

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

November 14, 2024
3:30 p.m.

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice Chairperson
Mr. Tony McCombs, 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 31, 2024**
(Attachment #1) **Action**
4. **Minutes, Regular Meeting of the Board of Trustees, September 10, 2024**
(Attachment #2) **Information**
5. **Director's Report** **Information**
6. **Commissioner's Comments** **Information**
7. **Public Comments**
Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

8. Certification of Eligibility Lists

Action

ESP Assistant, Bus Aide – Special Education,
(Attachments #3-4)

9. Selection of Personnel Commission Dates for 2025

Action

PERSONNEL

10. Job Announcements

Information

(Attachments #5)

FINANCIAL

11. Personnel Commission Budget – Year to date

Information

(Attachment #6)

12. 2025 CSPCA Annual Conference Approval

Action

(Attachment #7)

CLOSED SESSION

13. Closed Session

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

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

December 19, 2024
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 31, 2024**

DATE: November 1, 2024

Attached for your approval are the minutes of the Personnel Commission regular meeting of October 31, 2024.

RECOMMENDATION

The Personnel Commission approve the minutes of the October 31, 2024 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting
MINUTES
October 31, 2024
3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:31 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Danette Madison led the Pledge of Allegiance. Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests attended.

Introduction of Staff

Ms. Cathie Abdel, Assistant Superintendent Personnel

Mrs. Serna mentioned CSEA contacted Personnel to advise they unfortunately would not be in attendance.

Minutes, Regular Meeting of the Personnel Commission, September 26, 2024

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

Agenda, Regular Meeting of the Board of Trustees, October 10, 2024

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, October 1, 2024

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, August 6, 2024

Presented as an information item only. Mr. McCombs had questions regarding the Special Meeting and outcomes. Mrs. Serna had printed the 2024-2027 Fountain Valley School District's Priorities for the Personnel Commission. Mr. McCombs stated his questions pertained to priorities and strategic objectives determined by the Executive Cabinet and how the budget is expended in the next budget year. Mr. Mullins stated he also had questions and the details were broad and he asked Mr. McCombs for his input. Mr. McCombs stated it sets the direction for activity. The direction in areas of focus of growth and the adopted budget should support the direction. Mr. McCombs was happy with the details provided and complimented the outreach made to the employees for input.

Ms. Cathie Abdel commented there are many “buckets”: finance, culture/climate, student achievement, and fiscal responsibilities. There was a lot of outreach with the stakeholders to determine where we had been, where we were, and where we wanted to go and the district compiled objectives based on goals to determine the strategic objectives for the year. For example, adopting a new English Language Arts curriculum for the elementary schools which had not been done in over fifteen years. Together, the new curriculum and the instructional initiatives were used to build the instruction delivered in the classroom. Ms. Abdel stated the focus was clear and shows what was worked on. She stated that the students' test scores demonstrated that they were being successful. And this process was working as Fountain Valley School District was the highest performing district in Orange County in the subject of math . The district is doing great work and she commended the staff for making it happen.

Mrs. Serna highly praised Superintendent, Dr. Stopp and the Executive Cabinet for their work. She stated the goals are revisited which resulted with a refocus on priorities. The hiring was the foundation of goal area number two of the district priorities plan: Advance an inclusive, caring, and collaborative culture which was recruitment, hiring and retainment of high-quality employees. All staff helped build the strong foundation that support all students and priorities of the district. When the Board of Trustees posted the agenda and minutes, the priorities handout was not included; however, it is currently posted on the district website.

Mrs. Davis commented she missed the old Board of Trustees agenda and minutes format. She shared all the work being completed was wonderful and she enjoyed the *Weekly Wrap Up* newsletter.

Director's Report

Mrs. Serna thanked everyone for joining the meeting and advised all stakeholders were notified of the rescheduling of the meeting to October 31, 2024. She congratulated Mr. Bill Mullin for being the Board of Trustees Board appointed member as the Board of Trustees expressed their desire to reappoint him to the Commission and would be placed on the November 14, 2024 Board agenda. She shared Mr. Mullin has been serving the Personnel Commission since 1988 and stated she appreciates all of his years of service and support that he has provided to students and staff. The new term will run from December 2024 through November 2027.

Mrs. Serna continued her report with commending the Superintendent's office for their amazing job providing information to the community with Social Media updates and newsletters. Specifically, the *School News* newsletter which was a way for the school sites to highlight their events, programs, teachers, etc. The cover page was dedicated to Custodians as October 2, 2024 was National Custodian Day. The Custodians, along with the school office staff are the unsung heroes.

Mrs. Serna stated October 14-18, 2024 was conference week with a modified school schedule for students. This provided time for staff to complete annual mandated training. Student Support Services created a phenomenal training schedule for Special Education Aides and Behavior Intervention Assistants that would further their ability to serve students with the highest needs.

Lastly, Mrs. Serna presented and reviewed the Classified Personnel Report which provided a summary of Personnel actions that were added to the Board of Trustees November 14th agenda.

Commissioners' Comments

Mr. McCombs wished all a safe and happy celebration whether celebrated October 31 or November 1.

Mrs. Davis was happy to be in attendance.

Mr. Mullin echoed Mr. McCombs comments and shared his recent travels back east and the amount of decorations seen. He thanked everyone for their flexibility and rescheduling the meeting to October 31st. He stated it showed how well everyone works together.

Public Comments

None were received.

ADMINISTRATION

Certification of Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Food Services Worker, Senior Accounting Assistant, Accountant, Preschool Instructor, ESP Assistant, Instructional Assistant, Instructional Assistant – Mild/Moderate, Instructional Assistant – Moderate/Severe, and Preschool Assistant. Mrs. Davis seconded the motion.

Mrs. Serna shared with the Commission before the vote, a summary of connected events that impacted Personnel. She reminded the Commission that recently the Director of Fiscal Services position was vacant and needed to be filled. A recruitment was completed and the vacancy was filled with Ms. Pooja Shah, who was promoted from the Accountant position. This then required a recruitment for the Accountant position which was subsequently filled with Ms. Thuong Nguyen, who was promoted from the Senior Accounting Assistant position. A recruitment was completed for the Senior Accounting Assistant and Ms. Natalie Reyes was promoted from the Office Assistant position at the District Office. One vacancy led to four promotions and vacancies. She commented Natalie would be greatly missed and she would be a huge asset to the Business Services Department. Mrs. Serna shared that the process for filling the Office Assistant position had started.

Mrs. Davis commented this showed how happy people were to work in the Fountain Valley School District.

The vote continued and the motion carried.

PERSONNEL

Job Announcements

The Personnel Commission reviewed the dual certification job postings for Accountant, Preschool Assistant, Senior Accounting Assistant, Bus Aide – Special Education, and Instructional Assistant.

FINANCIAL

No items were presented at the meeting.

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

November 14, 2024, at 3:30 p.m.

PDC Room

ADJOURNMENT

The October 31, 2024, regular meeting of the Personnel Commission adjourned at 3:54 p.m.

Mr. Mullin, Chairperson

Mrs. Davis, Vice-Chairperson

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 SEPTEMBER 10, 2024**

DATE: November 1, 2024

Attached for your information are the minutes of the Board of Trustees regular meeting of September 10, 2024.



**FOUNTAIN VALLEY
SCHOOL DISTRICT**
Board of Trustees Meeting

Board of Trustees Regular Meeting - Sep 10 2024 Minutes

Tuesday, September 10, 2024 at 5:30 PM

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

A. CALL TO ORDER- 5:30 P.M.

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

B. APPROVAL OF AGENDA

1. Agenda for September 10, 2024 Regular Board of Trustees Meeting

ACTION:

Moved by: Sandra Crandall

Seconded by: Dennis Cole

Carried 5-0

C. PUBLIC COMMENT

Speakers may address the Board of Trustees on Closed Session Items.

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.

There were no requests to address the board.

D. CLOSED SESSION

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.
2. Pupil Personnel: Education Code 35146
3. Anticipated litigation pursuant to Government Code section 54956.9(d)(2): Case Numbers 24-25-99-1; 24-25-99-2; 24-25-99-3.
4. Liability Claim
Claim #01-24/25; Claimant Carpentier
5. 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.
6. Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: Government Code 54956.5

E. REPORT OF CLOSED SESSION

The Board president gave the following readouts from closed session:

There was a motion to approve settlement agreement 24-25-1 in the amount of \$129,999.00.

Moved by: Dennis Cole
Seconded by: Phu Nguyen

Carried 5-0

There was a motion to approve settlement agreement 24-25-2 in the amount of \$27,500.00.

Moved by: Sandra Crandall
Seconded by: Jeanne Galindo

Carried 5-0

There was a motion to approve settlement agreement 24-25-3 in the amount of \$27,500.00.

Moved by: Phu Nguyen
Seconded by: Dennis Cole

Carried 5-0

1.

There was a motion to accept and claim #01-24/25 in the amount of \$1,609.16.

Moved by: Jeanne Galindo
Seconded by: Phu Nguyen

Carried 5-0

F. RECOGNITION/ANNOUNCEMENT

1. Piece of Praise

It is in the interest of the Board of Trustees to recognize and share appreciation of specific educational partners who have made an outstanding contribution to the FVSD educational community.

Mr. Nguyen recognized all FVSD parent and family volunteers for their part in our students' success.

G. SPECIAL PRESENTATIONS

1. Introduction of Mrs. Pooja Shah, Director Fiscal Services. Superintendent Dr. Katherine Stopp joined the Board of Trustees in celebrating Mrs. Pooja Shah's promotion to FVSD Director, Fiscal Services.

H. BOARD MEMBER REPORTS

Mr. Cole reported attending Oka Back to School Night and appreciated all the excitement from families and staff. He also attended the Fountain Valley Schools Foundation meeting and appreciated their ongoing commitment to supporting the students and staff of FVSD.

Mrs. Crandall began by expressing her gratitude to everyone involved in making the start of the 2024-2025 school year successful. She acknowledged the hard work of delivering thousands of ELA textbooks, providing professional development, hiring and orienting new employees, enrolling students, preparing menus, mowing fields, cleaning and decorating classrooms, issuing Chromebooks, and ensuring vendors were paid for necessary supplies. She highlighted attending the orientation day for newly certificated employees, where she greeted each hire and assured them they were joining an outstanding district.

Lastly, she attended the welcome-back breakfast for all employees and the annual kick-off event at Shoreline Church. She described the gathering as fostering a sense of "togetherness," with inspiring presentations by employees who were former students. She thanked Dr. Stopp and the district teams for organizing the event.

Mr. Nguyen reported attending the FVSD staff kick-off for the 2024-25 school year and orientation day at Plavan. He recognized our management team for making the rounds and being present at all of the welcome events at school sites and back-to-school nights.

Mrs. Galindo attended the Fountain Valley Schools Foundation meeting. She reported they will be supporting the music students with t-shirts. Additionally, they have decided to sunset their Festival of the Trees Fundraiser and are entertaining the idea of doing an indoor/outdoor winter festival-type event.

Mr. Schultz reported speaking at the new employee orientation and the district's "Welcome Back" event, where he shared how Mrs. Benson impacted him as a student. He praised Katherine's role as MC and noted contributions from other staff and a current student. He mentioned writing an article for the October *School News*, commending the district's

volunteers.

Additionally, he spoke with state lawmakers, including Senator Josh Newman, about improving education policies and opposing state mandates that limit local control over hiring and contracting decisions. He attended a city hall study session on a potential hotel near the district office, which is currently on hold. Several speakers emphasized that the district's strong schools are a major draw for the community. Lastly, he attended Plavan's Back to School Night, commending Mrs. Wilson's "EPIC" vision: "Educated, Prepared, and Inspired to Change the World." He noted the creative classroom decorations and stressed the importance of at-home reading and free play. He also acknowledged the Where Everyone Belongs (WEB) students' efforts to start the school year smoothly.

I. STAFF REPORTS

1. Unaudited Actuals for Fiscal Year 2023-2024
Assistant Superintendent, Business Services, Christine Fullerton reviewed for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2023-2024.

J. 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.

There was one request to address the Board:

Mr. Dorian Shiver, an FVSD teacher, expressed his appreciation to the board and district for their part in ensuring that each of our classrooms has air conditioning.

K. LEGISLATIVE ITEMS

1. Board Policy 4111 Recruitment and Selection (Second Reading)

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 or statute. The California School Boards Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy 4111 requires updates to reflect changes in California Department of Education and CTC policy and statute related to recruitment. BP 4111 is being brought to the Board of Trustees for approval for second reading.

Submitted By:

Personnel Service

Attachment:

[4111 4211 4311 Recruitment and Selection](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4111 Recruitment and Selection for second reading and move the policy forward for third reading, with any changes as indicated by the Board of Trustees.

Moved by: Sandra Crandall

Seconded by: Jeanne Galindo

Carried 5-0

2. Board Policy 6170.1 Transitional Kindergarten (First Reading)

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 or

statute. The California School Boards Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy Board Policy 6170.1 Transitional Kindergarten, requires updates to reflect changes and updates to language regarding the implementation of universal transitional kindergarten. BP 6170.1 is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[6170.1 Transitional Kindergarten](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 6170.1 Transitional Kindergarten for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

Moved by: Dennis Cole

Seconded by: Phu Nguyen

Carried 5-0


L. CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

ACTION: Approval of Consent Agenda Items

Moved by: Dennis Cole

Seconded by: Phu Nguyen

Carried 5-0

1. Minutes of August 8, 2024 Board of Education Meeting
[Board of Trustees Regular Meeting - Aug 08 2024 - Minutes - Html](#) 

2. Certificated Personnel Items

Background:

Approval of the consent calendar will approve the Certificated Personnel items, 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:


Personnel Services

Recommended Action:

Approval/Ratification of the Certificated Personnel items.

Attachments:

[Certificated Personnel Items](#) 

[Hope International University Student Teaching Agreement exp. 6/30/2030](#) 

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:

Approval/ratification of the Classified Personnel Report

Attachments:

[Classified Personnel Report 9-10-2024.pdf](#) 

[Class Mgmt Salary Sch 2024-2025 .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.

Submitted by:

Educational Services

Recommended Action: Approval/Ratification of the Educational Services Personnel items.

Attachments:

[Educational Services Personnel Items 2024 SEPT 10.pdf](#) 

5. Donations

Background:

Donations received by the District or school site are sent to the Business Services Department, and must be approved by the Board of Trustees, before the funds can be deposited into the appropriate account.

Attachments:

[Donations.pdf](#) 

6. 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 2024 SEP 10.pdf](#) 

7. Purchase Orders

[PO CHANGE REPORT 7-30-24 THRU 8-22-24.pdf](#) 

[PO REPORT 7-30-24 THRU 8-22-24.pdf](#) 

8. Board Policy 420.41 (Second Reading)

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 or statute. The California School Boards Association or the

Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy Board Policy 420.41 Charter School Oversight requires updates to reflect changes and updates to language regarding district rights and responsibilities and material revisions to a charter. BP 420.41 is being brought to the Board of Trustees for approval.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 0420.41.

Attachment:

[0420.41 Charter School Oversight](#) 

9. Board Policy 1260 Educational Foundation (Second Reading)

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 or statute. The California School Boards Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy Board Policy 1260 Educational Foundation requires updates to reflect changes and updates to language regarding the release of student records. BP1260 is being brought to the Board of Trustees for approval.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 1260 Educational Foundation.

Attachment:

[1260 Educational Foundation](#) 

10. Board Policy 4118 Dismissal/Suspension/Disciplinary Action (Second Reading)

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 or statute. The California School Board Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy 4118 requires updates to reflect changes in statute related to protected activity under the Educational Employment Relations Act and clarification and alignment with laws regarding leaves. BP 4118 is being brought to the Board of Trustees for approval.

Submitted:

Personnel Services

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 4118 Recruitment and Selection.

Attachment:

[4118 Dismissal Suspension Disciplinary Action](#) 

11. Board Policy 4121 Temporary-Substitute Personnel (Second Reading)

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 or statute. The California School Boards Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy 4121 requires updates to reflect changes from AB 897 and SB 616 related to temporary and substitute personnel. BP 4121 is being brought to the Board of Trustees for approval .

Submitted By:

Personnel Service

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 4121 Temporary-Substitute

Personnel.

Attachments:

[4121 Temporary-Substitute Personnel](#) 

12. Board Policy 4140 Bargaining Units (Second Reading)

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 or statute. The California School Board Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy 4140 requires updates to reflect changes in statutes related to employee organizations. BP 4140 is being brought to the Board of Trustees for approval.

Submitted:

Personnel Services

Recommended:

It is recommended that the Board of Trustees approves the revisions to Board Policy 4140 Bargaining Units.

Attachment:

[4140 Bargaining Units](#) 

13. Board Policy 4157 Employee Safety (Second Reading)

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 or statute. The California School Board Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy 4157 requires updates to reflect changes in statute related to the implementation of a workplace violence prevention plan. BP 4157 is being brought to the Board of Trustees for approval.

Submitted:

Personnel Services

Recommended:

It is recommended that the Board of Trustees approves the revisions to Board Policy 4157 Employee Safety.

Attachment:

[4157 Employee Safety](#) 

14. Board Policy 4157.1 Work-Related Injuries (Second Reading)

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 or statute. The California School Board Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy 4157.1 requires updates to reflect changes in statute related to notification requirements for work-related injuries. BP 4157.1 is being brought to the Board of Trustees for approval.

Submitted:

Personnel Services

Recommended:

It is recommended that the Board of Trustees approves the revisions to Board Policy 4157.1 Work-Related Injuries.

Attachment:

[4157.1 Work-Related Injuries](#) 

15. Board Policy 7214 General Obligation Bonds (Second Reading)

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 or statute. The California School Boards Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy Board Policy 7214 General Obligation Bonds requires updates to reflect changes and updates to language regarding the exploration of a possible bond measure. BP

7214 is being brought to the Board of Trustees for approval.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 7214 General Obligation Bonds.

Attachment:

[7214 General Obligation Bonds](#) 

16. Resolution 2025-07: GANN Amendment Appropriations Limitation

Background:

According to Education Code Sections 1629 and 42132, each year governing boards shall adopt a resolution identifying their estimated appropriations limits for the current year and their actual appropriations limit for the prior year. The appropriations limit is the dollar amount that a District can expend in one fiscal year. The District did not exceed its appropriation limit of \$43.36 million for 2023-24. The estimated appropriation limit for 2024-25 is \$45.02 million. The calculation of the appropriation limit is available for public review in the Business Services Office.

Submitted by:

Business Services

Recommendation:

It is recommended that the Governing Board adopt Resolution 2025-07 identifying the 2023-2024 actual appropriation limit and the 2024-2025 estimated appropriation limit.

Attachment:

[2023-24 GANN Limit Resolution.pdf](#) 

17. Resolution 2025-08: Authorization of Signatures on Replacement Warrants

Background:


Any warrant that is presented to the County Treasurer within six months after it was issued is void and said warrants are then voided and replaced by issuing another warrant. In order

to eliminate the necessity of obtaining a second board approval for Resolution 2025-08 Authorization of Signatures on Replacement Warrants.pdf the same warrant, a Resolution authorizing district employees to sign is required.

Submitted By:

Business Services

Attachments:

[Resolution 2025-08 Authorization of Signatures on Replacement Warrants.pdf](#) 

18. Resolution 2025-09 Authorization of Approval of Vendor Claims/Orders

Background:

Authorization of Approval of Vendor Claims/Orders is required to approve vendor orders for payment, warrant registers as indicated, (this will also include electronic warrants within the Accounting Systems) and that all previous authorizations of signatures are rescinded.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approve Resolution 2025-09 Authorization of Approval of Vendor Claims/Orders.

Attachment:

[Resolution 2025-09 Approval of Vendor Claims Orders.pdf](#) 

19. Resolution 2025-10 Resolution of Signatures

Background:

Authorization of Signatures is required to sign payroll notices of employment/changes of status (NOE/CS), time sheets, vendor orders for payment, warrant registers as indicated, (this will also include electronic warrants within the Accounting Systems), and that all previous authorization of signatures are rescinded.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approve
Resolution 2025-10 Resolution of Signatures

Attachment:

[Resolution 2025-10 Authorization of Signatures.pdf](#) 

20. 2023-24 Capital Facilities Fund/Developer Fees

Background:

Effective January 1, 1997, Senate Bill 1693 amended Government Code Sections 66001 and 66006 to impose more detailed reporting requirements for developer fees. SB 1693 amended Section 66006(b) to provide the following revised reporting requirement:

Section 66006 (b)(1)

For each separate account or fund established pursuant to subdivision (a), the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the following information for the fiscal year:

- (1) A brief description of the type of fee in the account or fund.
- (2) The amount of the fee.
- (3) The beginning and ending balance of the account or fund.
- (4) The amount of the fees collected and the interest earned.

Government Code Section 66006 also requires the local agency to review this fund at a regularly scheduled public meeting.

Attached are worksheets summarizing the fees collected, interest earned and specific expenditures on projects during fiscal year 2023-24 as required under section 66006(b)(1).

Submitted by:

Business Services

Recommendation:

It is recommended that the Board of Trustees accepts the report on the use of the Capital Facilities Fund income and expenditures.

Attachment:

[2023-24 Developer Fee Worksheet.pdf](#) 

21. Unaudited Actuals for 2023-2024 Fiscal Year Ending June 30, 2024

Background:

At unaudited actuals, the District compares actual results for the fiscal year ending June 30, 2024 to the estimated actuals presented at budget adoption. The total general fund ending balance is \$27.9 million, of which \$24.3 million is restricted, committed, and/or otherwise assigned.

The District has met all of the requirements outlined in AB1200 and all of the District's funds reflect a positive ending balance.

The 2024-25 adopted budget beginning fund balance has been adjusted to reflect updates to the 2023-24 ending fund balance.

Submitted by:

Business Services

Recommendation:

It is recommended that the Board of Trustees approves the unaudited actuals for fiscal year 2023-2024 and the adjusted 2024-2025 beginning balance.

Attachment:

[FVSD 2023-24 UA Report .pdf](#) 

22. Mutual Aid Agreement for Emergencies with the Huntington Beach Union High School District

Background:

The local area school districts have a long history of assisting each other in times of need. The attached Mutual Aid Agreement formalizes the reciprocal aid relationship with the Huntington Beach Union High School District. This agreement is very much like an agreement between other local agencies like law enforcement and fire departments.

Fiscal Impact:

The requesting party pays all costs the assisting party incurs as a result of providing assistance.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approves the Mutual Aid Agreement for Emergencies with the Huntington Beach Union High School District

Attachment:

[Mutual Aid Agreement For Emergencies with HBUHSD.pdf](#) 

23. Record of Eighth Grade Promotion, June 2024

Background:

Board Policy 5127 stipulates that the names of all students who are recommended for an eighth-grade Certificate of Promotion be recorded within the minutes of a Board meeting. The attached lists of eighth-grade students have been submitted by the three middle school principals.

Submitted By:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves, as submitted by the principals, the names of all students recommended for an eighth-grade Certificate of Promotion in the 2023/2024 school year.

Attachment:

[2023-24 FVSD 8th Grade Promotion.pdf](#) 

24. District Field Trip List 2024-2025 School Year

Background:

In accordance with Board Policy 6153, requests for school-sponsored trips involving overnight travel shall be submitted to the Superintendent or designee. The Superintendent or designee shall review the request and recommend to the Board whether the Board should approve the request.

Exhibit A includes the locations of all potential overnight study trips and other local attractions that might serve as educational field trips to enrich the instructional program for Fountain Valley School District students during the 2024/2025 school year.


Submitted By:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the attached Field Trip list for the 2024-2025 school year.

Attachment:

[Field Trips Board Approved Vendors 2024-2025 -- SEPT 10, 2024.pdf](#) 

25. EDUCATIONAL SERVICES APPROVED INDEPENDENT CONTRACTOR LIST

Background:

Historically, independent contractors are submitted to the Board of Trustees monthly for approval. Typically, these independent contractors are being used each year by one or more schools or the District Office. Therefore, the Educational Services division requests the approval of a compiled list of the frequently used independent contractors to be annually reviewed and approved by the Board of Trustees. This is a similar process FVSD uses regarding field trip approvals. The attached independent contractor list includes independent contractors approved by the Board of Trustees within the last three years, with cost information updated for the 2024/2025 school year. All independent contractors on the list provide highly valued professional development to support the Fountain Valley School District standards-based core academic program. Independent contractors not on the approved list will be submitted to the Board of Trustees for approval and then added to the list for reauthorization in subsequent years.

Fiscal Impact:

Fees for independent contractor services will be funded from either Educational Services or school site budgets, as appropriate. Specific budget information will be reflected in the purchase order, and all contracts will be reviewed by administrative staff and signed accordingly.

Submitted By:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the attached Independent Contractor list for the 2024/2025 school year.

Attachment:

[Independent Contractor Lists - 2024-2025.pdf](#) 

26. Independent Contract for Jacob Walsh

Background:

Jacob Walsh is a Board Certified Behavior Analyst that worked with FVSD students during the 2023-24 school year. For the 2024-25 school year, the team would look to him to support special education students who require behavioral supervision and support as we transition students to District staff. He will assist staff with developing positive behavior intervention plans, provide staff consultations, and provide staff training.

Submitted by:

Educational Services

Fiscal Impact:

Not to exceed \$5,000.00

Recommended Action:

It is recommended that the Board of Trustees approves the contract between Jacob Walsh and the Fountain Valley School District for the 2024-2025 school year.

Attachment:

[Jacob Walsh Independent Contract.pdf](#) 

27. San Joaquin County Office of Education CODESTACK Aeries/Seis Integration

Background:

San Joaquin Office of Education (SJCOE) will set up/configuration and support of integration components and services to allow bidirectional data transfer between SEIS and the Client's SIS. SJCOE/CODESTACK will set up and provide

integration services developed using ASP.Net 4.0 to integrate SEIS with Client's SIS. Custom Procedures, server jobs, and custom reports will be developed in both systems to facilitate full interoperability and data integrity.

Fiscal Impact:

\$5,300.00

Submitted by:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the contract between San Joaquin County Office of Education.

Attachment:

[SJCOE Aeries SEIS Integration Agreement.pdf](#) 

28. Approve/Ratify Non-Public Agency Contracts

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:

Educational Services

Recommended Action:

It is recommended that the following non-public school/agency contracts/addendums be approved, and the West Orange County Consortium for the Special Education be authorized to receive invoices and process payment.

M. SUPERINTENDENT'S REPORT/ NEW BUSINESS

Dr. Stopp shared that the beginning of the school year has been good. She is both proud and grateful to be in this fantastic district. She reminded all that the PTA/PTO organizations are invaluable to the experience we provide students and families in FVSD. We appreciate them so much. She noted that Sept. 11th is Patriots Day and that we honor the brave Americans who met the terror of Sept. 11th with extraordinary acts of courage and sacrifice. She also thanked the first responders who are fighting fires in the southern OC areas. She said that our thoughts and prayers are with everyone in those areas and with the staff and students who have been impacted by the fires as well. Finally, she thanked the 12-

month employees, Mr. Joe Hastie, and his team, for all they did to get our schools ready for opening the 2024-2025 school year.

N. CLOSED SESSION

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.
2. Pupil Personnel: Education Code 35146
3. Anticipated litigation pursuant to Government Code section 54956.9(d)(2): Case Numbers 24-25-99-1; 24-25-99-2; 24-25-99-3.
4. Liability Claim
Claim #01-24/25; Claimant Carpentier
5. 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.
6. Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: Government Code 54956.5

O. REPORT OF CLOSED SESSION

1. The Board President reported no action was taken.

P. ADJOURNMENT

1. Meeting Adjourned at 7:33 pm
ACTION:

Moved by: Jeanne Galindo

Seconded by: Phu Nguyen

Carried 5-0

2. Next Meeting October 10, 2024

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: November 1, 2024

Attached are the eligibility lists for:

ESP Assistant

Bus Aide – Special Education

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

**Eligibility List
ESP Assistant
Merged (Updated 10-30-24)**

RANK	NAME	EXPIRES
1	Rachel Garrison	08-09-25
2	Jenna Moreno	10-30-25
2	Stephanie Cox	10-30-25
3	Heidy Gutierrez	02-27-25
3	Lori Rohrmoser	09-11-25
4	Zina Pacheco	02-27-25
4	Wynton Crosby	09-11-25
4	Bertha Mondragon	09-11-25
4	Danielle McGallian	10-30-25
5	Patty Smith	10-02-25
6	Meral Cakir	12-01-24
7	Cynthia Armenta	02-27-25
7	Haley Crowder	10-02-25
8	Marie Reither	08-09-25
8	Alexis Robles	10-02-25
9	Son Tan	09-11-25
9	Cynthia Fuentes	09-11-25
10	Jae Choe	10-02-25
11	Jaclyn Yamasaki	02-27-25
11	Monica McDonnell	10-30-25
11	Robyn Wernberg	10-30-25
12	Hannah Rangel	08-09-25

12	Isabella Horne	10-30-25
12	Cina Wilsom	10-30-25
13	Taha Marwa	09-11-25
14	Stefani Penn	02-27-25
14	Leah Lopez	09-11-25
14	Edith Castillo	10-30-25
15	Ludmilla Annenkoff	12-01-24
15	Julie Tang	02-27-25
15	Jennifer McGuire	02-27-25
15	Stephanie Diaz Jimenez	10-30-25
16	Monica Orozco	02-27-25

ELIGIBILITY LIST
Bus Aide-Special Education
EXPIRES 10-30-25

RANK	NAME
1	Lauren Jones
2	Austin Llanos
3	Norma Alday

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Personnel Commission Meeting Dates for 2025**

DATE: November 14, 2024

Below are the proposed Personnel Commission meeting dates for 2025.

- | | |
|--------------------|----------------------------|
| ▪ January 23 | ▪ July – DARK |
| ▪ February 27 | ▪ August 28 |
| ▪ March 27 | ▪ September 25 |
| ▪ April 24 | ▪ October 16 or October 23 |
| ▪ May 15 or May 22 | ▪ November 20 |
| ▪ June 26 | ▪ December 18 |

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: **JOB ANNOUNCEMENTS**

DATE: November 1, 2024

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

Dual Certification:

Behavior Intervention Assistant



Behavior Intervention Assistant at Fountain Valley Elementary School District

Application Deadline

11/25/2024 3:30 PM Pacific

Date Posted

11/4/2024

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$26.52 - \$32.24 Per Hour

Add'l Salary Info

\$26.52 - \$32.24 (Range 44, 5 Steps) *Per CSEA contract, hiring maybe made up to step 3

Length of Work Year

9.55 months per year

Employment Type

Part Time

Requirements / Qualifications

Experience: Job-related experience is required.

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

Certifications: Current CPR and First Aid

Completion of Pro-Act and Applied Behavior Analysis trainings by end of probationary period.

The current position is 28.75 hours per week.

Comments and Other Information

Applications will be screened for minimum qualifications before the performance interview. Applicants who meet the minimum requirements will be invited via email to the technical interview. Please watch your email for further information once you apply.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **PERSONNEL COMMISSION BUDGET 2024-2025: YEAR
TO DATE BUDGET REVIEW**

DATE: November 1, 2024

Attached is the year-to-date information for the Personnel Commission by budget number for 2024- 2025.

FOUNTAIN VALLEY SD
Object Code Summary Report by Cost Center

Selected Criteria for GL470d Report

Enter The Default Ledger:

20

Enter The Month Ending Date:

10/31/2024

Enter Budget Code for Column 1:

AB

Enter Budget Code for Column 2:

CB

Enter (R) for Restricted, (U) for Unrestricted, or (A) for All:

A

Print Subfund Total Page?:

Y

Enter Object Type:

%

Enter Object Code:

%

Enter Pseudo Code:

%

Enter Subfund Code:

%

Enter Cost Center Code:

4281%

Enter Manager Code:

%

Enter Site Code:

%

Enter Function Code:

%

Enter Resource Code:

%

FOUNTAIN VALLEY SD
Object Code Summary Report by Cost Center

As of: 10/31/2024

Object	Description	ADOPTED BUDGET	CURRENT BUDGET -	Enc To Date	-	Actual To Date	=	Balance	% Used
2320	Supervisors & Administrators	82,951.00	82,951.00	0.00		29,980.72		52,970.28	36 %
	Total for: 2300	82,951.00	82,951.00	0.00		29,980.72		52,970.28	36 %
2410	Sch Off Mgr.,Off/Admin Assist.	46,564.00	46,564.00	0.00		15,222.92		31,341.08	32 %
2413	Additional Duty - Cler,Tech,Of	0.00	0.00	0.00		65.12		-65.12	0 %
2430	Confidential Salaries	87,578.00	87,578.00	0.00		36,854.94		50,723.06	42 %
2470	Overtime - Clerical,Tech,Off	0.00	0.00	0.00		394.51		-394.51	0 %
	Total for: 2400	134,142.00	134,142.00	0.00		52,537.49		81,604.51	39 %
	Total for: 2000	217,093.00	217,093.00	0.00		82,518.21		134,574.79	38 %
3202	PERS-CLASSIFIED	58,277.00	58,277.00	0.00		21,242.58		37,034.42	36 %
	Total for: 3200	58,277.00	58,277.00	0.00		21,242.58		37,034.42	36 %
3314	MEDICARE-CLASSIFIED	3,148.00	3,148.00	0.00		1,192.74		1,955.26	37 %
3354	ALTERNATIVE RETIRE-	14.00	14.00	0.00		5.20		8.80	37 %
3356	OASDI-CLASSIFIED	13,392.00	13,392.00	0.00		5,074.66		8,317.34	37 %
	Total for: 3300	16,554.00	16,554.00	0.00		6,272.60		10,281.40	37 %
3402	HEALTH & WELFARE-CLASSIFIED	70,520.00	70,520.00	0.00		23,506.56		47,013.44	33 %
	Total for: 3400	70,520.00	70,520.00	0.00		23,506.56		47,013.44	33 %
3502	SUI-CLASSIFIED	108.00	108.00	0.00		39.45		68.55	36 %
	Total for: 3500	108.00	108.00	0.00		39.45		68.55	36 %
3602	WORKERS'COMP-CLASSIFIED	4,780.00	4,780.00	0.00		1,717.69		3,062.31	35 %
	Total for: 3600	4,780.00	4,780.00	0.00		1,717.69		3,062.31	35 %
3954	Long Term Disability-Class	279.00	279.00	0.00		93.00		186.00	33 %
	Total for: 3900	279.00	279.00	0.00		93.00		186.00	33 %
	Total for: 3000	150,518.00	150,518.00	0.00		52,871.88		97,646.12	35 %
4325	Office Supplies	500.00	500.00	0.00		0.00		500.00	0 %
	Total for: 4300	500.00	500.00	0.00		0.00		500.00	0 %
	Total for: 4000	500.00	500.00	0.00		0.00		500.00	0 %
5210	Travel, Conference, Workshop	12,000.00	12,000.00	0.00		695.00		11,305.00	5 %

FOUNTAIN VALLEY SD
Object Code Summary Report by Cost Center

As of: 10/31/2024

Object	Description	ADOPTED BUDGET	CURRENT BUDGET -	Enc To Date	-	Actual To Date	=	Balance	% Used
5290	Mileage Non Taxable	1,500.00	1,500.00	0.00		0.00		1,500.00	0 %
	Total for: 5200	13,500.00	13,500.00	0.00		695.00		12,805.00	5 %
5390	Dues and Membership Non Taxabl	3,775.00	3,775.00	0.00		2,775.00		1,000.00	73 %
	Total for: 5300	3,775.00	3,775.00	0.00		2,775.00		1,000.00	73 %
5813	Consultant	895.00	895.00	0.00		895.00		0.00	100 %
5820	Physical Exam, Drug testing	800.00	800.00	0.00		0.00		800.00	0 %
5825	Advertising	450.00	450.00	0.00		0.00		450.00	0 %
5828	Staff Recognition	1,800.00	1,800.00	0.00		78.57		1,721.43	4 %
5870	Printing & Repro Outside Agncy	60.00	60.00	0.00		0.00		60.00	0 %
	Total for: 5800	4,005.00	4,005.00	0.00		973.57		3,031.43	24 %
	Total for: 5000	21,280.00	21,280.00	0.00		4,443.57		16,836.43	20 %
Total Object Type:XP Expenses		389,391.00	389,391.00	0.00		139,833.66		249,557.34	35 %

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **CSPCA State Conference Approval**

DATE: November 6, 2024

Attached is the information for the 2025 CSPCA State Conference - March 16-18, 2025.

RECOMMENDATION

The Personnel Commission approve the reasonable and necessary expenses for the 2025 CSPCA conference.

Attachment #7

CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION

Presents

2025 CSPCA CONFERENCE

The Taste of Napa

MARCH 16 - 18, 2025

Napa Valley Marriott Hotel & Spa
3425 Solano Ave, Napa, CA 94558

Early Bird Registration - \$799

Ends on December 13, 2024

Late Registration - \$849

Starts on December 14, 2024

HOTEL NIGHTLY RATE - \$249

REGISTER NOW

www.eventcreate.com/e/2025cspca