Association for the 2022-23 school year.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the Public Disclosure of Collective Bargaining Agreement for the agreement between Fountain Valley School District and the Fountain Valley Education Association for the 2022-2023 school year.

- 5. **AGREEMENT BETWEEN FOUNTAIN VALLEY EDUCATION ASSOCIATION AND FOUNTAIN VALLEY SCHOOL DISTRICT** M ___
2nd ___
V ___

On September 28, 2022 Fountain Valley School District (FVSD) and Fountain Valley Education Association (FVEA) reached a tentative agreement, which was ratified by FVEA members and includes a total compensation increase as detailed in the attached memo.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves this agreement between Fountain Valley School District and Fountain Valley Education Association dated September 28, 2022.

- 6. **PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 358 FOR THE 2022-2023 SCHOOL YEAR** M ___
2nd ___
V ___

Attached is the Public Disclosure of Collective Bargaining Agreement between the Fountain Valley School District and the California School Employees Association, Chapter #358, for the 2022-2023 school year.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the Public Disclosure of Collective Bargaining Agreement for the agreement between Fountain Valley School District and the California School Employees Association, Chapter #358, for the 2022-2023 school year.

- 7. **AGREEMENT BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #358, AND FOUNTAIN VALLEY SCHOOL DISTRICT** M ___
2nd ___
V ___

The 2022-2023 agreement between the Fountain Valley School District (FVSD) and California School Employees Association (CSEA), and its Fountain Valley Chapter #358 reached on April 29, 2022, included language for the bargaining teams to meet in the event that the 2022-2023 statutory COLA was above 6%. On September 21, 2022, Fountain Valley School District (FVSD) and California School Employees Association (CSEA) and its Fountain Valley Chapter #358 reached a tentative agreement for the 2021-2022 and 2022-2023. The tentative agreement was ratified by CSEA and its Fountain Valley Chapter #358 and includes a total compensation increase as detailed in the attached memo.

Superintendent's Recommendation: It is recommended that the Board of Trustees approve the agreement between Fountain Valley School District and California School Employees Association and its Fountain Valley Chapter #358, dated September 21, 2022.

- 8. **DISCLOSURE OF MANAGEMENT AND CONFIDENTIAL EMPLOYEES SALARY INCREASES** M ___
2nd ___
V ___

Management and confidential employees in the Fountain Valley School District are not represented by a bargaining unit. Historically these District employees have received similar salary increases as the District's bargaining unit members. The District recently concluded negotiations with the Fountain Valley Education Association (FVEA) and the California School Employees Association, Chapter #358 (CSEA), for the 2022-2023 fiscal year. The District's management and confidential employees will receive the same salary and benefits increases as those outlined in the attached for CSEA members.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the Disclosure of Management and Confidential Employees Salary Increases for the 2022-2023 school year.

9. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M _____
2nd _____
V _____

All items listed under the Routine Items of Business are considered by the Board of Trustees to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves all items listed under the Routine Items of Business in one action.

Routine Items of Business

- 9-A. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

The Board President will receive any announcements concerning new items of business from board members or the superintendent.

- **CLOSED SESSION**

The Board of Trustees will retire into Closed Session to address the following:

- **Personnel Matters: *Government Code 54957 and 54957.1***
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- **Negotiations: *Government Code 54957.6***
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.
- **Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5***
- **Public Employee Performance Evaluation: *Government Code 54957 and 54957.1***
The Board will discuss the progress of the Superintendent toward meeting the annual goals at this six-month mark.

- **REPORT OUT OF CLOSED SESSION**

The Board President will report out on action taken if any.

- APPROVAL TO ADJOURN

**The next regular board meeting of the Fountain Valley School District
Board of Trustees is on Thursday, November 10, 2022, at 6:30 pm.**

A copy of the Board Meeting agenda is posted on the District's website (www.fvsd.us). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or by calling 714.843.3255 during normal business hours.

Reasonable Accommodation for any Individual with a Disability: Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent's Office: 10055 Slater Avenue, Fountain Valley, CA 92708 or by calling 714.843.3255 or by fax 714.841.0356.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF OCTOBER 6, 2022**

DATE: November 17, 2022

Attached for your information are the minutes of the Board of Trustees regular meeting of October 6, 2022.

**Fountain Valley School District
Superintendent's Office**

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

October 6, 2022

MINUTES

President Schultz called the regular meeting of the Board of Trustees to order at 6:30 pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Lisa Schultz	President
Jim Cunneen	President Pro Tem
Jeanne Galindo	Clerk
Steve Schultz	Member
Sandra Crandall	Member

Motion: Mrs. Crandall moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Educational Services, Dr. Jerry Gargus, will provide the Board of Trustees with an Educational Services Update related to 2022 Summer Learning, 2022-23 Instructional Materials, and 2021-22 Student Achievement on CAASPP.

ED SERVICES
UPDATE

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo's activities since the last meeting included: attending Back to School Night at Plavan and two Fountain Valley Schools Foundation Meetings. The FV Schools Foundation's future events of note are the Festival of Trees on Sunday, December 4th from 1:00-4:00 p.m. at Founders Village and the Marc Ecker Golf Tournament, which will now take place in the Spring of 2023.

Mrs. Crandall congratulated the Citizens Bond Oversight Committee and the 18 people who served over the last 5 ½ years. She attended Back to School Night at Oka and Fulton and toured the new Plavan Administration Building. Her committee work included the Fountain Valley Schools Foundation meetings. They've already spent money on a district-wide kiln and musical instruments this year. She is the Board liaison to the Safe Schools Task Force, which met on October 4th. Additionally, she attended the SPC (Superintendent-Parent Council) meetings and the Hyundai Color Run, which supports pediatric cancer.

Mr. Schultz's thanked Joy Moyers for her dedication in her new role as Public Information Officer/Executive Assistant to the Superintendent; Chris Fullerton and Cathie Abdel for their work with the negotiating teams, He also paid respects to a former student who passed last week. His activities since the last meeting included: the Back to School Night at Masuda.

Mr. Cuneen gave his time for a moment of silence in honor of a former FVSD student who lost his life last week.

Mrs. Schultz's thanked Ms. Moyers and Dr. Stopp for their perseverance in their new roles. Her activities since the last meeting included: Back to School Night at Gisler.

PUBLIC HEARING

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the certification of provisions of standards-aligned instructional materials for the Fountain Valley School District. Public input was welcomed. There were no requests to address the Board, and the hearing was closed.

CERTIFICATION OF PROVISIONS OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

PUBLIC COMMENTS

There were six requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Schultz moved to approve the updated Board Policy 4040 Employee Use of Technology/Acceptable Use Policy

UPDATES TO BOARD POLICY 4040 EMPLOYEE USE OF TECHNOLOGY/ACCEPTABLE USE POLICY

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Crandall moved to approve the updated Board Policy 6158 Independent Study. UPDATES TO BOARD POLICY 6158 INDEPENDENT STUDY

Second: Mr. Cuneen

Vote: 5-0

Motion: Mrs. Galindo moved to adopt Resolution 2023-08: Authorization for Teaching Credentials 2022-23 School Year. RESOLUTION 2023-08: AUTHORIZATION FOR TEACHING CREDENTIALS 2022-23 SCHOOL YEAR

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Schultz moved to adopt Resolution 2023-09: Certification of provision of standards-aligned instructional materials. RESOLUTION 2023-09: STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

Second: Mrs. Crandall

Vote: 5-0

Motion: Mr. Cunneen moved to adopt Resolution 2023-10 Recognition of October 2022 as Dyslexia Awareness Month. RESOLUTION 2022-10 RECOGNITION OF OCTOBER 2022 AS DYSLEXIA AWARENESS MONTH

Second: Mrs. Galindo

Vote: 5-0

Motion: Mrs. Crandall moved to approve the Consent Calendar. CONSENT CALENDAR

Second: Mr. Galindo

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from September 1st regular meeting

- Board Meeting Minutes from September 8th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Orders
- Budget Transfers and Adjustments
- Williams Uniform Complaint Quarterly Report (Quarter #1: July 1 – September 30, 2022)
- Change Order #3 for Oka Elementary School Measure O HVAC and Modernization Project
- Change Order #3 for Newland Elementary School Measure O HVAC and Modernization Project
- Notice of Completion Oka
- Independent Contract Expression Speech Language Pathology Services, Inc.
- Agreement for Expanded Learning Opportunities from Elevo, Inc
- Agreement for Expanded Learning Opportunities from Arts & Learning Conservatory
- Agreement for Library/Inventory Management Software from Follett School Solutions
- Accept the Measure O Citizen’s Bond Oversight Committee’s 2021-2022 Annual Report
- Agreement for KJMB Solutions, Inc.
- Independent Contract for Maxim Healthcare Staffing Services, Inc.
- Special Education Settlement Agreement 2022-2023-B
- Non-Public Agency Contracts

<u>Non-public School/Agency</u>	<u>100% Contract Cost</u>	<u>Effective Dates</u>
Mardan School	\$1,010.81	4/26/22-6/30/22
Mardan School	(\$85.00)	6/1/22-6/30/22

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Stopp It has been a great start to the school year, and I wanted to shine a special spotlight on Carrie Hunter, Director, Special Education, and her team who hosted an event for 60 parents and guardians of students with IEPs. Their goal was to connect families with the staff who support them. There were lots of happy tears over Porto’s breakfast treats and folks saying they wished they’d had this opportunity when their kids were younger. We were all extremely proud to be a part of FVSD that day!

CLOSED SESSION

Mrs. Schultz announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.

ADJOURNMENT

Motion: Mrs. Crandall moved to adjourn the meeting at 8:42 PM. ADJOURNMENT

Second: Mr. Cunneen

Vote: 5-0

/jm

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF OCTOBER 26, 2022**

DATE: November 17, 2022

Attached for your information are the minutes of the Board of Trustees special meeting of October 26, 2022.

**Fountain Valley School District
Superintendent's Office**

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

October 26, 2022

MINUTES

President Schultz called the regular meeting of the Board of Trustees to order at 5:30 pm. CALL TO ORDER

The following board members were present: ROLL CALL

Lisa Schultz	President
Jim Cunneen	President Pro Tem
Jeanne Galindo	Clerk
Steve Schultz	Member
Sandra Crandall	Member

Motion: Mr. Schultz moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

The Pledge of Allegiance was led by Mrs. Crandall PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business Services Christine Fullerton was joined by Richard Ingrassia, from Rachlin Partners, to provide a summary of the planning work done on perimeter fencing, single points of entry, and remote door hardware. MEASURE O PROJECT UPDATE

PUBLIC HEARINGS

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the proposed agreement for the 2022-23 school year between the Fountain Valley School District and the Fountain Valley Educational Association. Public input was welcomed. There were no requests to address the Board of Trustees and the hearing was closed. PUBLIC HEARING ON TENTATIVE AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the proposed agreement for the 2022-23 school year between Fountain Valley School District and the California School Employees Association, Chapter #358. Public input was welcomed. There were no requests to address the Board of Trustees and the hearing was closed.

EDUCATIONAL
ASSOCIATION
PUBLIC HEARING ON
TENTATIVE
AGREEMENT
BETWEEN FOUNTAIN
VALLEY SCHOOL
DISTRICT AND
CALIFORNIA SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER 358

PUBLIC COMMENTS

There were seven requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Cunneen moved to approve the public disclosure of the collective bargaining agreement between Fountain Valley School District and Fountain Valley Education Association for the 2022-23 school year.

PUBLIC
DISCLOSURE OF
COLLECTIVE
BARGAINING
AGREEMENT
BETWEEN
FOUNTAIN
VALLEY SCHOOL
DISTRICT AND
FOUNTAIN
VALLEY
EDUCATION
ASSOCIATION FOR
2022-23 SCHOOL
YEAR

Second: Mrs. Galindo

Vote: 5-0

Motion: Mrs. Crandall moved to approve the agreement between Fountain Valley Education Association and Fountain Valley School District.

AGREEMENT
BETWEEN
FOUNTAIN
VALLEY
EDUCATION
ASSOCIATION
AND FOUNTAIN
VALLEY SCHOOL
DISTRICT

Second: Mr. Schultz

Vote: 5-0

Motion: Mrs. Galindo moved to approve the public disclosure of the collective bargaining agreement

PUBLIC
DISCLOSURE OF

between Fountain Valley School District and Fountain Valley Educational Association for the 2022-23 school year.

Second: Mr. Cunneen

Vote: 5-0

Motion: Mr. Schultz moved to approve the agreement between California School Employees Association, Chapter 358 and Fountain Valley School District.

Second: Mrs. Crandall

Vote: 5-0

Motion: Mrs. Cunneen moved to approve the disclosure of Management and Confidential Employees salary increases.

Second: Mr. Schultz

Vote: 5-0

Motion: Mrs. Crandall moved to approve the Consent Calendar.

Second: Mrs. Galindo

Vote: 5-0

The Consent Calendar included:

- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Stopp Thanked the Board of Trustees for coming together this evening to listen to the presentation on facilities safety measures as presented by Rachlin

COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATIONAL ASSOCIATION FOR THE 2022-23 SCHOOL YEARS AGREEMENT BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 358 AND FOUNTAIN VALLEY SCHOOL DISTRICT DISCLOSURE OF MANAGEMENT AND CONFIDENTIAL EMPLOYEES SALARY INCREASES CONSENT CALENDAR

Partners and Mrs. Fullerton and giving direction to FVSD staff to move forward with the bid process for perimeter fencing. She wanted to thank the board for approving raises for all FVSD staff both classified, certificated, and management. Everyone has expressed appreciation.

CLOSED SESSION

Mrs. Schultz announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board’s designated representative, Cathie Abdel.
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*
- Public Employee Performance Evaluation: *Government Code 54957 and 54957.1*
The Board discussed the progress of the Superintendent toward meeting the annual goals at this six-month mark.

ADJOURNMENT

Motion: Mrs. Galindo moved to adjourn the meeting at 8:25 PM.

Second: Mr. Cunneen

Vote: 5-0

/jm



Fountain Valley School District
INSPIRE
SINCE 1876

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: Reappointment of Joint Appointee to the Personnel Commission
DATE: October 20, 2022

The term of Commissioner Carol Davis, who is the appointee of the other two Commissioners, expires on December 1, 2022. According to Personnel Commission Rule 203.1 and Education Code Section 45246, around September 1 of each year, the Personnel Director shall notify the appointing authority of the expiring term.

Mrs. Davis has expressed interest in continuing as a Commissioner. Commissioners McCombs and Mullin may make the appointment through action at the November 17, 2022, meeting with the effective date of December 1, 2022.

Recommendation

Reappointment Carol Davis as joint appointee to the Personnel Commission.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Personnel Commission Meeting Dates for 2023**

DATE: November 17, 2022

Attached is the proposed calendar of the Personnel Commission meeting dates for 2023.

- January 26
- February 23
- March 23
- April 20
- May 25
- June 15
- July – dark
- August 24
- September 21
- October 26
- November 16
- December 14

For any conflicts with the proposed Board of Trustees' meetings, we will use the PDC or Harper Room as an alternate meeting place.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Recommended Revision of Classification Title- Senior Bus
Driver Trainer**

DATE: November 17, 2022

Attached is the recommended revision of classification title for Senior Bus Driver Trainer to Driver Trainer/Dispatcher.

JOB DESCRIPTION
Fountain Valley School District

~~Senior Bus Driver/Trainer~~
Driver Trainer/Dispatcher

Purpose Statement

The job of Senior Bus Driver/Trainer is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for providing classroom instruction and behind the wheel training of bus drivers; addressing school bus regulations and safety procedures; identifying training requirements; and maintaining required documentation for audit in compliance with state certification and district/state/federal requirements. Persons in this classification are frequently required to perform the functions of a School Bus Driver.

This job reports to the Transportation Supervisor

Essential Functions

- Conducts classroom and behind-the-wheel bus driver training for the purpose of covering such areas as safe, and proper defensive driving techniques and reinforcing and/or developing bus driver skills that meet state department regulations.
- Evaluates performance of bus drivers and driver applicants for the purpose of ensuring that basic skills levels are met and are in compliance with state certification requirements.
- Informs bus drivers and driver applicants (e.g. rules, regulations, laws, procedures, etc.) for the purpose of providing information, requesting follow-up action and/or implementing procedures.
- Maintains manual and electronic documents, files and records (e.g. payroll, attendance, mileage reports, field trip request, licensure, etc.) for the purpose of documenting activities to support district mandates for reporting to district personnel; state and local agencies.
- Monitors students and other passengers during transit (e.g. seat belts, medical devices, prescribed routines, etc.) for the purpose of ensuring the safe transportation of all passengers.
- Oversees bus driver licensing, training requirements and certificate status (e.g. driver's licenses, physicals, drug screenings, CPR/First Aid, etc.) for the purpose of ensuring compliance with regulatory requirements.
- Participates in meetings; attend workshops and training for the purpose of gathering and/or disseminating information required to perform job functions.
- Performs functions of a school bus driver for the purpose of meeting the district's transportation service needs.
- Prepares a variety of documents and reports (e.g. activity reports, training handouts, safety information guidelines, driver evaluations, etc.) for the purpose of providing information and/or training materials to bus driver, other district personnel and outside agencies as required by established policies and/or regulatory guidelines.
- Represents staff and/or leadership in their absence for the purpose of conveying and/or gathering information required for continuing functional operations.
- Schedules training and testing of and/or by non-district personnel for the purpose of ensuring compliance with district policies and established regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; operating heaving and light duty vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe driving practices; provisions of the motor vehicle code and the education code applicable to the operation of vehicles transporting school students; state licensing requirements.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

- Experience** Job related experience within a specialized field with increasing levels of responsibility is required.
- Education** High school diploma or equivalent.
- Equivalency** Graduation from high school and three years of experience in the operation of a motor vehicle and satisfactory completion of the Bus Driver Instructor Training Program administered by the California Department of Education. Candidates without Department of Education training may be selected, but must satisfactorily complete the training before they can be fully appointed.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid CA Class B Drivers License with Passenger + S Endorsements

Valid CA State DOE Driver Instructor Certificate

CPR/First Aid Certificate

School Bus Drivers Certificate Restriction #1 only

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

Post-Offer DOT Screening

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

54

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: November 17, 2022

Attached are the eligibility lists for:

Health Assistant

Preschool Assistant

ESP Instructor

ESP Assistant

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachment #8

ELIGIBILITY LIST

Health Assistant

Expires 10-21-23

RANK	NAME	EXPIRES
1	Melissa Hughes	10-21-23
2	Seethal Stanly	10-21-23
3	Andrea Acosta	10-21-23
4	Sara Rezkallah	10-21-23

ELIGIBILITY LIST

Preschool Assistant

Merged List (Updated 10-24-22)

RANK	NAME	EXPIRES
1	Lauren Fields	10-24-23
2	Patricia Medina	02-07-23
3	Griselda Perez	02-07-23
4	Tu Trinh Trini Nguyen	10-24-23
5	Ashley Warren	10-24-23
6	Margarita Wuertemburg	10-24-23

ELIGIBILITY LIST

ESP Instructor

Merged List (Updated 10-26-22)

1	Son Trieu	10-26-23
2	Tracie Wadsworth	10-26-23
3	Joshua Cortez	03-09-23
4	Tais Alencastro	10-26-23

ELIGIBILITY LIST
ESP Assistant
Merged List (Updated 10-27-22)

RANK	NAME	EXPIRES
1	Kelly Mager	10-27-23
2	Valentina Green	10-27-23
3	Sherri Ocheltree	10-27-23
4	Kathleen Musacchio	12-2-22
5	Lisa O'Cain	10-27-23
5	Jackie James	10-27-23
6	Joshua Cortez	12-2-22
7	Betsy Camacho	10-27-23
7	Kelly Ford	12-2-22
8	Diane Del Toro	12-2-22
9	Marina Gagnon	10-27-23
9	Yvonne Betancourt	10-27-23
9	Amy Lammers	10-27-23
10	Karina Trieu	10-27-23
11	Danielle Bonsignore	10-27-23
12	Ann Remo	10-27-22
13	Marie Grace Hile	10-27-23
14	Adrienne Buddemeyer	10-27-23
15	Samantha Holmes	10-27-23
15	Claudia Ramirez	10-27-23
16	Melissa Hernandez	12-2-22
17	Bobbie Banner	10-27-23
18	Patty Smith	10-27-23
19	Stephanie Huie	10-27-23
20	Evan Daur	10-27-23
21	Nermeen Michael	10-27-23
22	Susan Hansen	10-27-23
23	Nghia Le	10-27-23

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: November 17, 2022

The job announcements posted since the last regular meeting of the Personnel Commission are attached as informational items:

Dual Certification:

Bilingual Testing Technician (Vietnamese)

Administrative Assistant

Attachments #9-10



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.k12.ca.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Bilingual Testing Technician (Vietnamese)

Open and Promotional

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for future vacancies that will be filled by promotion, transfer, or certified eligibles.

OPENING DATE:	November 9, 2022
CLOSING DATE:	November 29 at 3:30 p.m.
SALARY:	\$23.29 - \$28.31 per hour (Range 36, 5 Steps)
WORK SCHEDULE:	25 hours per week, 9.6 months per year
VACANCY:	One at the District Office

ESSENTIAL FUNCTIONS

- Administers and schedules tests to referred students to assist teacher, and other professionals in determining class placement and/or program eligibility
- Assists other staff, faculty and other professionals by assessing referred student's skills and needs for other educational and academic services eligibility
- Assists in preparing parent notification forms and information materials
- Communicates with parents and guardians to ensure that an ongoing partnership between the home and school is formed
- Coordinates language testing
- Instructs other staff in test administration to ensure proper testing protocols
- Interprets verbal and written communication of non-English speaking students
- Maintains a variety of confidential and non-confidential lists
- Participates in meetings, workshops, and trainings
- Prepares documentation of test results in accordance with established guidelines
- Translates accurately and concisely documents and other materials to and from English

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities are required to

- Perform single, technical tasks with a potential need to upgrade skills
- Translate and interpret English to Vietnamese and Vietnamese to English communication
- Plan and manage projects, prepare and deliver training materials to groups and individuals; and prepare and maintain accurate records
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions
- Apply concepts of English and second language grammar and punctuation
- Schedule activities, meetings, and/or events; gather, collate, and/or classify data

SEE OTHER SIDE

Skills, Knowledge, and Abilities are required to (continued)

- Work with a diversity of individuals and/or groups in a variety of circumstances
- Identify issues and create action plans and apply independent interpretation of guidelines
- Communicate with diverse groups including those with limited English proficiency
- Maintain confidentiality
- Meet deadlines and schedules and occasionally work nonstandard hours

JOB DESCRIPTION can be found on the Fountain Valley School District website at www.fvsd.us under Departments / Personnel Services / Classified / Job Descriptions or clicking [here](#)

EDUCATION/EXPERIENCE REQUIREMENTS

- Job related experience is required.
- Targeted, job related education with study in job-related area.

LICENSES AND OTHER REQUIREMENTS

- Valid Driver's License

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website - www.fvsd.us . All application materials **must be submitted through Ed Join by November 29, 2022 at 3:30 p.m.**

EXAMINATION PROCESS

The examination process will consist of a written, performance and oral examination to be held on the dates listed below. These dates are subject to change.

Written Test (40%), Bilingual writing assessment (pass/fail)	December 1, 2022 at 9:00 a.m.
Oral bilingual assessment (pass/fail)	Week of December 5, 2022
Qualification Appraisal Interview (60%)	Week of December 5, 2022
<i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i>	

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of "ready and willing" certified eligibles on the list, along with "ready and willing" transfer eligibles. Promotional candidates will receive seniority credit based on their length of service. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the medical examination, fingerprinting, conviction clearance, and a test for active tuberculosis.

The Fountain Valley School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, gender, age, marital status, religion, or disability in compliance with federal and state laws.

No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will have the opportunity to become members of California School Employees Association.

Administrative Assistant at Fountain Valley Elementary



Job Information

Date Posted: 11/8/2022

Application Deadline: 11/28/2022 3:30 PM Pacific

Employment Type: Full Time

Length of Work Year: 12 months per year

Salary: \$4,791- \$5,825 per month
(Range 53, 5 Steps) *Per CSEA
contract, hiring may be made up to
step 3

Number Openings: (At time of posting) 1

Contact: Donna Johnson

Email: johnsond@fvsd.us

Phone: 714-843-3228

Requirements / Qualifications

Please attach a current resume.

Minimum requirements:

Targeted, job-related education with study in the job-related area and job-related experience with increasing levels of responsibility.

Comments and Other Information

The written test will be given on Wednesday, November 30, 2022 at 9:00 am. It will be held at the Fountain Valley School District Office located at 10055 Slater Ave., Fountain Valley, CA 92708. Please bring a valid ID such as a driver's license or passport. Allow at least two hours for processing and testing time. Calculators are allowed for use on the test, but not phones. No calculators will be supplied.

Applications will be screened for the minimum qualifications for those passing the written test.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **CSPCA State Conference Approval**

DATE: November 17, 2022

Attached is the information for the 2023 CSPCA State Conference- January 22-24, 2023.

RECOMMENDATION

The Personnel Commission approve the reasonable and necessary expenses for the 2023 CSPCA conference.

Attachment #11



California Schools Personnel Commissioners
Association (CSPCA)

2023 Annual Conference

January 22-24, 2023

Save the Date!



We are quickly building towards another collaborative journey, including workshops for Commissioners, Directors, and your staff!



Coming to the Westin Hotel in Long Beach, California



*Hosted by: The Personnel Commissions Association of
Southern California (PCASC)*

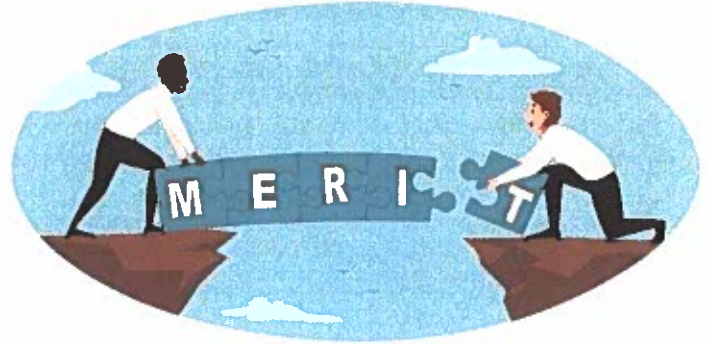
*Registration, program, and room reservation details will be announced
in the coming months from the CSPCA website: (<http://meritsystem.org>).*

2023 Annual CSPCA Conference

Sunday, January 22nd - Tuesday, January 24th

Westin Hotel in Long Beach 333 E Ocean Blvd, Long Beach, CA 90802

**Bridging The Gap with
Merit:**
How Merit Systems Create
Value Through Collaboration



Keynote Speakers



Hilda Sugarman
Board Trustee
Fullerton SD



John Garcia, Ph.D.
Superintendent
Downey USD



Kristine Kwong, J.D.
Attorney
Musick Peeler

PRESENTATION TRACKS

Merit 101 - Includes the fundamentals of what the Merit System is and its limitations. This track outlines the purpose and mission of a Merit System and a Personnel Commission and the functions of its office and staff.

Merit 201 - Includes the subtleties of best practices for a successful Merit System. It includes in-depth discussions regarding leadership, networking, communication, collaborative decision-making, and creating buy-in with all interested parties.

Technical - Includes the best practices for process and procedures of the technical work of the Personnel Commission staff. It details the procedural and analytical work of the Personnel Commission office.

Peer Panel / Round Table Discussion - Serves to facilitate a guided discussion amongst colleagues and other partners of the Merit System.

Early Bird Registration: \$699 until December 16, 2022

Regular Registration : \$799

REGISTRATION IS OPEN TODAY AT: <https://www.eventcreate.com/e/cspcalongbeach>



Hotel Reservations at the Westin Long Beach is [here](#).

Special Room Rates are available.

