

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

May 25, 2023  
3:30 p.m.

Mr. Tony McCombs, Chairperson  
Mr. William Mullin, Vice Chairperson  
Mrs. Carol Davis, Member (Absent)  
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. **Public Hearing for 2023-2024 Personnel Commission Budget**

A public hearing shall be held to receive public comment on the first reading of the 2023-2024 Personnel Commission Budget. Public input is welcome. Please email your comments to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) by 1:00 p.m. on Thursday, May 25, 2023. Your comments will be read into the record.

4. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, April 27, 2023**  
(Attachment #1) *Action*
5. **Agenda, Regular Meeting of the Board of Trustees, May 11, 2023**  
(Attachment #2) *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, April 6, 2023**  
(Attachment #3) *Information*
7. **Minutes, Special Meeting of the Board of Trustees, April 15, 2023**  
(Attachment #4) *Information*

**8. Director's Report** *Information*

**9. Commissioner's Comments** *Information*

**10. 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**

**11. Eligibility Lists** *Action*

**ESP Assistant, Food Service Worker, and Instructional Assistant – Bilingual (Vietnamese)**  
(Attachments #5 -6)

**PERSONNEL**

**12. Job Announcements** *Information*

(Attachments #7 - 9)

**FINANCIAL**

**13. Personnel Commission Budget 2023- 2024: First Reading.** *Information*

(Attachment #10)

**CLOSED SESSION**

**14. Closed Session**

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

1. Personnel
2. Legal Advice

**NEXT MEETING**

**15. The next meeting of the Personnel Commission will be:**

**June 15, 2023  
3:30 p.m.  
PDC Room**

**ADJOURNMENT**

**16. 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 APRIL 27, 2023**

DATE: May 1, 2023

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Attached for your approval are the minutes of the Personnel Commission's regular meeting on April 27, 2023.

**RECOMMENDATION**

The Personnel Commission approves the minutes of the April 27, 2023, Personnel Commission regular meeting.

**Attachment #1**

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## *REGULAR MEETING*

### MINUTES

April 27, 2023

3:30 p.m.

Mr. McCombs called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Fullerton led the Pledge of Allegiance.

Present for the entire meeting:

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

Mr. William Mullin, Vice-Chairperson (Absent)

## GENERAL FUNCTIONS

### *Approval of Agenda*

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

### *Introduction of Guests*

Ms. Fullerton, Assistant Superintendent, Business, and Chris Olson, CSEA Vice-President, attended.

### *Introduction of Staff*

Ms. Johnson attended.

### *Minutes, Regular Meeting of the Personnel Commission, March 23, 2023*

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

### *Agenda, Regular Meeting of the Board of Trustees, April 6, 2023*

Presented as an information item only.

### *Agenda, Special Meeting of the Board of Trustees, April 15, 2023*

Presented as an information item only.

### *Minutes, Regular Meeting of the Board of Trustees, March 9, 2023*

Presented as an information item only.

### *Minutes, Special Meeting of the Board of Trustees April 1, 2023*

Presented as an information item only.

### *Director's Report*

Mrs. Serna shared that we are busy preparing for year-end activities and three summer programs. We are offering summer work for classified employees in all three summer programs. Academic Summer School is scheduled to go from July 5, 2023 to August 3, 2023 and is provided to our students needing extra intervention support. This program is offered at Cox for kindergarten through 7<sup>th</sup>-grade students. We are also offering our

Extended School Year Summer School for students with special needs from July 5, 2023, to August 4, 2023. This program is provided for preschool through 7<sup>th</sup>-grade students. The third program being offered by the Child Services Department team is ESP summer camp. This camp will offer many fun activities and field trips for the children.

Mrs. Serna was pleased to attend the Annual Art Show on April 15, 2023. She stated it was an absolute success. The students had the opportunity to do art projects, including key chains, sand art, and stained glass. They were also able to decorate their own ice cream cones with Dr. Stopp. It also highlighted our middle schools which provided great entertainment.

Since we last met, we have hired three Noon Duty Aides, two Preschool Assistants, and one Bus Driver. Additional training was held for Noon Duty Aides at Masuda due to the number of new hires there. We will be testing and hiring over the summer to add to our eligibility lists to get ready for hiring for the new school year. Ms. Serna invited the Commissioners to attend the Classified Employee Appreciation Barbeque at the Maintenance and Operations department on May 18, 2023.

### **Commissioners' Comments**

Mrs. Davis and Mr. McCombs thanked Mrs. Serna for the invitation to the Classified Barbeque.

### **Public Comments**

No comments were received.

## **ADMINISTRATION**

### **Budget Update Presentation – Assistant Superintendent, Business: Chris Fullerton**

Ms. Fullerton presented the 2024 - 2025 budget update to the Personnel Commission. She gave a state of the economy, an overview of Fountain Valley School District's current proposed budget, and an overview of the governor's second interim proposed budget.

### **Eligibility Lists**

Mrs. Davis moved to approve the eligibility lists for Computer/Network Specialist, ESP Assistant, IA- Applied Behavior Analysis, and Preschool Assistant. Automatic second due to the absence of Mr. Mullin. Motion carried.

## **PERSONNEL**

### **Job Announcement**

The Personnel Commission reviewed the dual certification job postings for Instructional Assistant – Bilingual (Vietnamese), Instructional Assistant – Deaf and Hard of Hearing, and Licensed Vocational Nurse.

## **FINANCIAL**

No financial items were discussed.

## **CLOSED SESSION**

No closed session.

## **NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
May 25, 2023 at 3:30 p.m.  
PDC Room**

**ADJOURNMENT**

The April 27, 2023, regular meeting of the Personnel Commission adjourned at 4:08 p.m.

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Mr. McCombs, Chairperson

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Mr. Mullin 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 MAY 11, 2023**

DATE: May 1, 2023

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Attached is the agenda for the regular meeting of the Board of Trustees on May 11, 2023.



**Thursday, May 11, 2023  
Regular Meeting**

**MEETING PROCEDURES**

**MEETING LOCATION:**

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

**PUBLIC PARTICIPATION AND PUBLIC COMMENT PROCEDURES:**

The district board room will be open to the public. In-person public comment will be allowed as required by law.

**Public Comment Notice:** Any written or electronic communication provided by the public to the Board of Education may be considered a public record and subject to production under the Public Records Act. The produced record may include all names and detailed information contained in the communication.

**MISSION STATEMENT:**

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.

**CONDUCT:**

The Board president shall not permit any disturbance or willful interruption of Board meetings. Persistent disruption by an individual or group shall be grounds for the chair to terminate the privilege of addressing the Board. The Board may remove disruptive individuals and order the room cleared if necessary; in this case, members of the media not participating in the disturbance shall be allowed to remain, and individual(s) not participating in such disturbances may be allowed to remain at the discretion of the Board. When the room is ordered cleared due to a disturbance, further Board proceedings shall concern only matters appearing on the agenda. (Government Code 54957.9)

**DISABILITY INFORMATION:**

In compliance with the Americans with Disabilities Act, for those requiring special assistance to access the Board meeting, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact the Public Information Officer/Executive Assistant to the Superintendent, Joy Moyers, at 714-843-3255.

**A. CALL TO ORDER -- 6:00 p.m.**

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<b>Subject</b>	<b>1. Pledge of Allegiance</b>
Meeting	May 11, 2023 - Regular Meeting
Category	A. CALL TO ORDER -- 6:00 p.m.
Type	Procedural

<b>Subject</b>	<b>2. Roll Call</b>
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Meeting May 11, 2023 - Regular Meeting

Category A. CALL TO ORDER -- 6:00 p.m.

Type Procedural

- Jeanne Galindo, President
- Steve Schultz, President Pro Tem
- Sandra Crandall, Clerk
- Dennis Cole, Member
- Phu Nguyen, Member

## **B. APPROVAL OF AGENDA**

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**Subject 1. Agenda for May 11, 2023 Regular Board of Trustees Meeting**

Meeting May 11, 2023 - Regular Meeting

Category B. APPROVAL OF AGENDA

Type Action

Preferred Date Mar 09, 2023

## **C. STUDENT RECOGNITIONS**

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**Subject 1. 6:00 pm -- Fulton**

Meeting May 11, 2023 - Regular Meeting

Category C. STUDENT RECOGNITIONS

Type Reports

**Background:**

One of the interests of the Board of Trustees is to broaden their recognition program to include students demonstrating improvement in a variety of areas and levels. Each elementary school will recognize one student per grade level, and each middle school two students per grade level.

Students will be selected by their principal and teachers based on the following criteria: • extraordinary effort • achievement • improvement

File Attachments

[Student Recognition -- Fulton -- 05-11-23.pdf \(138 KB\)](#)

**Subject 2. 6:30 pm -- Talbert**

Meeting May 11, 2023 - Regular Meeting

Category C. STUDENT RECOGNITIONS

Type Reports

One of the interests of the Board of Trustees is to broaden their recognition program to include students demonstrating improvement in a variety of areas and levels. Each elementary school will recognize one student per grade level, and each middle school two students per grade level.

Students will be selected by their principal and teachers based on the following criteria: • extraordinary effort • achievement • improvement

File Attachments

[Student Recognition -- Talbert-- 05-11-23.pdf \(141 KB\)](#)

**Subject**                    **3. 7:00 pm -- Masuda**

Meeting                    May 11, 2023 - Regular Meeting

Category                    C. STUDENT RECOGNITIONS

Type                        Reports

One of the interests of the Board of Trustees is to broaden their recognition program to include students demonstrating improvement in a variety of areas and levels. Each elementary school will recognize one student per grade level, and each middle school two students per grade level.

Students will be selected by their principal and teachers based on the following criteria: • extraordinary effort • achievement • improvement

File Attachments

[Student Recognition -- Masuda -- 05-11-23.pdf \(139 KB\)](#)

## **D. CLOSED SESSION**

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**Subject**                    **1. 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.**

Meeting                    May 11, 2023 - Regular Meeting

Category                    D. CLOSED SESSION

Type                        Discussion, Procedural

## **E. REPORT OF CLOSED SESSION**

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**Subject**                    **1. Board President will report out any action taken in closed session.**

Meeting                    May 11, 2023 - Regular Meeting

Category                    E. REPORT OF CLOSED SESSION

Type

## **F. PUBLIC HEARING**

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**Subject**                    **1. Public Hearing on Initial Contract Proposals Between Fountain Valley School District and Fountain Valley Education Association**

Meeting                    May 11, 2023 - Regular Meeting

Category                    F. PUBLIC HEARING

Type

**Background:**

A public hearing shall be held for the purpose of receiving public comment on the initial contract proposals between the Fountain Valley School District and the Fountain Valley Education Association for the 2023-24 school year. Public input is welcome.

**Submitted by:**

Personnel Services

File Attachments

[PUBLIC HEARING Initial Contract Proposals FVSD and FVEA 2023.doc \(38 KB\)](#)

## **G. STAFF REPORTS**

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**Subject**                    **1. Introduction of 2023-2024 Newland Elementary School Principal**

Meeting                    May 11, 2023 - Regular Meeting

Category                    G. STAFF REPORTS

Type

**Background:**

Superintendent Dr. Katherine Stopp will join the Board of Trustees in welcoming the 2023-2024 Newland Elementary School Principal.

**Submitted by:**

Personnel Services

## **H. BOARD MEMBER REPORTS**

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**Subject**                    **1. Board Member Reports**

Meeting                    May 11, 2023 - Regular Meeting

Category                    H. BOARD MEMBER REPORTS

Type                         Reports

## **I. PUBLIC COMMENTS**

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**Subject**                    **1. Public Comment**

Meeting                    May 11, 2023 - Regular Meeting

Category                    I. PUBLIC COMMENTS

Type                         Information

*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.*

**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 Public Information Officer/Executive Assistant to the Superintendent.**

## **J. LEGISLATIVE ITEMS**

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**Subject**                    **1. Board Policy 5030 Student Wellness (First Reading)**

Meeting                    May 11, 2023 - Regular Meeting

Category                    J. LEGISLATIVE ITEMS

Type                        Action

Fiscal Impact            No

Recommended Action    It is recommended the Board of Trustees approve Board Policy 5030 for first reading, with necessary changes as indicated by the Board of Trustees.

**Background:**

In the continued effort to maintain a set of current board policies, it is necessary to bring policies to the Board of Trustees for revision due to changes in Education Code, statute or best practice. The California School Boards Association or the Orange County Department of Education informs the District of changes through alerts.

Board Policy 5030 was updated to include the addition of Smart Snack guidelines in the area of Food Marketing in Schools and to condense and remove duplicate language.

**Submitted by:**

Business Services

File Attachments  
[5030 Student Wellness.pdf \(180 KB\)](#)

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**K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS**

**Subject**                    **1. Minutes of April 6, 2023 Regular Board of Education Meeting**

Meeting                    May 11, 2023 - Regular Meeting

Category                    K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type                        Action (Consent)

File Attachments  
[MIN04062023.pdf \(125 KB\)](#)

**Subject**                    **2. Minutes of April 15, 2023 Special Board of Education Meeting**

Meeting                    May 11, 2023 - Regular Meeting

Category                    K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type                        Action (Consent)

File Attachments  
[MIN04152023.pdf \(53 KB\)](#)

**Subject**                    **3. Approve/Ratify Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)**

Meeting                    May 11, 2023 - Regular Meeting

Category                    K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type                        Action (Consent)

Preferred Date            Mar 09, 2023

**Submitted by:**

Personnel Services, and Educational Services

File Attachments

- [1.0 Personnel Items - 2023-05-11.docx \(41 KB\)](#)
- [1.3 2023-2024 Start and End Dates .doc \(34 KB\)](#)
- [1.4 Early Start Specialist 2023-05-11.pdf \(194 KB\)](#)
- [1.5 Certificated Personnel Items 2023-04-06.pdf \(226 KB\)](#)
- [2.0 Classified Personnel Items 2023-05-11.pdf \(97 KB\)](#)
- [3.0 Educational Services Personnel Items 2023-05-11.pdf \(188 KB\)](#)

**Subject**                    **4. Accept Donations**

Meeting                    May 11, 2023 - Regular Meeting

Category                    K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type                        Action (Consent)

**Submitted by:**

Business Services

File Attachments

- [Donations.xlsx \(24 KB\)](#)

**Subject**                    **5. Approve/Ratify Warrants**

Meeting                    May 11, 2023 - Regular Meeting

Category                    K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type                        Action (Consent)

**Submitted by:**

Business Services

File Attachments

- [Warrant report-May11.pdf \(191 KB\)](#)

**Subject**                    **6. Approve/Ratify Purchase Order Listing**

Meeting                    May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

**Submitted by:**  
Business Services

File Attachments

[P O Report- Change 03-24-2023 thru 04-26-2023.pdf \(7 KB\)](#)

[P O Detail Report- 03-24-2023 thru 04-26-2023.pdf \(26 KB\)](#)

**Subject 7. Approve the Three Year Contract with Emics, Inc., DBA Informed K12, Inc.**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

Fiscal Impact Yes

Dollar Amount \$111,807.00

Recommended Action It is recommended that the Board of Trustees approves the three year contract between Fountain Valley School District and Emics, Inc., DBA Informed K12.

**Background:**

Emics Inc., DBA Informed K12, provides a paperless software system and an easy-to-use workflow automation solution that allows district administrators to digitize routine forms and paperwork, automate critical school business processes, and track approval workflows across departments. The district license includes a total of 100 processes, unlimited district staff user accounts. The District began work with Informed K-12 last year and is very satisfied with the level of customer service and the efficiency of using the electronic forms. This contract extends the terms for three additional years.

The cost break down of the services are: \$36,173 Year 1, \$37,258 Year 2, and \$38,376 Year 3.

**Submitted by:**  
Educational Services

File Attachments

[Informed K-12 3 Year Agreement.pdf \(511 KB\)](#)

**Subject 8. Approve Change Order #3 for the Plavan Elementary School Measure O HVAC and Modernization Project**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

Fiscal Impact Yes

Recommended Action      It is recommended that the Board of Trustees approve Change Order #3 for the Plavan Elementary School Measure O HVAC and Modernization Project

**Background:**

On April 21, 2022, the Board of Trustees approve the Guaranteed Maximum Price (GMP) for the Measure O HVAC and Modernization at Plavan Elementary School. At the same time the Board approved District Contingencies for unforeseen conditions and owner changes.

The Plavan Elementary project is substantially complete and in calculating final construction costs there are funds remaining in GMP allowances, as well as contractor savings. Change Order #5 is a deductive change order which results in funds reflected in the project budget that were not expended.

**Submitted by:**

Business Services

**Subject                      9. Approve three-year extension of Houghton-Mifflin Harcourt Math Expressions textbook adoption for elementary schools**

Meeting                      May 11, 2023 - Regular Meeting

Category                    K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type                         Action (Consent)

Preferred Date            May 11, 2023

Absolute Date            May 11, 2023

Fiscal Impact            Yes

Dollar Amount           \$354,600.11

Budgeted                   Yes

Budget Source            Lottery Instructional Materials Budget

Recommended Action      It is recommended that the Board of Trustees approve the three-year extension of the Houghton-Mifflin Harcourt Math Expressions textbook adoption to continue providing instructional materials for mathematics to the District's elementary schools.

**Background:**

Houghton Mifflin Harcourt, Math Expressions Program has been the adopted textbook for Grades TK-5th, at our elementary schools since the Board approved during the 2014-15 school year. Math Expressions was recommended by the District Common Core Steering Committee after both quantitative and qualitative data evaluation during the fall of 2014 and the contract was approved, then extended through the 2022-23 school year. FVSD has experienced tremendous success with the integration of Cognitively Guided Instruction (CGI) and Math Expression over the course of the past decade.

It is anticipated that an updated *Mathematics Framework for California Public Schools: Kindergarten through Grade Twelve* will be approved by the State of California in Fall 2023. Extending the currently-adopted instructional materials through the 2025-26 school year will provide ongoing support for teachers and students, as well as align with the timeline for publishers releasing new instructional materials that would align with the revised *Mathematics Framework*.

**Submitted by:**

Educational Services

File Attachments

<b>Subject</b>	<b>10. Approve three-year extension of McGraw-Hill Education CA Math textbook adoption for middle schools</b>
Meeting	May 11, 2023 - Regular Meeting
Category	K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS
Type	Action (Consent)
Preferred Date	May 11, 2023
Absolute Date	May 11, 2023
Fiscal Impact	Yes
Dollar Amount	\$274,306.00
Budgeted	Yes
Budget Source	Lottery Instructional Materials Budget
Recommended Action	It is recommended that the Board of Trustees approve the three-year extension of the McGraw-Hill Education CA Math textbook adoption to continue providing instructional materials for mathematics to the District's three middle schools.

**Background:**

McGraw-Hill Education's *CA Math* Program has been the adopted textbook for Grades 6-8, Accelerated 7, and Algebra 1 at our middle schools since the Board approved the adoption of these materials on March 12, 2015. *CA Math* was recommended by the District Common Core Steering Committee after both quantitative and qualitative data evaluation during the fall of 2014 and the contract was approved through the 2017 school year, with additional extensions through the 2022-23 school year. It is anticipated that an updated *Mathematics Framework for California Public Schools: Kindergarten through Grade Twelve* will be approved by the State of California in Fall 2023. Extending the currently-adopted instructional materials through the 2025-26 school year will provide ongoing support for teachers and students, as well as align with the timeline for publishers releasing new instructional materials that would align with the revised *Mathematics Framework*.

**Submitted by:**

Educational Services

File Attachments

[McGraw Hill Glencoe Math 3-Year Extension.pdf \(357 KB\)](#)

<b>Subject</b>	<b>11. Approve agreement with The Simple Learning Company to provide mathematics-related professional development for teachers during the 2023-24 school year</b>
Meeting	May 11, 2023 - Regular Meeting
Category	K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS
Type	Action (Consent)



Preferred Date	May 11, 2023
Absolute Date	May 11, 2023
Fiscal Impact	Yes
Dollar Amount	\$34,500.00
Budgeted	Yes
Budget Source	Elementary & Secondary Schools Education Relief III (ESSER III)
Recommended Action	It is recommended that the Board of Trustees approve the contract with The Simple Learning Company (TSLC) to provide math fellowship training for elementary teachers during the 2023-24 school year.

**Background:**

The Simple Learning Company, Inc. (TSLC) provides professional development on research- and evidence-based mathematics instructional strategies that are grounded in the *Mathematics Framework for California Public Schools*, integrate pedagogy associated with Cognitively Guided Instruction, and leverage the Standards for Mathematical Practice articulated in the CA Common Core State Standards. FVSD began working with The Simple Learning Company during the 2022-23 school year, with a cohort of 32 teachers participating in multiple days (8) of professional learning related to Cognitively-Guided Instruction. FVSD hopes to continue to support the existing cohort of teachers with three days of professional learning and provide the opportunity for a new cohort of teachers (up to 20) to initiate training as a new cohort for the 2023-24 school year.

**Submitted by:**

Educational Services

File Attachments

[Math Fellowship Professional Development Proposal for 2023-24.pdf \(325 KB\)](#)

**Subject**                    **12. Approve agreement with Orange County Department of Education to provide GATE certification/Depth & Complexity Training for teachers during the 2023-24 school year**

Meeting	May 11, 2023 - Regular Meeting
Category	K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS
Type	Action (Consent)
Preferred Date	May 11, 2023
Absolute Date	May 11, 2023
Fiscal Impact	Yes
Dollar Amount	\$4,200.00
Budgeted	Yes
Budget Source	Local Control Funding Formula

**Recommended Action** It is recommended that the Board of Trustees approve the contract with the Orange County Department of Education for professional development services resulting in GATE Certification for participating FVSD teachers.

**Background:**

Fountain Valley School District is committed to supporting classroom teachers in the implementation of rigorous classroom instruction for all students. In addition, FVSD is proud to serve over 600 students that have been identified as Gifted & Talented Students.

Over the past few years, FVSD has hosted multiple cohorts of teachers to successfully complete a Depth & Complexity training program that led to GATE certification through the Orange County Department of Education. We are excited about the opportunity to continue to provide training opportunities for a spring 2024 of teachers during the 2023-24 school year.

**Submitted by:**

Educational Services

File Attachments

[OCDE GATE Training Cohort 6 proposal.pdf \(343 KB\)](#)

**Subject** **13. Receipt of Fountain Valley Education Association's Initial Proposal for July 1, 2023 - June 30, 2024**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

Fiscal Impact No

**Recommended Action** It is recommended that the Board of Trustees receive the initial contract proposal of the Fountain Valley Education Association for 2023-2024.

**Background:**

In compliance with Government Code Section 3547, the Fountain Valley Education Association presents the attached initial proposal to the Fountain Valley School District for collective bargaining for 2023-2024.

**Submitted by:**

Personnel Services

File Attachments

[FVEA Sunshine Letter 2023.pdf \(118 KB\)](#)

**Subject** **14. Presentation of Fountain Valley School District's Initial Proposal to Fountain Valley Education Association for July 1, 2023 - June 30, 2024**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

Fiscal Impact No

Recommended Action It is recommended that the Board of Trustees approve the 2023-2024 initial contract proposals of the Fountain Valley School District to the Fountain Valley Education Association.

**Background:**

In compliance with Government Code, Public Notice, Section 3547, the Fountain Valley School District sets forth the attached proposed issues for the purpose of negotiating a successor agreement of the current contract with the Fountain Valley Education Association.

**Submitted by:**

Personnel Services

File Attachments

[Board Memo-FVSD Initial Proposal to FVEA .docx \(27 KB\)](#)

**Subject** **15. Retainer Agreement for Legal Services 2023-2024 school year with the Law Offices of Margaret A. Chidester & Associates**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approves the retainer agreement for legal services in 2023-2024 with the Law Offices of Margaret A. Chidester & Associates.

**Background:**

The Law Offices of Margaret A. Chidester & Associates will be retained for the purpose of providing specific legal services pertaining to District business and related matters as may be specifically directed by the Superintendent/designee, including but not limited to, labor, employment, personnel, pupil personnel, special education, instructional compliance, contractual, business transactional, real property and governance issues. The agreement with Margaret Chidester Attorneys at Law is attached for consideration for approval through the 2023-2024 school year. For 2023-2024, the agreement contains up to a \$10.00 per hour rate increase.

**Submitted by:**

Personnel Services

File Attachments

[FV Retainer Agreement.pdf \(284 KB\)](#)

[2023 Firm Summary.pdf \(120 KB\)](#)

**Subject** **16. Approve/Ratify Non-Public Agency Contracts**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

Fiscal Impact Yes

Recommended Action 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.

**Background:**

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.

**Submitted by:**

Special Education

File Attachments

[05-11-23 Board NPA-S Contracts Approval FVSD Public.pdf \(1,249 KB\)](#)

**Subject 17. Special Education Settlement Agreement 2022-2023-D**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type Action (Consent)

Fiscal Impact Yes

Recommended Action It is recommended that the Board of Trustees approves this Special Education Settlement Agreement 2022-2023-D.

**Background:**

According to the Special Education Agreement signed on April 11, 2023, between Parents and the Fountain Valley School District, the District agrees to the following:

1. Parent Reimbursement for an independent study program through a Non-Public Agency, group and individual counseling services, at a rate not to exceed ONE HUNDRED DOLLARS (\$100.00) an hour pending enrollment in private school through June 22, 2023.
2. Compensatory Reimbursement in an amount not to exceed TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) for student tuition at a parent-selected private school for the 2023-2024 regular school year.
3. Compensatory Reimbursement for continued counseling and occupational therapy services in an amount not to exceed TWELVE THOUSAND DOLLARS (\$12,000.00) as well as a 1:1 NPA aide for up to 6.5 hours per day in the private school setting. Services must be accessed by June 20, 2024.

Furthermore, the District agrees to pay attorney fees incurred on behalf of the student directly to the attorney in the amount of EIGHT THOUSAND TWO HUNDRED FIFTY DOLLARS (\$8,250.00).

Term of agreement is through June 30, 2024.

**Submitted by:**

Special Education

**Subject 18. Special Education Settlement Agreement 2022-2023-E**

Meeting May 11, 2023 - Regular Meeting

Category K. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Type	Action (Consent)
Fiscal Impact	Yes
Recommended Action	It is recommended that the Board of Trustees approves this Special Education Settlement Agreement 2022-2023-E.

**Background:**

According to the Special Education Agreement signed on May 3, 2023, between Parents and the Fountain Valley School District, the District agrees to the following:

1. Student shall be provided a 1:1 behavior trained aide through the regular school day through June 20, 2024.
2. Compensatory Reimbursement will be provided to parents in an amount not to exceed SEVENTEEN THOUSAND FIVE HUNDRED DOLLARS (\$17,500.00) for private tutoring services and 50 hours of private counseling provided to student. Services must be accessed through June 20, 2024.

Term of agreement is through June 20, 2024.

**Submitted by:**

Special Education

**L. SUPERINTENDENT'S REPORT/NEW BUSINESS**

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<b>Subject</b>	<b>1. Superintendent's Report</b>
Meeting	May 11, 2023 - Regular Meeting
Category	L. SUPERINTENDENT'S REPORT/NEW BUSINESS
Type	Reports

**M. CLOSED SESSION**

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<b>Subject</b>	<b>1. Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: Government Code 54956.5</b>
Meeting	May 11, 2023 - Regular Meeting
Category	M. CLOSED SESSION
Type	
<b>Subject</b>	<b>2. 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.</b>
Meeting	May 11, 2023 - Regular Meeting
Category	M. CLOSED SESSION
Type	Discussion, Procedural
<b>Subject</b>	<b>3. Pupil Personnel: Education Code 35146</b>
Meeting	May 11, 2023 - Regular Meeting

Category M. CLOSED SESSION

Type

**Subject 4. Public Employee Performance Evaluation: Government Code Section 54957 and 54957.1 The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.**

Meeting May 11, 2023 - Regular Meeting

Category M. CLOSED SESSION

Type

## **N. REPORT OF CLOSED SESSION**

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**Subject 1. The Board President will report out on action taken if any.**

Meeting May 11, 2023 - Regular Meeting

Category N. REPORT OF CLOSED SESSION

Type

## **O. ADJOURNMENT**

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**Subject 1. Meeting Adjournment**

Meeting May 11, 2023 - Regular Meeting

Category O. ADJOURNMENT

Type Action

**Subject 2. Next Meeting June 15, 2023**

Meeting May 11, 2023 - Regular Meeting

Category O. ADJOURNMENT

Type Information

**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 APRIL 6, 2023**

DATE: May 1, 2023

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Attached are the minutes for the regular meeting of the Board of Trustees on April 6, 2023.

## **Regular Meeting (Thursday, April 6, 2023)**

*Generated by Joy Moyers on Thursday, April 6, 2023*

### A. CALL TO ORDER -- 6:04 p.m.

Procedural: 1. Pledge of Allegiance  
Led by Mrs. Fullerton

Procedural: 2. Roll Call  
The following board members were present:  
Jeanne Galindo, President  
Steve Schultz, President Pro Tem  
Sandra Crandall, Clerk  
Dennis Cole, Member  
Phu Nguyen, Member

### B. APPROVAL OF AGENDA

Action: 1. Agenda for March 9, 2023, Regular Board of Trustees Meeting  
There was a clarification noted on Item 8: \$7, 995 per site  
Moved: Mr. Nguyen  
Seconded: Mr. Cole  
Vote: Carried 5-0

### C. STUDENT RECOGNITIONS

One of the interests of the Board of Trustees is to broaden their recognition program to include students demonstrating improvement in a variety of areas and levels. Each elementary school recognized one student per grade level. Students were selected by their principal and teachers based on the following criteria: • extraordinary effort • achievement • improvement

6:00 pm -- Oka Elementary

6:30 pm -- Newland Elementary

### D. STAFF REPORTS

Information: 1. Board Workshop: Local Control Accountability Plan  
Dr. Gargus, Assistant Superintendent, Educational Services, and Dr. Spiratos, Director, Educational Services, presented the LCAP. FVSD continues to leverage one-time funding sources to complement LCFF funding.

### E. PUBLIC HEARING

A public hearing was held for the purpose of receiving public comment on the initial contract proposals between the Fountain Valley School District and the Classified School Employees Association, Chapter #358, for the 2023-24 school year. Public input was welcomed. There were no requests to address the Board, and the hearing was closed.

### F. BOARD MEMBER REPORTS

Reports: 1. Board Member Reports  
Mrs. Crandall noted that Mr. Cole and Mr. Nguyen have served for 3 months, and Dr. Stopp has been superintendent for one year. She attended Open House and one of six performances of The Lion King at Gisler, as well as the Fulton Rockband with Masuda Rockband Concert in the Park on Saturday afternoon. She also attended two FVSD facilitated Governance Workshops and the SPC Meeting in March with PTA/O presidents and principals. Lastly, she attended the Capitol Advisors' TK webinar.

Mr. Cole attended the CSBA Legislative Action Week. In addition, he attended the FV Schools Foundation meeting, which was recently selected as the #1 Non-profit organization in Fountain Valley. He made a note of his appreciation for the Saturday Governance meetings of this board. Lastly, he attended the 4th District PTA Administrators Dinner and Awards Night held at Mile Square.

Mr. Nguyen attended the two Open Houses as well as the two Saturday working sessions of the FVSD Board of Trustees that focused on being a cohesive team.

Mr. Schultz enjoyed the two Saturday FVSD sessions and the PTA Dinner, which was his first. While he was not able to attend the CSBA Legislative sessions, he did make time to contact local legislators on his own. In addition, he attended the HB City Schools meeting, as FVSD has three schools located in the city of Huntington Beach. They offered free training for any of our schools who would like it.

Mrs. Galindo also zoomed into the Legislative Action session with Representative Tri Ta where they talked about maintaining grants, safety, and security. She attended the 4th District PTA Administrators Dinner at Mile Square. For Open House, she attended Fulton and Cox. Additionally, she attended the FV Schools Foundation meeting, where the Golf Tournament was discussed. They are still looking for golfers. Lastly, she also enjoyed the Saturday meetings where this new team had time to



## G. PUBLIC COMMENTS

Information: 1. Public Comment

There were 16 requests to address the Board.

## H. LEGISLATIVE ITEMS

Action: 1. RESOLUTION 2023-13: in Celebration of May 10, 2023, as California's Day of the Teacher and May 1-5, 2023 as Teacher Appreciation Week

Recommended Action: It is recommended that the Board of Trustees adopts Resolution 2023-13: In Celebration of May 10, 2023, as California's Day of the Teacher and May 1-5, 2023, as Teacher Appreciation Week.

Moved: Mr. Cole

Seconded: Mr. Schultz

Vote: Carried 5-0

Action: 2. RESOLUTION 2023-14: in Celebration of Fountain Valley School District's Classified Employee Week: MAY 21-27, 2023

Recommended Action: It is recommended that the Board of Trustees adopts Resolution 2023-14 in celebration of Fountain Valley School District's Classified Employee Week.

Moved: Mr. Schultz

Seconded: Mr. Nguyen

Vote: Carried 5-0

Action: 3. RESOLUTION 2023-15: Resolution of Appreciation to our School Nurses on National School Nurse Day, May 10, 2023.

Recommended Action: It is recommended that the Board of Trustees adopts Resolution 2023-15: Resolution of Appreciation to our School Nurses on National School Nurse Day, May 10, 2023.

Moved: Mr. Nguyen

Seconded: Mrs. Crandall

Vote: Carried 5-0

Action: 4. Proclamation of Appreciation to our Speech/Language Pathologists during May 2023: Better Speech and Hearing Month.

Recommended Action: It is recommended that the Board of Trustees approves the Proclamation of Appreciation to our Speech/Language Pathologists during May 2023: Better Speech and Hearing Month.

Moved: Mrs. Crandall

Seconded: Mr. Cole

Vote: Carried 5-0

Action: 5. Perimeter Fencing Layer of Safety in FVSD

Recommended Action: It is recommended to approve the installation of perimeter fencing as a layer of safety at all FVSD campuses.

Moved: Mr. Schultz

Seconded: Mr. Cole

Carried 5-0

Action (Consent): 6. Award Bid #23-01 Fencing and Gate Upgrades – Fulton, Gisler, and Oka Schools to Wolverine Fence Company, Inc. for \$1,380,000

Recommended Action: It is recommended that the Board of Trustees Awards Bid #23-01 Fencing & Gate Upgrades – Fulton, Gisler, and Oka Schools to Wolverine Fence Company for \$1,380,000.

Moved: Mrs. Crandall

Seconded:

Vote: Carried 5-0

## I. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

Items 1-7 and 9-20

Moved: Mr. Cole

Seconded: Mrs. Crandall

Vote: Carried 5-0

Action (Consent): 1. Minutes of March 9, 2023, Regular Board of Education Meeting

Action (Consent): 2. Minutes of April 1, 2023, Special Board of Education Meeting

Action (Consent): 3. Approve/Ratify Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)

Action (Consent): 4. Accept Donations

Action (Consent): 5. Approve/Ratify Warrants

Action (Consent): 6. Approve/Ratify Purchase Order Listing

Action (Consent): 7. Williams Uniform Complaint Quarterly Report (QUARTER #3: January 1 – March 30, 2023)

Recommended Action: It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the third quarter of the 2022-23 year and approves its submittal to the Orange County Department of Education.

Action (Consent): 9. Approve a Three-Year Agreement with Frontline Education for Absence and Substitute Management

Recommended Action: It is recommended that the Board of Trustees approve the three-year agreement with Frontline Education for absence and substitute management services.

Action (Consent): 10. Approve Discovery Science Order Form Q-341002 (Amendment to Order Form Q-317712)

Recommended Action: It is recommended that the Board of Trustees approve Discovery Education Order Form Q-341002 (Amendment to Order Form Q-317712).

Action (Consent): 11. Approve Change Order #2 for the Plavan Elementary School Measure O HVAC and Modernization Project

Recommended Action: It is recommended that the Board of Trustees approves Change Order #2 for the Plavan Elementary School Measure O HVAC and Modernization Project.

Action (Consent): 12. Approve the Contract with Westcoast Air Conditioning Co., Inc. for Preconstruction and Lease-Leaseback Services for Modernization and HVAC Projects at Plavan Elementary School Complete and Authorize Staff to File the Appropriate Notices of Completion

Recommended Action: It is recommended that the Board of Trustees approves the contract with West Coast Air Conditioning Co., Inc. for the Plavan Elementary School Preconstruction and Lease-Leaseback Services for Modernization and HVAC Project complete and authorize the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

Action (Consent): 13. Approve MOU with WestEd to Administer the California Healthy Kids Survey

Recommended Action: It is recommended that the Board of Trustees approves the California Healthy Kids Survey MOU between FSVD and WestEd.

Action (Consent): 14. Approve Comprehensive School Safety Plans for 2022-2023

Recommended Action: It is recommended that the Board of Trustees approves the Comprehensive School Safety Plans for Courreges, Cox, Fulton, Gisler, Masuda, Newland, Oka, Plavan, Talbert, and Tamura for 2022-2023.

Action (Consent): 15. Resolution 2023-17 Juneteenth

Action (Consent): 16. MOU for Juneteenth between Fountain Valley School District and Fountain Valley Education Association.

Recommended Action: It is recommended that the Board of Trustees approves the Memorandum of Understanding between Fountain Valley School District and Fountain Valley Education Association.

Action (Consent): 17. MOU for Juneteenth between Fountain Valley School District and California School Employees Association and its' Fountain Valley Chapter #358

Recommended Action: It is recommended that the Board of Trustees approves the Memorandum of Understanding between Fountain Valley School District and California School Employees Association, Chapter #358.

Action (Consent): 18. Receipt of California School Employees Association Chapter #358's Initial Proposal for July 1, 2023-June 30, 2024.

Recommended Action: It is recommended that the Board of Trustees receives the initial contract proposals of the California School Employees Association and its Fountain Valley School District Chapter #358 for 2023-2024.

Action (Consent): 19. Presentation of Fountain Valley School District's Initial Proposal to California School Employees Association and its Chapter #358

Recommended Action: It is recommended that the Board of Trustees approves the 2023-2024 initial contract proposals of the Fountain Valley School District to the California School Employees Association and its Fountain Valley School District Chapter #358.

Action (Consent): 20. Approve/Ratify Non-Public Agency Contracts

Recommended Action: 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.

#### Item 8

Action (Consent): 8. Approve the Agreement with Knowledge Saves Lives, Inc. to Provide Safety Training for District Staff

Recommended Action: It is recommended that the Board of Trustees approve the agreement with Knowledge Saves Lives Inc. to provide safety training for staff at each of the District's twelve sites.

Moved by Dennis Cole

Seconded by Phu Nguyen

Vote: Carried 5-0

#### J. SUPERINTENDENT'S REPORT/NEW BUSINESS

Reports: 1. Superintendent's Report

Dr. Stopp thanked the teachers, staff, and families with regard to our Open Houses over the last two weeks. She loved seeing the pride of students in showing off their learning. Thank you to our PTAs and PTOs for their support. Dr. Stopp thanked the Board for all the time they've taken to read emails from passionate families and community members.

Regarding the MOUs with our staff with regards to Juneteenth...text...due to our unique late start date, we are agreeing to observe Juneteenth on a different day.

K. CLOSED SESSION

Mrs. Galindo announced the Board would retire into Closed Session. Action was not anticipated. The following was addressed:  
Discussion, Procedural: 2. 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.

L. REPORT OF CLOSED SESSION

M. ADJOURNMENT

Action: 1. Meeting Adjournment at 10:13 pm

Moved: Mr. Cole

Seconded: Mr. Nguyen

Vote: Carried 5-0

Information: 2. Next Meeting May 11, 2023

**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 APRIL 15, 2023**

DATE: May 1, 2023

---

Attached are the minutes for the special meeting of the Board of Trustees on April 15, 2023.

**Governance Team Building Session (Saturday, April 15, 2023)**

*Generated by Joy Moyers on Friday, April 17, 2023*

A. CALL TO ORDER -- 10:00 a.m.

Procedural: 1. Pledge of Allegiance  
Led by

Procedural: 2. Roll Call  
Steve Schultz  
Sandra Crandall  
Phu Nguyen  
Jeanne Galindo present by phone

B. APPROVAL OF AGENDA

Action: 1. April 15, 2023 Special Meeting  
Moved: Mrs. Crandall  
Seconded: Mr. Nguyen  
Vote: Carried 4-0

C. PUBLIC COMMENT

Information: 1. Public Comment -- There were no requests to address the Board of Trustees.

Board Member Cole arrived at approximately 10:10 am

D. Governance Team Building

The newly established Board of Trustees continued the work of coming together as a cohesive, unified team to help ensure the long-term sustainability of successful programs that provide high-quality education for all students in the district.

E. ADJOURNMENT

Action: 1. Meeting Adjournment at 2:19 pm  
Moved: Mr. Cole  
Seconded: Mr. Nguyen  
Vote: Carried 5-0

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission  
FROM: Carmen Serna, Director of Human Resources  
SUBJECT: **ELIGIBILITY LISTS**  
DATE: May 18, 2023

---

Attached are the eligibility lists for:

ESP Assistant

Food Services Worker

Instructional Assistant – Bilingual (Vietnamese)

**RECOMMENDATION**

The Personnel Commission approves the eligibility lists enumerated above.

**Attachments #5 - #6**

**ELIGIBILITY LIST**  
**ESP Assistant**  
**Merged (Updated 05-15-23)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Guadalupe Inda	03-28-24
2	Lauren Blackwood	02-03-24
3	Caren Rizzo	04-03-24
4	Audrey Camacho	05-15-24
5	Rathana You	03-28-24
6	Jennifer Westfall	04-03-24
7	Patty Smith	10-27-23
8	Julie Kalajian	02-03-24
8	Angela Graves	03-28-24
9	Nermeen Michael	10-27-23
10	Susan Hansen	10-27-23
11	Nghia Le	10-27-23

**ELIGIBILITY LIST**  
**Food Service Worker**  
**Merged (Updated 5-12-23)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Louis Fuentes	5-12-24
2	Julie Alderfer	5-12-24
3	Erika Moran Lopez	2-02-24
4	Corissa Waite	5-12-24
5	Sara Rezkallah	2-02-24
6	Jocelyn Ortuno	5-12-24
7	Quynh Phan	2-02-24

**ELIGIBILITY LIST**  
**Instructional Assistant - Bilingual (Vietnamese)**  
**EXPIRES 5-08-24**

<b>RANK</b>	<b>NAME</b>
1	Karyn Le
2	Minh Nguyen



**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: May 9, 2023

---

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

**Dual Certification:**

ESP Instructor

Instructional Assistant – Applied Behavior Analysis

School Office Manager

## Extended School Program Instructor at Fountain Valley Elementary



### Job Information

**Date Posted:** 5/9/2023

**Application Deadline:** 5/26/2023 3:30 PM Pacific

**Employment Type:** Part Time

**Length of Work Year:** 9.6

**Salary:** \$20.89 - \$25.39 per hour  
(Range 25, 5 Steps)\*Per CSEA  
contract, hiring may be made up to  
step 3

**Number Openings:** (At time of posting) 2

**Contact:** Donna Johnson

**Email:** johnsond@fvsd.us

**Phone:** 714-843-3228

### Requirements / Qualifications

Any combination equivalent to graduation from high school supplemented by 12-semester units from an accredited college in early childhood education or coursework in child development, elementary education, recreation or related field, AND job-related experience.

A valid Pediatric First Aid and CPR certificate.

Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application.

### Comments and Other Information

Please attach a copy of the transcripts or report cards showing completion of the required units and a valid Pediatric First Aid and CPR certificate.

Those candidates meeting the minimum qualifications listed above will be invited to the test on a date to be determined, at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley. Please watch your email for invites and test dates. Please bring a valid ID and allow 1 1/2 hours for the test and instructions.

## Instructional Assistant - Applied Behavior Analysis at Fountain Valley Elementary



### Job Information

**Date Posted:** 5/8/2023

**Application Deadline:** Until Filled

**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)** 2

**Contact:** Donna Johnson

**Email:** johnsond@fvsd.us

**Phone:** 714-843-3228

### Requirements / Qualifications

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

**Education:** Community college and/or vocational school degree with job-related studies.

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 first written test, scheduled for Monday, June 5, 2023, 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.

## School Office Manager at Fountain Valley Elementary



### Job Information

**Date Posted:** 5/6/2023

**Application Deadline:** 5/25/2023 3:30 PM Pacific

**Employment Type:** Full Time

**Length of Work Year:** 10.48

**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

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education:** Targeted, job related education with study in job-related area.

**Certificates:** Valid CPR/First Aid Certificate

Please attach a copy of your resume.

### Comments and Other Information

The written test will be on Tuesday, May 30, 2023, at Fountain Valley School District Office at 10055 Slater Ave., Fountain Valley, CA 92708. The test will be held in the morning. Applications will be screened for the minimum qualifications, and those applicants meeting the minimum qualifications will be invited to the written test. Please watch and respond to the email asking you to attend. Please bring a valid ID such as a driver's license or passport. Please allow at least two hours for processing and testing time. Calculators will be supplied for use during the test.

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **PERSONNEL COMMISSION BUDGET FISCAL YEAR  
2023-2024: FIRST READING**

DATE: May 10, 2023

---

The proposed 2023 - 2024 Personnel Commission budget is attached for the first reading.

Annual Budget of Personnel Commission Fiscal Year 2023-24  Fountain Valley School District		<u>Column I</u> 2021-22 Actuals (\$ only)	<u>Column II</u> 2022-23 Actuals or Estimate (\$ only)	<u>Column III</u> 2023-24 Budget (\$ only)
<b>2000</b>	<b>Classified Salaries<sup>1</sup></b>			
2300	Classified Supervisors & Administrators	\$0	\$0	\$0
	Commission Members <sup>2</sup>	\$1,600	\$1,650	\$1,650
	Director	\$38,145	\$71,676	\$73,759
2400	Clerical, Technical & Office Staff	\$117,314	\$131,797	\$127,820
	Secretaries, Clerks	\$0	\$0	\$0
	<b><i>SUBTOTAL (2000 CLASS.)</i></b>	<b><i>\$157,059</i></b>	<b><i>\$205,123</i></b>	<b><i>\$203,229</i></b>
<b>3000</b>	<b>Employee Benefits</b>			
3101	State Teachers Retirement System – Certificated	\$0	\$0	\$0
3102	State Teachers Retirement System – Classified	\$0	\$0	\$0
3201	Public Employees’ Retirement System-Certificated	\$0	\$0	\$0
3202	Public Employees’ Retirement System-Classified	\$34,922	\$50,912	\$53,235
3301	OASDI/Medicare – Certificated	\$0	\$0	\$0
3302	OASDI/Medicare – Classified	\$11,738	\$15,872	\$15,455
3401	Health & Welfare Benefits – Certificated	\$0	\$0	\$0
3402	Health & Welfare Benefits – Classified	\$51,563	\$58,999	\$64,844
3501	Unemployment Insurance – Certificated	\$0	\$0	\$0
3502	Unemployment Insurance – Classified	\$763	\$1,033	\$101
3601	Workers’ Compensation Insurance – Certificated	\$0	\$0	\$0
3602	Workers’ Compensation Insurance – Classified	\$3,454	\$4,672	\$4,519
3801	PERS Reduction – Certificated	\$0	\$0	\$0
3802	PERS Reduction - Classified	\$0	\$0	\$0
3901	Other Benefits – Certificated	\$0	\$0	\$0
3902	Other Benefits – Classified	\$240	\$279	\$293
	<b><i>SUBTOTAL (3000 CLASS.)</i></b>	<b><i>\$102,679</i></b>	<b><i>\$131,767</i></b>	<b><i>\$138,446</i></b>

Annual Budget of Personnel Commission Fiscal Year 2023-24  Fountain Valley School District		<u>Column I</u> 2021-22 Actuals (\$ only)	<u>Column II</u> 2022-23 Actuals or Estimate (\$ only)	<u>Column III</u> 2023-24 Budget (\$ only)
<b>4000</b>	<b>Books and Supplies</b>			
4200	Books & Reference Materials	\$0	\$0	\$0
	Literature, Periodicals	\$0	\$0	\$0
4300	Materials & Supplies	\$0	\$0	\$0
	Office Supplies	\$544	\$1,000	\$1,000
	<b><i>SUBTOTAL (4000 CLASS.)</i></b>	<b><i>\$544</i></b>	<b><i>\$1,000</i></b>	<b><i>\$1,000</i></b>
<b>5000</b>	<b>Services &amp; Other Operating Expenditures</b>			
5200	Travel & Conferences	\$10,511	\$9,350	\$14,400
	Expense Allowances	\$0	\$0	\$0
	Mileage	\$53	\$50	\$75
	Conferences	\$0	\$0	\$0
5300	Dues and Memberships	\$2,400	\$3,100	\$3,425
5400	Insurance	\$0	\$0	\$0
	Fire and Theft	\$0	\$0	\$0
	Liability	\$0	\$0	\$0
5500	Operations and Housekeeping Services <sup>3</sup>	\$0	\$0	\$0
	Utilities	\$0	\$0	\$0
5600	Rentals, Leases & Repairs	\$0	\$0	\$0
5700	Direct Cost Transfers	\$0	\$0	\$0
	Printing & Forms	\$0	\$0	\$0
5800	Prof/Consulting Services & Operating Expenditures	\$899	\$1,663	\$1,800
	Examinations	\$900	\$800	\$800
	Advertising	\$768	\$142	\$900
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	\$895	\$9,995	\$895
5900	Communications	\$0	\$0	\$0
	Telephone	\$0	\$0	\$0
	Postage	\$0	\$0	\$0
	<b><i>SUBTOTAL (5000 CLASS.)</i></b>	<b><i>\$16,426</i></b>	<b><i>\$25,100</i></b>	<b><i>\$22,295</i></b>

Annual Budget of Personnel Commission Fiscal Year 2023-24  Fountain Valley School District		<u>Column I</u> 2021-22 Actuals (\$ only)	<u>Column II</u> 2022-23 Actuals or Estimate (\$ only)	<u>Column III</u> 2023-24 Budget (\$ only)
<b>6000</b>	<b>Capital Outlay</b>			
6400	Equipment	\$0	\$0	\$0
	Office Equipment	\$0	\$0	\$0
6500	Replacement of Equipment	\$0	\$0	\$0
	<b><i>SUBTOTAL (6000 CLASS.)</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>	<b><i>\$0</i></b>
	<b>TOTAL EXPENDITURES</b>	<b>\$276,708</b>	<b>\$362,990</b>	<b>\$364,970</b>

1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.

2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).

3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.