

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

December 15, 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, November 17, 2022**
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, November 10, 2022**
(Attachment #2) *Information*
5. **Director's Report** *Information*
6. **Commissioner's Comments** *Information*
7. **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.

RECOGNITIONS

8. Celebration of Steve Benner's Retirement

Information

ADMINISTRATION

9. Election of Personnel Commission Officers

(Attachment #3)

Action

10. Eligibility Lists

**Administrative Assistant, Food Services Worker, Instructional Assistant –
Bilingual, Groundskeeper, and Maintenance and Operations Coordinator**

(Attachments #4 -7)

Action

PERSONNEL

11. Job Announcement

(Attachment #8)

Information

FINANCIAL

12. Nothing at this time

Information

CLOSED SESSION

13. Closed Session

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:

January 26, 2023

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 NOVEMBER 17, 2022**

DATE: December 7, 2022

Attached for your approval are the minutes of the Personnel Commission regular meeting of November 17, 2022.

RECOMMENDATION

The Personnel Commission approve the minutes of the November 17, 2022 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

November 17, 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. Mullin 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

Mr. Jeremy Talley attended.

Introduction of Staff

Ms. Abdel and Ms. Johnson were in attendance.

Minutes, Regular Meeting of the Personnel Commission, October 27, 2022

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

Agenda, Special Meeting of the Board of Trustees, October 26, 2022

Presented as an information item only.

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

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, October 26, 2022

Presented as an information item only.

Director's Report

Mrs. Serna shared the Personnel Department has been busy. In the last two weeks, we have hired fourteen ESP Assistants, two ESP Instructors, three Noon Duty Aides, two Food Service Workers, and two Preschool Assistants. Today oral interviews were held for Groundskeeper, Health Assistant, and Maintenance and Operations Coordinator. We had four rooms going at the same time and it was a very successful day. We are recruiting for the Maintenance and Operations Coordinator at this time. Steve Benner is retiring and he has confirmed he will be attending our next Commission meeting on December 15, 2022, to receive well-deserved congratulations for the next step he is taking.

We have numerous classified staff pursuing their teaching credential who are Classified Grant recipients. We had the opportunity to surprise, celebrate, and recognize them in their classrooms with their principals, Dr. Stopp,

and Ms. Abdel and let them know we are available to support them through the whole process. Mrs. Serna distributed pictures of the recipients being surprised at their site. Mrs. Serna wished everyone a very Happy Thanksgiving.

Commissioners' Comments

Mr. Mullin stated he was pleased to see Mr. Cunneen elected to the Fountain Valley City Council. Mr. Cunneen will be missed on the Fountain Valley School Board. Mr. Mullin stated he is glad the School Board election went smoothly and we now have a School Board. Mr. McCombs stated he would not be attending the CSPCA conference this year as he has a scheduling conflict. Mr. McCombs wanted to remind everyone the holidays are coming up soon and the CSEA flyer will be coming out for Helping Hands. Mrs. Davis wished everyone a Happy Thanksgiving.

Public Comments

Mr. Talley thanked the Personnel Commission for their support with the Helping Hands program. Approximately seventy percent of our employees are under 30 hours per week. How meaningful it is to have that extra cushion for the Holidays. Happy holidays to everyone.

ADMINISTRATION

Reappointment of Joint Appointee to the Personnel Commission

Mr. Mullin moved to reappoint Mrs. Davis as the joint appointee to the Personnel Commission. Mr. McCombs seconded the motion. Motion carried.

Selection of Personnel Commission Meeting Dates for 2023

Mr. McCombs moved to approve the Personnel Commission dates for 2023 as shown on the agenda with one date change. April's meeting will now be on the 27th. Mr. Mullin seconded the motion. Motion carried.

Recommended Revision of Classified Title: Senior Bus Driver/Trainer

Mr. Mullins moved to approve the change in title from Senior Bus Driver/Trainer to Driver Trainer/Dispatcher as presented. Mr. McCombs seconded the motion. Motion carried.

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Health Assistant, Preschool Assistant, ESP Instructor and ESP Assistant. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The dual certification job postings for Bilingual Testing Technician (Vietnamese) and Administrative Assistant were reviewed.

FINANCIAL

2023 CSPCA Annual Conference Approval

Mr. Mullin moved to approve the reasonable and necessary expenses for the 2023 annual CSPCA Annual conference in January. Mr. McCombs seconded the motion. Motion carried.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 4:13 p.m. No action taken.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

December 15, 2022 at 3:30 p.m.

PDC

ADJOURNMENT

The November 17, 2022, regular meeting of the Personnel Commission adjourned at 5:14 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 REGULAR
MEETING OF NOVEMBER 10, 2022**

DATE: December 7, 2022

Attached for your information is the agenda of the Board of Trustees regular meeting of November 10, 2022.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

10055 Slater Avenue
Fountain Valley, CA 92708

November 10, 2022

- CALL TO ORDER: 6:30 PM
- ROLL CALL
- APPROVAL OF AGENDA

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. CELEBRATION OF OUTGOING TRUSTEES JIM CUNNEEN AND LISA SCHULTZ

In celebration and appreciation of their eight years of dedicated service to the Board of Trustees, the Fountain Valley School District Family will honor Mr. Jim Cunneen and Ms. Lisa Schultz for their ongoing commitment to our staff, students, and community.

- RECESS

BOARD REPORTS AND COMMUNICATIONS

Board Members will make the following reports and communicate information to fellow Board Members and staff.

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. If a member of the audience requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them in writing after the meeting or direct that additional information be provided to the Board on a future agenda.

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.

To address the Board of Trustees, please comply with the procedures listed on the goldenrod form, *For Persons Wishing to Address the Board of Trustees*, and give the form to the Executive Assistant.

*** BOARD MEMBERS WHO WISH TO DISCUSS WITH STAFF ANY ITEMS LISTED UNDER LEGISLATIVE SESSION SHOULD INFORM THE BOARD PRESIDENT AT THIS TIME. ***

LEGISLATIVE SESSION

No items

2. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M ___
2nd ___
V ___

All items listed under the Consent Calendar and 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 removed from the Consent Calendar.

Superintendent's Recommendation: The Board of Trustees approves all items listed under the Consent Calendar and Routine Items of Business in one action.

Routine Items of Business

- 2-A. Board Meeting Minutes from October 6th regular meeting
- 2-B. Board Meeting Minutes from October 26th special meeting
- 2-C. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 2-D. Donations
- 2-E. Warrants
- 2-F. Purchase Order Listing

Consent Items

2-G. ANNUAL ORGANIZATIONAL MEETING

Superintendent's Comments: It is recommended that the Board of Trustees selects Thursday, December 15, 2022, as the date of the annual organizational meeting, in accordance with the provisions of Education Code Sections 35143 and 72000. The meeting shall begin at 6:30 pm.

2-H. APPROVE CHANGE ORDER #4R2 FOR THE OKA ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT

Superintendent's Comments: It is recommended that the Board of Trustees approve Change Order #4R2 for the Oka Elementary School Measure O HVAC and Modernization Project.

2-I. REJECTION OF PROPERTY CLAIM 2023-01 IN THE AMOUNT OF \$15,099.46

Superintendent’s Comments: It is recommended that the Board of Trustees rejects claim 2023-01 from United Services Automobile Association.

2-J. RESOLUTION 2023-11: ADOPTING AND APPROVING THE JOINT POWERS AUTHORITY AGREEMENT AND JOINING GOVERNMENT FINANCIAL SERVICES JOINT POWERS AUTHORITY

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves Resolution 2023-11, approving the District’s membership in the Government Financial Services Joint Powers Authority and assigning all contracts with Government Financial Strategies, Inc. to the JPA.

2-K. AMENDMENT TO THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY CONTRACT 2022/2023 SCHOOL YEAR

Superintendent’s Comments: It is recommended that the Board of Trustees approves the amendment to the contract for school year 2022/2023.

2-L. MEMORANDUM OF UNDERSTANDING WITH HUNTINGTON BEACH UNIFIED SCHOOL DISTRICT FOR SCHOOL LIBRARY SERVICES

Superintendent’s Comments: It is recommended that the Board of Trustees approves the Memorandum of Understanding between FVSD and HBUHSD for School Library Services for the 2022-2023 and 2023-2024 school years.

2-M. MEMORANDUM OF UNDERSTANDING WITH OCDE INDUCTION PROGRAM

Superintendent’s Comments: It is recommended that the Board of Trustees approves the Memorandum of Understanding between FVSD and OCDE INDUCTION PROGRAM.

2-N. NON-PUBLIC AGENCY CONTRACTS

Superintendent’s Comments: Under current consortium budget agreements, any unfunded cost of non-public school or non-public agency placement is a cost to the general fund of the resident district. It is recommended that the following non-public school/agency contracts/addendums be approved, and the West Orange County Consortium for Special Education be authorized to receive invoices and process payment.

<u>Non-public School/Agency</u>	<u>100% Contract Cost</u>	<u>Effective Dates</u>
Beacon Day School	\$19,557.00	7/1/22-6/30/23
Olive Crest Academy – North	\$1,402.43	7/1/22-6/30/23
Rossier Park Elementary	(\$1,414.00)	7/1/22-6/30/23

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.
- **Pupil Personnel:** *Education Code 35146*
- **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*

- **REPORT OUT OF CLOSED SESSION**

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

- **APPROVAL TO ADJOURN**

The annual organizational meeting of the Fountain Valley School District Board of Trustees is on Thursday, December 15, 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 moyersj@fvsd.us or calling 714.843.3255 during regular 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 at moyersj@fvsd.us or calling 714.843.3255.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELECTION OF OFFICERS**

DATE: December 7, 2022

As part of the annual organizational meeting, per Commission rule 203.2:

“At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as vice Chairperson to serve a term of one year or until their successors are duly elected.”

RECOMMENDATION

It is recommended the Commissioners choose their officers as required per Commission rule 203.2.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director of Human Resources
SUBJECT: **ELIGIBILITY LISTS**
DATE: December 7, 2022

Attached are the eligibility lists for:

Administrative Assistant

Instructional Assistant - Bilingual

Food Services Worker

Groundskeeper

Maintenance and Operations Coordinator

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #4 - #7

ELIGIBILITY LIST
Administrative Assistant
EXPIRES 12-6-23

RANK	NAME
1	Jennifer Rusiecki
2	Carolyn Galaz
3	Natalie Reyes
4	Tarek Houx
5	Eva Gemeinhardt
6	Christine Carrigan
7	Melissa Douglass
8	Amber Crosby
9	Ann Remo

ELIGIBILITY LIST
Instructional Assistant Spanish
Merged List (Updated 12-5-22)

RANK	NAME	EXPIRES
1	Nalida Pedraza	8-17-23
1	Ana Ramos	12-05-23

ELIGIBILITY LIST
Food Services Worker
Merged List (Updated 10-28-22)

RANK	NAME	EXPIRES
1	Brenda Guerrero	9-16-23
2	Heather Taber	10-11-23
2	Brittney Newell	9-16-23
2	Bruno Nepo	4-07-23
3	Kyra MacDonald	10-28-23
4	Brigette Santana	4-07-23
5	Samuelu Vaeoso	4-07-23
6	Rajni Goyal	9-16-23

ELIGIBILITY LIST
Groundskeeper
Merged List (Updated 11-29-22)

RANK	NAME	EXPIRES
1	Jose Beltran	11-29-23
2	Griffin Waale	11-29-23
3	Gabriel Arciga	1-27-23
4	Manuel Bravo	11-29-23
5	Jose Alvarez	11-29-23
5	Nicholas Gold	1-27-23
5	Scott Jones	1-27-23
6	Elvin Romano	11-29-23
7	Justin Christiansen	11-29-23
8	Brian Santillan	11-29-23
9	Daniel Perez	1-27-23
10	Francisco Rodriguez	11-29-23
11	Jeremiah Fimbres	1-27-23
12	Khio Vu	11-29-23

ELIGIBILITY LIST
Maintenance and Operations Coordinator
Expires 11-28-23

RANK	NAME
1	Anthony Ramirez
2	Joshua Douglass
3	Gordon Llanos
4	Jason Carrico
5	Raymond Sanders
6	Jeremy Talley
7	Bill Konoeczny
8	Victor Alvarez
8	Sergio Solis

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: December 7, 2022

The job announcement posted since the last regular meeting of the Personnel Commission is attached as an informational item:

Dual Certification:

Instructional Assistant – Applied Behavior Analysis

Instructional Assistant - Applied Behavior Analysis at Fountain Valley Elementary



Job Information

Date Posted: 11/3/2022

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

Employment Type: Part Time

Length of Work Year: 9.6 months/year

Salary: \$22.88 - \$27.82 per hour
(Range 34, 5 steps) *Per CSEA
contract hiring may be made up to
step 3

Number Openings: (At time of posting) 3

Contact: Donna Johnson

Email: johnsond@fvsd.us

Phone: 714-843-3228

Requirements / Qualifications

Experience: Job-related experience is required, including ABA training by WOCSSSEE or related training by an outside agency.

Education: Community college and/or vocational school degree with study in a job-related area.

Copies of transcripts, report cards, and ABA training certificate must be attached to your application.

Comments and Other Information

All applicants are invited to attend the written test, scheduled for Tuesday, November 29, 2022, at 9:00 a.m. The test will be held at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley, CA 92708. Please allow 2.5 hours for directions and the written test. Please bring a valid ID such as a Driver's License or passport. Applications will be screened for the minimum qualifications following the written test. Candidates who pass each part of the written test and technical interview will be considered for hire. Typical work hours are 5.75 hours/day, generally between 8:00 am - 2:30 pm.

To view further information, including the test date, please see "Links Related to this Job."