

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
AGENDA

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

November 16, 2023
3:30 p.m.

Mr. Tony McCombs, Chairperson
Mr. William Mullin, Vice Chairperson
Mrs. Carol Davis, 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 26, 2023** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, November 9, 2023** *Information*
(Attachment #2)
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.

ADMINISTRATION

8. Classification Plan Amendment – Revision to job description from Payroll Clerk to Payroll Technician *Action*
(Attachment #3)

9. Selection of Personnel Commission Dates for 2024 *Action*

10. Eligibility Lists *Action*
Behavior Intervention Assistant, Bus Aide – Special Education, Health Assistant, Field Support Help Desk Technician, Speech/Language Pathology Assistant, IA- Applied Behavior Analysis, Instructional Assistant – Bilingual (Vietnamese), Instructional Assistant - Mild/Moderate, and Instructional Assistant - Moderate/Severe
(Attachments #4 -8)

PERSONNEL

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

FINANCIAL

12. Personnel Commission Budget – Year to date *Information*
(Attachment #11)

CLOSED SESSION

13. Closed Session
The Commission will discuss, according 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 14, 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 OCTOBER 26, 2023**

DATE: November 9, 2023

Attached for your approval are the minutes of the Personnel Commission's regular meeting of October 26, 2023, meeting.

RECOMMENDATION

The Personnel Commission approves the minutes of the October 26, 2023, Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

October 26, 2023

3:30 p.m.

Mr. McCombs 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. Mrs. Cathie Abdel led the Pledge of Allegiance. Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Mr. Jeremy Talley (CSEA President) and Diego Ortega (CSEA Labor Representative) attended.

Introduction of Staff

Dr. Katherine Stopp and Mrs. Cathie Abdel, attended.

Minutes, Regular Meeting of the Personnel Commission, August 24, 2023

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

Minutes, Regular Meeting of the Personnel Commission, September 21, 2023

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

Agenda, Regular Meeting of the Board of Trustees, October 12, 2023

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, September 14, 2023

Presented as an information item only.

Director's Report

Mrs. Serna shared that we are currently in Conference Week with a modified school days. Our Student Support Services team is holding Professional Learning opportunities for Special Education staff including our Instructional Assistants in Special Education and Behavior Intervention Assistants. Some of the Professional Development topics this week include topics such as: The Power of Visual Supports, Social Skills, CPR, and De-escalation. This week has been filled with hiring for vacant positions and the Classified Personnel Department has been busy with testing, interviewing for six different positions, and numerous reference checks for job offers. In an attempt to continue filling our hard to fill positions such as paraprofessionals in Special Education and the Extended School Program, Mrs. Serna will be attending a Career and Job Fair on November

1st coordinated through Orange Coast College. Mrs. Serna congratulated Mr. McCombs for his re-appointment as CSEA’s nominee. Mr. McCombs is completing his second terms as Personnel Commissioner and Mrs. Serna expressed our appreciation for his commitment to serve the Commission and staff. The re-appointment of Mr. McCombs will be presented to the Board of Trustees at their upcoming meeting on November 9th.

Commissioners’ Comments

Mr. Mullin stated that during a recent trip he had an opportunity to visit an Italian school and compare it to the American educational systems. He congratulated Mr. McCombs for his re-appointment to the Personnel Commission and appreciates the knowledge Mr. McCombs brings to the Commission.

Mrs. Davis reported the job fair Mrs. Serna will be attending sounds like a great opportunity. She stated she is happy to serve and be part of the Personnel Commission with Mr. McCombs and Mr. Mullin.

Mr. McCombs expressed his appreciation for CSEA and his fellow Personnel Commissioners for their support during his tenure serving on the Commission.

Public Comments

Mr. Jeremy Talley stated CSEA is thankful Mr. McCombs serves as the representative to the Personnel Commission on behalf of CSEA. Mr. Talley expressed FVSD is a good place to work and we work as a team to do what is best for students and staff. He thanked the three Personnel Commissioners for their service.

ADMINISTRATION

Reappointment of CSEA Appointee to the Personnel Commission

Presented as an information item only.

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Application Specialist, Behavior Intervention Assistant, ESP Assistant, ESP Instructor, and Instructional Assistant – Bilingual. Mrs. Davis seconded the motion. Motion carried.

PERSONNEL

Job Announcement

The Personnel Commission reviewed the dual certification job postings for Bus Aide- Special Education, Bus Driver, Field Support Help Desk Technician, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, Licensed Vocational Nurse, Noon Duty Aide, Senior Heavy Duty Mechanic, and Speech/Language Pathologist Assistant.

FINANCIAL

Nothing at this time.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 3:52 p.m., to discuss, according to Government Code 54957, the Classified Human Resources Director’s job performance evaluation. There was no action taken from Closed Session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:
November 16, 2023, at 3:30 p.m.
Board Room

ADJOURNMENT

The October 26, 2023, regular meeting of the Personnel Commission adjourned at 4:48 p.m.

Mr. McCombs, Chairperson

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 NOVEMBER 9, 2023**

DATE: November 9, 2023

Attached is the agenda for the regular meeting of the Board of Trustees on November 9, 2023.



Board of Trustees Regular Meeting - Nov 09 2023 Agenda

Thursday, November 9, 2023 at 6:00 PM

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

A. CALL TO ORDER- 6:00 P.M.

1. Pledge of Allegiance
2. Roll Call
 - Jeanne Galindo, President
 - Steve Schultz, President Pro Tem
 - Sandra Crandall, Clerk
 - Dennis Cole, Member
 - Phu Nguyen, Member

B. APPROVAL OF AGENDA

1. Agenda for November 9, 2023 Regular Board of Trustees Meeting
ACTION:

C. BOARD MEMBER REPORTS

D. PUBLIC COMMENTS

Community and staff members 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 yellow Public Comment form *For Persons Wishing to Address the Board of Trustees* and give the form to the Public Information Officer/Executive Assistant to the Superintendent. Each speaker is limited to 3 minutes.

As a reminder, Board protocols and California law do not allow Board members to discuss public comments or attempt to answer questions posed by a speaker during the public comment time. If appropriate, the Superintendent will ask staff to follow up with speakers.

E. LEGISLATIVE ITEMS

1. English Learner Master Plan

Background:

Federal and State regulations require school districts to maintain a Master Plan for English Learners. The purpose of the Master Plan is to provide the framework for the English Learner Program so that all English learners have the opportunity to reclassify from English Learner (EL) to Fluent English Proficient (FEP) status within five years of enrollment in Fountain Valley School District. Revisions to this plan began during the 2019-20 school year, with subsequent updates and refinements occurring during the 2021-22 and 2022-23 school year. FVSDs Ed Services Team, the District English Learner Advisory Committee (DELAC), and English Learner coordinators (classroom teachers representing each school site) provided input into the plan's development. The Master Plan for English Learners is reflective of the CA English Learner Roadmap, the CA English Language Development Standards (2012), and is reflective of the District's commitment to meet the requirements of California's Code of Regulations, Section 11302.

Submitted by

Educational Services

Attachments:

[EL Master Plan FVSD_FINAL_NOV2023.pdf](#) 

It is recommended that the Board of Trustees approves the Master Plan for English Learners

F. CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

ACTION: Approval of Consent Agenda Items

1. Minutes of October 12, 2023, Board of Education Meeting

[Board of Trustees Regular Meeting - Oct 12 2023 - Agenda - Html](#) 

2. **Certificated Personnel Items**

Background:

Approval of the consent calendar will approve the Certificated Personnel items, including various actions that are required to meet the needs of the District.

It is necessary to process various personnel actions to meet staffing and operational needs. Compensation to personnel is within budgeted amounts in accordance with Board Policy.

Submitted by:

Personnel Services

Recommended Action:

Approval/Ratification of the Certificated Personnel items.

Attachments:

[Certificated Personnel Items](#) 

[University of Phoenix Assignment of Affiliation Agreement](#) 

3. **Classified Personnel Report**

Background:

Approval of the consent calendar will approve the Classified Personnel Report, including various actions required to meet the needs of the District.

It is necessary to process various personnel actions to meet staffing and operational needs. Compensation to personnel is within budgeted amounts in accordance with Board Policy.

Submitted by:

Human Resources

Recommended Action:

It is recommended that the Board of Trustees Approves/Ratifies the Classified Personnel Report.

Attachments:

[Classified Personnel Items 2023-11-09.pdf](#) 

[Class Salary Sch 23-24 addl 5% Values rounded.pdf](#) 

4. **Ed Services Personnel Items**

Background:

Approval of the consent calendar will approve the Educational Services Personnel items, including various actions that are required to meet the needs of the District.

It is necessary to process various personnel actions to meet staffing and operational needs. Compensation to personnel is within budgeted amounts in accordance with Board Policy.

Recommended Action:

Approval/Ratification of the Educational Services Personnel items.

Submitted by:

Educational Services

Attachments:

[Educational Services Personnel Items 2023 NOV 9.pdf](#) 

5. Donations

Background:

Donations to the district must be presented to the board. Donations come from multiple sources, as listed.

Submitted by:

Business Services

Attachments:

[Donations.pdf](#) 

6. Approve/Ratify Warrants

Background:

In order for vendors to be paid, the County School Claims Office requires all vendors' checks to be approved by the Board of Trustees.

Submitted by:

Business Services

Attachments:

[Warrants 2023 NOV 09.pdf](#) 

7. Disclosure of Management and Confidential Employees Salary Increase for 2023-24 Year

BACKGROUND

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 California School Employees Association, Chapter 358 (CSEA) for the 2023-24 school year.

For 2023-24 CSEA members agreed to a total ongoing increase to the 2022-23 salary schedule of five percent (5%) plus a \$500 increase to the health & welfare benefit cap for each full-time bargaining unit member, increasing the District's annual contribution to \$13,500 and an increase of \$250 for each part-time bargaining unit member, increasing the District's annual contribution to \$6,750, effective January 1, 2024.

The District's management and confidential employees will receive the same salary and benefits increases as those for CSEA members.

FISCAL IMPACT

The impact of the salary and health & welfare increases for confidential and management employees is detailed in the following table:

<i>Description</i>	<i>2023-24</i>	<i>2024-25</i>
Salaries	\$305,815	\$-
Statutory Benefits	\$80,783	\$-
Health & Wellness	\$9,500	\$9,500
Total	\$396,098	\$9,500

RECOMMENDED ACTION

It is recommended that the Board of Trustees approves the Disclosure of Management and Confidential Employees Salary Increases for the 2023-24 school year.

8. Annual Organizational Meeting

Background:

In accordance with Education Code Sections 35143 and 72000, the governing board of each school district, community college district, or regional occupational program must hold an annual organizational meeting within a prescribed 15-day period commencing with the date upon which a governing board member elected at that election takes office. In a year which no regular election is conducted, the organizational meeting shall be held during the same 15-day period on the calendar. The board shall notify the county superintendent of school of the day and time selected for the meeting.

Submitted by:

Superintendent's Office

Recommended Action:

It is recommended that the Board of Trustees select Thursday, December 14, 2023, as the date of the annual organizational meeting, following the provisions of Education Code Sections 35143 and 72000. The meeting shall begin at 6:00 p.m.

9. 2024-10: Approval of Local Agreement for Child Development Services Contract and Authorizing Signature

Background:

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency's current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable,

will be automatically renewed for fiscal year (FY) 2024–2025. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2024–2025 contract documents.

Submitted By:

Educational Services; Childcare Programs

Recommended Action:

It is recommended that the Board of Trustees approves the Local Agreement for Child Development Services Contract with the California Department of Education and for Mona Green to sign on the Board's behalf for the contract documents related to the 2024-25 school year.

Attachments:

[Resolution for Authorizing Continued Funding Application NOV 9 2023.pdf](#) 

10. Reappointment of Mr. Tony McCombs to the Personnel Commission as the California School Employees Association Nominee

Background:

The three-year term of Mr. Tony McCombs as the California School Employees Association appointee to the Personnel Commission is due to expire at the end of November 2023. He has been on the Commission since December 1, 2017. California School Employees Association, Chapter #358, has once again nominated Mr. McCombs to serve as the California School Employees Association appointee to the Personnel Commission.

Reference: Education Code Sections 45245-45246

This new term will be effective from December 1, 2023, through November 30, 2026.

Recommended Action:

It is recommended that the Board of Trustees approves the reappointment of Mr. Tony McCombs to the Personnel Commission for a three-year term from December 1, 2023, through November 30, 2026.

Submitted by:

Human Resources

11. LiNKS Sign Language & Interpreting Services - Service Agreement

Background:

LiNKS is an independently contracted service provider who is specially trained, experienced, and competent to provide language interpreting services. LiNKS will provide FVSD and the shared

WOCCE program with services consisting of American Sign Language interpreting for the Deaf and Hard of Hearing as well as spoken language interpreting services for families and staff that require it. These requests will be filled and charged on a case-by-case basis. Term of agreement will be from November 15, 2023, through June 30, 2024.

Fiscal Impact:

Not to exceed \$30,000.00 per year.

Submitted by:

Special Education

Recommended Action:

It is recommended that the Board of Trustees approves the agreement between LiNKS and FVSD for the 2023-2024 school year.

Attachments:

[LiNKS Service Agreement Schools FVSD.pdf](#) 

12. Approval of Agreement with Houghton Mifflin Harcourt

Background:

Houghton Mifflin Harcourt has a longstanding relationship with FVSD, as we use the company's Scholastic Reading Inventory platform to monitor the reading progress of students in grades 5-8. FVSD's three-year agreement with HMH is set to expire on November 17, 2024. The current proposal enables FVSD to continue to use the program through the end of the 2023-24 school year without interruption.

Fiscal Impact:

The total cost of the proposal from Houghton Mifflin is \$11,800.00. FVSD will utilize LCAP Supplemental funding in alignment with LCAP Action 2.3 to fund the purchase of the Scholastic Reading Licenses from Houghton Mifflin.

Submitted by:

Educational Services

Attachments:

[Cost Proposal for FVSD Scholastic Reading Inventory Licensing 2023 24.pdf](#) 

13. Comprehensive School Safety Plans for Courreges Elementary School, Cox Elementary School, Oka Elementary School, Plavan Elementary School, and Tamura Elementary School for the 2023-24 school year.

Background:

On an annual basis, all California public schools are required to develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. In

Fountain Valley School District, each school's comprehensive safety plan is developed and approved by the School Site Council prior to being presented to the Board of Trustees for approval. The Comprehensive School Safety Plan must include all elements of school safety, including conditions at the school such as climate and physical environment, safe ingress and egress of pupils, parents, and school employees to and from school, and all on and off-campus school activities.

Recommended Action:

It is recommended that the Board of Trustees approves the Comprehensive Safety Plans of Courreges Elementary School, Cox Elementary School, Oka Elementary School, Plavan Elementary School, and Tamura Elementary School for the 2023-24 school year.

Submitted by:

Educational Services

Attachments:

[2023 Courreges Comprehensive School Safety Plan .pdf](#) 

[2023 Cox Comprehensive School Safety Plan .pdf](#) 

[2023 Oka Comprehensive School Safety Plan.pdf](#) 

[2023 Plavan Comprehensive School Safety Plan.pdf](#) 

[2023 Tamura Comprehensive School Safety Plan.pdf](#) 

G. SUPERINTENDENT'S REPORT/ NEW BUSINESS

H. CLOSED SESSION

1. Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: Government Code 54956.5
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.
3. 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.

I. REPORT OF CLOSED SESSION

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

J. ADJOURNMENT

1. Meeting Adjourned
ACTION:
2. Next Meeting December 14, 2023



MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: CLASSIFICATION PLAN AMENDMENT- REVISION TO JOB DESCRIPTION TITLE FROM PAYROLL CLERK TO PAYROLL TECHNICIAN AND PLACEMENT ON RANGE 52 OF THE CLASSIFIED SALARY SCHEDULE
DATE: November 13, 2023

This revision to the job description title from Payroll Clerk to Payroll Technician is at the request of the Assistant Superintendent, Personnel, Mrs. Cathie Abdel. There is a need for restructuring the Payroll Department and enhancing our competitiveness in the job market.

Many districts have transitioned to using job classifications like “Payroll Technician” to better reflect the technical nature of the job. This change would align us with industry standards, making our job postings and job description more recognizable and appealing to qualified candidates.

The proposed title change from “Payroll Clerk” to “Payroll Technician” is needed to stay competitive in the job market and accurately reflect the nature of this classification at FVSD. This adjustment will positively impact our recruitment efforts and contribute to the overall success of our Payroll Department.

The recommendation to place on Range 52 of the Classified Salary Schedule is to align our compensation structure more closely with market standards, particularly in comparison to similar roles in surrounding districts.

Recommendations:

1. It is recommended that the Personnel Commission approve the revision to the job description title from Payroll Clerk to Payroll Technician and remove the language on PeopleSoft Payroll application requirement (application not used at FVSD).
2. It is recommended that the Personnel Commission recommend to the Board of Trustees the increase from Range 49 to Range 52 on the salary schedule.

attachment

JOB DESCRIPTION
Fountain Valley School District

Payroll Clerk Technician

Purpose Statement

The job of Payroll Clerk Technician is done for the purpose/s of providing support to payroll processing and accounting activities with specific responsibility; calculating pay, responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records.

This job reports to the Assistant Superintendent Personnel

Essential Functions

- Compiles payroll information for district personnel (e.g. time cards, submittal of time and employment service data, etc.) for the purpose of providing required documentation and/or processing information.
- Informs staff and/or external parties regarding procedural requirements (e.g. employment verification, distribution of withholding documents, etc.) for the purpose of clarification and timely processing transactions.
- Maintains a variety of payroll information, files and records (e.g. pay cycle documents, time sheets, tax withholding, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Maintains spreadsheets, probationary employment dates, position control (e.g. new hires, summer school/camp, etc.) for the purpose of accurate pay checks disbursed in compliance with pay practices and district guidelines.
- Monitors assigned payroll activities and/or components (e.g. leave time, work location, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.
- Prepares written materials and electronic payroll information (e.g. earning statement, deductions, terminations, retirements, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- Processes payroll related data utilizing human resource/payroll databases (e.g. time sheets, additional duty withholding information, verification of employment, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices.
- Reconciles payroll account balances (e.g. registers, vendor accounts, etc.) for the purpose of maintaining accurate account balances and complying with established guidelines.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures prior to processing.
- Resolves discrepancies with payroll and/or documentation (e.g. payroll, attendance withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee pay.

- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established pay and timekeeping guidelines.
- Responds to internal and external inquiries and complaints (e.g. deductions, leave policy/guidelines, etc.) for the purpose of resolving verbal and written inquiries within a timely manner.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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 including utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws relating to payroll; ~~and PeopleSoft Payroll Application.~~

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity.

Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

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

Education High school diploma or equivalent.

Equivalency Graduation from high school or equivalent and three years of clerical experience, preferably in a business, accounting, or payroll setting.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date
12/14/2017

Salary Range
52 49

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Personnel Commission Meeting Dates for 2024**

DATE: November 9, 2023

Below are the proposed Personnel Commission meeting dates for 2024.

- January 25
- February 22
- March 28
- April 25
- May 23
- June 20
- July – dark
- August 22
- September 26
- October 17
- November 14
- December 19

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 of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: November 8, 2023

Attached are the eligibility lists for the following:

Behavior Intervention Assistant

Bus Aide – Special Education

Health Assistant

Field support Help Desk Technician

Speech/Language Pathology Assistant

IA – Applied Behavior Analysis

Instructional Assistant – Bilingual (Vietnamese)

Instructional Assistant – Mild/Moderate

Instructional Assistant –Moderate/Severe

RECOMMENDATION

The Personnel Commission approves the eligibility lists enumerated above.

Attachments #6 - #10

ELIGIBILITY LIST
Behavior Intervention Assistant
Merged (Updated 10-23-23)

RANK	NAME	EXPIRES
1	Melvin Galloway	01-20-24
1	Jocelina Malinao	10-23-24
2	Kaitlin Perry	09-13-24
3	Kendall Johnson	09-13-24
4	Hillary Dinh	01-20-24
5	Brian Bui	10-23-24
5	Valerie Phan	10-23-24
6	Kelsey Knudsen	09-13-24
7	Chloe MacLean	09-13-24
8	Patsy Pope-Ferguson	01-20-24
8	Rachel Kaufman-Chisnall	09-13-24
9	Salvador Mendoza	10-23-24
10	Jason Fish	09-13-24
10	Brian Duong	10-23-24
11	Samantha Dieger	01-20-24
12	Rosa Martinez	09-13-24
12	Tiahna Arellano	10-23-24
13	Kyle Kennedy	01-20-24

ELIGIBILITY LIST
Bus Aide-Special Education
Merged (Updated 10-19-23)

RANK	NAME	EXPIRES
1	Irma Dutton	10-19-24
2	Kiara Bustillos	02-10-24
3	Austin Llanos	10-19-24
4	Lavonda Thompson	02-23-24
5	Mason Mello	02-10-24

ELIGIBILITY LIST
Health Assistant
Merged (Updated 10-18-23)

RANK	NAME	EXPIRES
1	Valerie Anaya	10-18-24
2	Kathleen Wardlow	10-18-24
3	Beverly Almario	10-18-24
4	Jennifer Stock	12-07-23
5	Maggie Stricker	10-18-24

ELIGIBILITY LIST
Field Support Help Desk Technician
Merged (Updated 11-8-23)

RANK	NAME	EXPIRES
1	Donny Ton	12-19-23
1	Carson Van Vooren	12-19-23
2	Jonah Villegas	11-08-24
3	Cristopher Briseno	11-08-24
4	Eric Kim	11-08-24
4	Thanh Dao	12-19-23
4	Aaron Posados	12-19-23
5	Cesar Cantua	11-08-24
6	Tri Pham	11-08-24
7	Tommy Dang	11-08-24
8	Joseph Dinh	11-08-24
9	Dennis Rodriguez	11-08-24
9	Thomas Combs	12-19-23

ELIGIBILITY LIST
Speech/Language Pathology Assistant
Expires 10-26-24

RANK	NAME
1	Leslie Safford

ELIGIBILITY LIST
IA - Applied Behavior Analysis
Merged (Updated 10-24-23)

RANK	NAME	EXPIRES
1	Shirley Santos Cantoral	06-14-24
2	Nashley Banuelos	04-03-24
3	Melissa Sturnick	06-14-24
3	Araceli Quezada-Rice	12-19-23
4	Sydney Olive	12-19-23
5	Giselle Bernal	04-03-24
6	Monica McDonnell	10-24-23

ELIGIBILITY LIST
Instructional Assistant – Bilingual (Vietnamese)
Merged (Updated 10-20-23)

RANK	NAME	EXPIRES
1	Pham Nguyen (Tracey)	10-20-24
2	Karina Trieu	10-20-24
3	Karyn Le	05-08-24
4	Minh Nguyen	05-08-24

ELIGIBILITY LIST
Instructional Assistant Mild/Moderate
Merged (Updated 10-31-23)

RANK	NAME	EXPIRES
1	Laura Ledezma	10-19-24
2	Collin Hart	08-15-24
3	Shane Kazor	03-01-24
4	Jocelyn Nelson	8-15-24
5	Giselle Bernal	10-31-24
5	Drake Martin	10-31-24
6	Anika Garrido	8-15-24

ELIGIBILITY LIST
Instructional Assistant Moderate/Severe
Merged (Updated 10-31-23)

RANK	NAME	EXPIRES
1	Samantha Amann (Dieger)	02-28-24
2	Laura Ledezma	10-18-24
3	Monica McDonnell	10-18-24
4	Drake Martin	10-31-24

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: October 16, 2023

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

Dual Certification:

Extended School Program Coordinator

Sr. Payroll Technician

Attachments #9 - #10

Extended School Program Coordinator at Fountain Valley Elementary



Job Information

Date Posted: 10/23/2023

Application Deadline: 11/10/2023 3:30 PM Pacific

Employment Type: Full Time

Length of Work Year: 9.6

Salary: \$4,379 - \$5,322 (Range 44, 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

Bachelor's degree in a job-related area with a valid Site Supervisor Permit

Two years of related experience including some lead or supervisory responsibilities.

Valid Pediatric First Aid and CPR certificate.

Copies of transcripts and Site Supervisor Permit, as well as pediatric certificates, must be attached to your application.

Comments and Other Information

Qualified applicants will be invited via email to attend the first written test, scheduled for the morning on Wednesday, November 15, 2023, at the Fountain Valley School District, 10055 Slater Avenue, Fountain Valley, CA 92708. To be qualified and invited to test, all documents listed above must be attached to your application.

Please allow at least 1 hour and 30 minutes for check-in, instructions, and the test. Please bring a valid I.D. such as a driver's license or passport.

Sr. Payroll Technician at Fountain Valley Elementary



Job Information

Date Posted: 11/1/2023

Application Deadline: 11/26/2023 11:55 PM Pacific

Employment Type: Full Time

Length of Work Year: 12 months

Salary: \$5,450 - \$6,622 / month, range 66 with 5 steps (hiring may be made up to step 3, per CSEA contract)

Number Openings: (At time of posting) 1

Contact: Donna Johnson

Email: johnsond@fvsd.us

Phone: 714-843-3228

Requirements / Qualifications

The minimum qualifications for this position are as follows:

Job-related experience with increasing levels of responsibility is required
Targeted, job-related education with study in job-related areas.

The examination process will consist of a written test and a technical interview to be held on separate dates. Those candidates meeting the minimum qualifications stated above and in the job description will be invited to the test. The test will be held at the District Office at 10055 Slater Ave in Fountain Valley. Please watch for information regarding the test time, which will be sent by email. Multiple tests may need to be scheduled. Please allow about two hours to complete the test. You will be asked to show a photo ID (driver's license). Calculators are permitted and will be supplied.

Comments and Other Information

Complete applications and a resume are required to determine eligibility and to assist in determining whether candidates meet the minimum qualifications.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **PERSONNEL COMMISSION BUDGET 2023-2024: YEAR
TO DATE BUDGET REVIEW**

DATE: November 8, 2023

Attached is the year-to-date information for the Personnel Commission by budget number for 2023- 2024.

FOUNTAIN VALLEY SD

Object Code Summary Report by Cost Center

Object	Description	ADOPTED BUDGET	CURRENT BUDGET -	Enc To Date	- Actual To Date	= Balance	% Used
2320	Supervisors & Administrators	75,409.00	75,409.00	0.00	24,292.00	51,117.00	32 %
	Total for: 2300	75,409.00	75,409.00	0.00	24,292.00	51,117.00	32 %
2410	Sch Off Mgr.,Off/Admin Assist.	44,348.00	44,348.00	0.00	14,327.92	30,020.08	32 %
2413	Additional Duty - Cler,Tech,Of	0.00	0.00	0.00	54.27	-54.27	0 %
2430	Confidential Salaries	83,472.00	83,472.00	0.00	27,824.00	55,648.00	33 %
	Total for: 2400	127,820.00	127,820.00	0.00	42,206.19	85,613.81	33 %
	Total for: 2000	203,229.00	203,229.00	0.00	66,498.19	136,730.81	32 %
3202	PERS-CLASSIFIED	53,235.00	53,235.00	0.00	17,635.01	35,599.99	33 %
	Total for: 3200	53,235.00	53,235.00	0.00	17,635.01	35,599.99	33 %
3314	MEDICARE-CLASSIFIED	2,960.00	2,960.00	0.00	958.49	2,001.51	32 %
3354	ALTERNATIVE RETIRE-	0.00	0.00	0.00	3.25	-3.25	0 %
3356	OASDI-CLASSIFIED	12,494.00	12,494.00	0.00	4,082.69	8,411.31	32 %
	Total for: 3300	15,454.00	15,454.00	0.00	5,044.43	10,409.57	32 %
3402	HEALTH & WELFARE-CLASSIFIED	64,844.00	64,844.00	0.00	20,894.72	43,949.28	32 %
	Total for: 3400	64,844.00	64,844.00	0.00	20,894.72	43,949.28	32 %
3502	SUI-CLASSIFIED	101.00	101.00	0.00	32.84	68.16	32 %
	Total for: 3500	101.00	101.00	0.00	32.84	68.16	32 %
3602	WORKERS'COMP-CLASSIFIED	4,519.00	4,519.00	0.00	1,464.29	3,054.71	32 %
	Total for: 3600	4,519.00	4,519.00	0.00	1,464.29	3,054.71	32 %
3954	Long Term Disability-Class	293.00	293.00	0.00	93.00	200.00	31 %
	Total for: 3900	293.00	293.00	0.00	93.00	200.00	31 %
	Total for: 3000	138,446.00	138,446.00	0.00	45,164.29	93,281.71	32 %
4325	Office Supplies	1,000.00	1,000.00	0.00	0.00	1,000.00	0 %
	Total for: 4300	1,000.00	1,000.00	0.00	0.00	1,000.00	0 %
	Total for: 4000	1,000.00	1,000.00	0.00	0.00	1,000.00	0 %
5210	Travel, Conference, Workshop	14,400.00	14,400.00	325.00	100.00	13,975.00	2 %
5290	Mileage Non Taxable	75.00	75.00	0.00	0.00	75.00	0 %

FOUNTAIN VALLEY SD

Object Code Summary Report by Cost Center

Object	Description	ADOPTED BUDGET	CURRENT BUDGET -	Enc To Date	-	Actual To Date	=	Balance	% Used
	Total for: 5200	14,475.00	14,475.00	325.00		100.00		14,050.00	2 %
5390	Dues and Membership Non Taxabl	3,425.00	3,425.00	0.00		3,300.00		125.00	96 %
	Total for: 5300	3,425.00	3,425.00	0.00		3,300.00		125.00	96 %
5813	Consultant	895.00	895.00	0.00		895.00		0.00	100 %
5820	Physical Exam, Drug testing	800.00	800.00	300.00		500.00		0.00	100 %
5825	Advertising	900.00	900.00	0.00		0.00		900.00	0 %
5828	Staff Recognition	0.00	0.00	0.00		34.01		-34.01	0 %
5899	Other Operating Expenses	1,800.00	1,800.00	0.00		0.00		1,800.00	0 %
	Total for: 5800	4,395.00	4,395.00	300.00		1,429.01		2,665.99	39 %
	Total for: 5000	22,295.00	22,295.00	625.00		4,829.01		16,840.99	24 %
Total Object Type:XP Expenses		364,970.00	364,970.00	625.00		116,491.49		247,853.51	32 %