

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

May 23, 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. **Public Hearing for 2024-2025 Personnel Commission Budget**

A public hearing shall be held to receive public comment on the first reading of the 2024-2025 Personnel Commission Budget. Public input is welcome. Please email your comments to johnsond@fvsd.us by 1:00 p.m. on Thursday, May 23, 2024. Your comments will be read into the record.

4. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, April 25, 2024**
(Attachment #1) *Action*
5. **Agenda, Regular Meeting of the Board of Trustees, May 9, 2024**
(Attachment #2) *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, April 18, 2024**
(Attachment #3) *Information*
7. **Director's Report** *Information*

8. Commissioner’s Comments

Information

9. 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

10. Eligibility Lists

Action

Food Services Worker, Instructional Assistant–Mild/Moderate, Instructional Assistant–Moderate/Severe, Purchasing Technician, and Substitute Services Technician

(Attachments #4-7)

PERSONNEL

11. Job Announcements

Information

(Attachments #8-10)

FINANCIAL

12. 2024-2025 Personnel Commission Budget – First Reading

Information

(Attachment #11)

CLOSED SESSION

13. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**June 20, 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 APRIL 25, 2024**

DATE: May 17, 2024

Attached for your approval are the minutes of the Personnel Commission's regular meeting of April 25, 2024.

RECOMMENDATION

The Personnel Commission approves the minutes of the April 25, 2024, Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

April 25, 2024

3:30 p.m.

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

Present for the entire meeting:

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

Mr. William Mullin, Chairperson (Absent)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Chris Olson and Jeremy Talley attended.

Introduction of Staff

Ms. Johnson, Ms. Fullerton, and Ms. Abdel attended.

Minutes, Regular Meeting of the Personnel Commission, March 28, 2024

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

Agenda, Regular Meeting of the Board of Trustees, April 18, 2024

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, March 14, 2024

Presented as an information item only.

Director's Report

Mrs. Serna thanked Ms. Fullerton for taking the time to update the Personnel Commissioners and guests on the budget. It is a very important aspect as our District finishes this school year and moves into the next school year.

We just celebrated the Fountain Valley School District Annual Art Show on April 16, 2024. It was a great event with lots of attendees, booths, and food. Everything from the planning to the breakdown of the event went smoothly.

Classified Employee Appreciation Week is coming up in May. Each site honors and celebrates our classified employees in a different manner. Mrs. Serna stated our classified employees are the glue that keeps everything

together. For our District Office, Transportation, and Maintenance & Operation employees, we will hold our Annual Classified Barbecue on May 16, 2024. The Commissioners are invited and will receive a copy of the flyer soon. We always have a great event with delicious food and raffles.

Mrs. Serna distributed the latest “School News” which is a free publication for all. It contains articles from Dr. Stopp and fun facts about events at different school sites and other school districts.

We have been busy hiring since the last time we met. We have hired two Behavioral Intervention Assistants, and one Instructional Assistant -ABA. We had great candidates for the Food Services Warehouse Operator/Delivery Driver and the Warehouse Operator/Delivery Driver. We will be welcoming these new staff members to our family within the next week or two.

Commissioners’ Comments

Mrs. Davis attended the Fulton basketball game. She thanked Ms. Abdel for the picture.

Public Comments

None were received.

ADMINISTRATION

Budget Update Presentation – Assistant Superintendent, Business: Chris Fullerton

Ms. Fullerton presented the 2024 - 2025 budget update to the Personnel Commission. She gave an overview of the State economy, along with an overview of the Fountain Valley School District’s current proposed budget, and the governor’s 2023 -2024 second interim proposed budget.

Certification of Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Behavior Intervention Assistant, Bus Driver, Food Services Operator/Delivery Driver, Food Services Worker, and Warehouse Operator/Delivery Driver. Automatic second due to the absence of Mr. Mullin. Motion carried.

PERSONNEL

Job Announcements

The Personnel Commission reviewed the dual certification job postings for Bus Aide – Special Education (Substitute), Library/Media Technician, and Purchasing Technician.

FINANCIAL

Personnel Commission Budget – Year to Date

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

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

May 23, 2024, at 3:30 p.m.

PDC Room

ADJOURNMENT

The April 25, 2024, regular meeting of the Personnel Commission adjourned at 4:06 p.m.

Mr. McCombs, Member

Mrs. Davis, Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **AGENDA OF THE BOARD OF TRUSTEES REGULAR
MEETING OF MAY 9, 2024**

DATE: May 13, 2024

Attached is the agenda for the regular meeting of the Board of Trustees on May 9, 2024.



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

Board of Trustees Regular Meeting - May 09 2024 Agenda

Thursday, May 9, 2024 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
 - Steve Schultz, President
 - Sandra Crandall, President Pro Tem
 - Dennis Cole, Clerk
 - Phu Nguyen, Member
 - Jeanne Galindo, Member

B. APPROVAL OF AGENDA

1. Agenda for May 9, 2024 Regular Board of Trustees Meeting
ACTION:

C. 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.

D. SPECIAL PRESENTATION

1. Recognition of Gisler Elementary School Students --
Lighthouse Leadership Awards -- (1st)
It is an interest of the Board of Trustees to recognize students who display leadership through the FVSD Guiding Principles: perseverance, citizenship, leadership, teamwork, integrity, respect, and love. The Board will recognize eight outstanding students from

Gisler Elementary School.

2. Recognition of Courreges Elementary School Students -- Lighthouse Leadership Awards -- (2nd)

It is an interest of the Board of Trustees to recognize students who display leadership through the FVSD Guiding Principles: perseverance, citizenship, leadership, teamwork, integrity, respect, and love. The Board will recognize seven outstanding students from **Courreges Elementary School.**

E. PUBLIC HEARING

Public Hearing on Initial Contract Proposals Between Fountain Valley School District and Classified School Employees Association, Chapter #358 for 2024-2025.

Attachment

[PUBLIC HEARING Initial Contract Proposals FVSD and CSEA 2024-2025.doc](#) 

F. BOARD MEMBER REPORTS

G. 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.

H. LEGISLATIVE ITEMS

1. Board Policy 0450 Comprehensive Safety Plan (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 0450 requires updates to reflect changes in Education Code related to communicating the District's Comprehensive Safety Plan with local first responder agencies and community partners. BP 0450 is being brought to the Board of Trustees for approval for first

reading.

Submitted By:

Educational Services

Attachment:

[BP 0450 Comprehensive Safety Plan - First Reading.docx](#) 

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 0450 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

2. Board Policy 1220 Citizen Advisory Committees (First Reading)

Background:

In the continued effort to maintain a set of current board policies, it is sometimes necessary to bring new policies to the Board of Trustees. The California School Boards Association provides samples of both required and optional policies.

Board Policy 1220 Citizen Advisory Committees is an optional policy that staff believes should be added to the current policies of the District. BP 1220 provides guidance on the role, make up and purpose of district advisory committees. BP 1220 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Business Services

Attachment:

[BP 1220 Citizen Advisory Committees.docx](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 1220 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

3. Board Policy 1431 Waivers (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 1431 Waivers requires updates to reflect changes and updates to language regarding approval and notification of district advisory committees and posting of notification of public hearing to the website. BP 1431 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Business Services

Attachment:

Board Policy 1431 Waivers

[1431 Waivers](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 1431 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

It is recommended that the Board of Trustees approves the revisions to Board Policy 1431 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

4. Board Policy 3400 Management of District Assets/Accounts (First Reading)

Background:

In the continued effort to maintain a set of current board policies, it is sometimes necessary to bring new policies to the Board of Trustees. The California School Boards Association provides samples of both required and optional policies.

Board Policy 3400 Management of District Assets/Accounts is an optional policy that staff believes should be added to the current policies of the District. BP 3400 provides guidance on capital assets, internal controls and fraud prevention. BP 3400 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Business Services

Attachment:

[BP 3400 Management of District AssetsAccounts.docx](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3400 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

5. Board Policy 5126 Awards for Achievement (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 5126 Awards for Achievement requires updates reflected in the Education Code related to the prohibition of costs to

students/families associated with any district achievement awards. BP 5126 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Educational Services

Attachments:

[BP 5126 Awards for Achievement - First Reading.docx](#) 

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 3516 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

6. Board Policy 5144 Discipline (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 5144 Discipline requires updates to reflect changes in Education Code related to student discipline procedures. Specifically, the updates address denying or delaying the provision of a school meal for students and denying students participation in recess as a disciplinary measure. BP 5144 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Educational Services

Attachment:

[BP 5144 Discipline - First Reading.docx](#) 

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 5144 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

7. Board Policy 5116.2 Involuntary Student Transfers (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 5116.2 Involuntary Student Transfers requires updates

to reflect changes and updates to language regarding non-discrimination and notification. BP 5116.2 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Business Services

Attachment:

[5116.2 Involuntary Student Transfers](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 5116.2 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

8. Board Policy 6141.2 - Recognition of Religious Beliefs and Customs (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 6141.2 Recognition of Religious Beliefs and Customs requires updates to reflect new guidance for the U.S. Department of Education, ensuring that instruction related to the role of religion in society is consistent with adopted instructional materials and state standards and that constitutionally protected prayer and religious expression rights are recognized. BP 6141.2 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Educational Services

Attachment:

[BP 6141 Recognition of Religious Beliefs and Customs - First Reading.docx](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 6141.2 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

9. Board Policy 6154 Homework/Makeup Work (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.

In other instances, the Board of Trustees may direct staff to consider updates to Board Policy. In August 2024, the Board of Trustees directed staff to review the District's current board policy regarding Homework/Makeup Work (BP 6154). Over the course of several months, the Education Services team convened a committee of parents, teachers, site administrators, and students to gather input from educational partners. The committee's work is reflected in the recommended changes to Board Policy 6154 Homework/Makeup Work and in updates to Administrative Regulation 6154 which do not require Board Approval.

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 6154 for adoption.

Submitted by:

Educational Services

Attachment:

[BP 6154 Homework Makeup Work - Second Reading.docx](#) 

I. CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

ACTION: Approval of Consent Agenda Items

1. Minutes of April 18, 2024, Board of Education Meeting
[Board of Trustees Regular Meeting - Apr 18 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](#) 

D. [Alliant International University MOU for Practicum Students](#),

[Student Teachers, and Teacher Interns exp. 8/1/2027](#) 

[E. CSUSB Agreement for Practicum Students, Student Teachers, and Teacher Interns exp. 6/30/2025](#) 

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.

Attachment:

[2.0 Classified Personnel Items 2024-05-09.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 MAY 9.pdf](#) 

5. Childcare Programs Additional Duty Request

Background:

The Child Care Programs Department needs additional help during the summer to prepare paperwork and facilities for the 2024-2025 school year.

Fiscal Impact:

The cost of the additional duty assignments will be covered by the

Child Care Programs department budget,

Submitted by:

Educational Services

Recommended Action:

Approval is recommended for the request for additional duty hours to assist the Child Care Programs department.

Attachments:

[Childcare Programs Request for Additional Duty 2024 MAY 09.pdf](#) 

6. 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](#) 

7. 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 MAY 09.pdf](#) 

8. Purchase Orders

Background:

Purchase orders have been processed in accordance with the rules and regulations of the Board of Trustees and applicable legal requirements of the State of California.

Attachments:

[PO CHANGE REPORT 4-11-24 THRU 4-28-24.pdf](#) 

[PO REPORT 4-11-2024 thru 4-28-2024.pdf](#) 

9. Initial Proposal from CSEA and its Fountain Valley School District Chapter #358 to Fountain Valley School District.

Background:

In compliance with Government Code, Public Notice, Section 3547, CSEA and its Fountain Valley School District Chapter #358 present the attached initial proposal to the Fountain Valley School District for

collective bargaining for 2024-2025.

Submitted by:

Personnel Services

Recommended Action: It is recommended that the Board of Trustees receives the initial contract proposal of CSEA and its Fountain Valley School District Chapter #358 for 2024-2025.

[CSEA Initial Proposal 5-3-2024.pdf](#) 

10. Presentation of Fountain Valley School District's Initial Proposal to CSEA and its Fountain Valley School District Chapter #358.

Background:

In compliance with Government Code, Public Notice, Section 3547, the Fountain Valley School District sets forth the initial proposal for the purpose of negotiating a successor agreement with CSEA and its Fountain Valley School District Chapter #358 for 2024-2025.

Submitted by:

Personnel Services

Attachments

[FVSD Initial Proposal to CSEA 5-2024.docx](#) 

Recommended Action: It is recommended that the Board of Trustees approves the initial contract proposal of the Fountain Valley School District to CSEA and its Fountain Valley School District Chapter #358 for 2024-2025.

11. Legal Services Agreement with Winet Patrick Gayer Creighton & Hanes

Background:

The District currently has a claim that based on actions which took place in the early 1970s, prior to the District joining its current property & liability JPA. In order for the attorneys to represent the District, the District needs to enter into a contract directly with the legal firm.

Fiscal:

Winet Patrick Gayer Creighton & Hanes's fees are as follows:

- Shareholders - \$345.00 per hour
- Associate Attorneys - \$290.00 per hour
- Paralegals/Law Clerks - \$150.00 per hour

In addition, the District is responsible to reimburse the legal firm all costs and expenses incurred in connection with the claim.

Recommendation:

It is recommended that the Board of Trustees approves the legal

services agreement with Winet Patrick Gayer Creighton & Hanes

Submitted By:

Business Services

Attachment:

[Legal Services Agreement - Fountain Valley ESD & WPGCH.pdf](#) 

12. ABA Wakened Holistic Behavior Consultation

Background:

ABA Wakened Holistic Behavior Consultation is an independent contractor specially trained, experienced, qualified, and authorized to provide special services required by the District. The special services include weekly in-person coaching and collaboration with school staff (professional development). The coaching and collaboration consist of classroom support and troubleshooting, coaching classroom staff with implementation of behavior plans through Behavior Skills Training, individualized check-ins, or small group social-emotional skill-building lessons. Services also include weekly remote and indirect consultation with school staff (programming and support) and ESY Behavior Support.

Submitted by:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves this contract for ABA Wakened Holistic Behavior Consultation.

Attachments:

[FVSD - Individualized Behavior Consultation MOU.pdf](#) 

13. Board Policy 3550 Food Service/Child Nutrition Program
(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 3550 Food Service/Child Nutrition Program requires updates to reflect changes in Education Code related to universal feeding and language updates. BP 3550 is being brought to the Board of Trustees for approval.

Submitted By:

Business Services

Attachment:

[Board Policy 3550 Food Service Child Nutrition Program](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 3550 for adoption.

14. Board Policy 3516 Emergencies and Disaster Preparedness Plan (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 3516 Emergencies and Disaster Preparedness Plan requires updates to reflect changes in Education Code related to specifically including earthquake procedures, adaptations for individuals with disabilities and training for staff. BP 3516 is being brought to the Board of Trustees for approval.

Submitted By:

Business Services

Attachment:

[Board Policy 3516 Emergencies and Disaster Preparedness Plan](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 3516 for adoption.

15. Board Policy 3553 Free and Reduced Price Meals (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 3553 Free and Reduced Price Meals requires updates to reflect changes in Education Code related to universal feeding and language updates. BP 3553 is being brought to the Board of Trustees for approval.

Submitted By:

Business Services

Attachment:

[Board Policy 3553 Free and Reduced Price Meals](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 3553 for adoption.

J. SUPERINTENDENT'S REPORT/ NEW BUSINESS

K. 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. 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.
3. Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: Government Code 54956.5
4. Liability Claims: Claimant: Eric Silkenson.
Agency claimed against Fountain Valley School District (Government Code Section 54954.5 (d))

L. REPORT OF CLOSED SESSION

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

M. ADJOURNMENT

1. Meeting Adjourned
ACTION:
2. Next Meeting June 13, 2024

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES OF THE BOARD OF TRUSTEES REGULAR
MEETING OF APRIL 18, 2024**

DATE: May 13, 2024

Attached are the minutes for the regular meeting of the Board of Trustees on April 18, 2024.



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

Board of Trustees Regular Meeting - Apr 18 2024 Minutes

Thursday, April 18, 2024 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
 - Steve Schultz, President
 - Sandra Crandall, President Pro Tem
 - Dennis Cole, Clerk
 - Phu Nguyen, Member
 - Jeanne Galindo, Member - Absent

B. APPROVAL OF AGENDA

1. Agenda for April 18 Regular Board of Trustees Meeting
ACTION:

Moved by: Phu Nguyen

Carried 4-0

C. 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.

On behalf of the FVSD Board of Trustees, Mr. Nguyen gave a Piece of Praise to the City of Fountain Valley Crossing Guards.

D. SPECIAL PRESENTATION

1. Recognition of Oka Elementary School Students -- Lighthouse Leadership Awards

It is in the interest of the Board of Trustees to recognize students who display leadership through the FVSD Guiding Principles: perseverance, citizenship, leadership, teamwork, integrity, respect, and love. The Board will recognize eight outstanding students from **Oka Elementary School**.

2. Recognition of Cox Elementary School Students -- Lighthouse Leadership Awards

It is in the interest of the Board of Trustees to recognize students who display leadership through the FVSD Guiding Principles: perseverance, citizenship, leadership, teamwork, integrity, respect, and love. The Board will recognize eight outstanding students from **Cox Elementary School**.

E. BOARD MEMBER REPORTS

Mr. Nguyen attended Back to School Nights, Talbert School Concert, Futon Concert, and Masuda Band. He also attended last month's SPC meeting and yesterday's Special Education Coffee and Communi-Tea. He attended the OCSBA Dinner and learned about AI in Education. He had the opportunity to attend the Angel's Game, where two schools performed the National Anthem. He chaperoned the Washington, DC, and New York trips. He expressed thanks to the teachers who gave up their spring break to chaperone this learning experience/trip for students.

Mrs. Crandall noted the resolutions to honor various FVSD employee groups in the Board agenda and gave them a heartfelt thank you. She attended the 54th Annual Huntington Union Council Reflections Art Awards, whose 17 honorees included three FVSD students who were honored in the areas of film, literature, and visual arts. She attended the Gisler PTO's production of Little Mermaid, in which 125 students participated. She attended the Rotary Every Student Succeeding Breakfast, where we honored 10 FVSD students, one from each school. She attended band/orchestra concert at Talbert directed by Mr. Miller and the spring choir concerts at all three middle schools under the direction of Ms.

MacDonald (Fulton and Talbert) and Ms. Hughes (Masuda). She attended highly energized Open House events Masuda and Oka. She also attended the 21st Annual District Art Show at the District Central Office, which was themed ART Captured and was a spectacular event. She enjoyed the great fun at the middle school basketball tournament. As for her committee work, she attended the Health and Wellness meeting, and she learned, among other things, that there will be a farmer's market coming to Gisler, Plavan, and Tamura in September. Finally, she attended Senator Janet Nguyen's Zoom conference, and OCSBA/ACSA dinner on AI in education.

Mr. Cole enjoyed the Courreges and Fulton Open Houses. He enjoyed the Talbert choir concert. He attended the Rotary Every Student Succeeding breakfast and shared that it is a special event to honor students who have demonstrated overcoming adversity and shining despite challenges.

He attended two Superintendent Parent Council Meetings since the last board meeting. At the first meeting, they recognized principals with special words of thanks from their students, and members reported their experience as attendees of the Sacramento Safari. They are now looking to nominate SPC board members for next year. The Fountain Valley Schools Foundation Golf Tournament is growing. They hope to gain more golfers in the next few weeks. The money raised will support the music enrichment programs, and we are working on nominating officers for next year. The highlight of his week was attending the District Art Show.

Mr. Schultz attended the HB City Hall with Dr. Stopp as part of his committee work. He attended school tours at Masuda and Plavan and the HUC Reflections Awards Ceremony. He attended a Superintendent Parent Council meeting as well as a Site Lead meeting. He expressed appreciation for the work they have done over the past three years. He learned about Artificial Intelligence at the OCSBA dinner. He attended Open House at Masuda and Gisler, and the District Art Show. He also concluded the Board's mid-year review of Dr. Stopp. He shared that she is doing a great job. She has grown more confident and is helping our great district to continually improve.

F. 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.

No one requested to address the Board of Trustees at this Regular Meeting.

G. LEGISLATIVE ITEMS

1. Board Policy 6154 Homework/Makeup Work (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.

In other instances, the Board of Trustees may direct staff to consider updates to Board Policy. In August 2024, the Board of Trustees directed staff to review the District's current board policy regarding Homework/Makeup Work (BP 6154). Over the course of several months, the Education Services team convened a committee of parents, teachers, site administrators, and students to gather input from educational partners. The committee's work is reflected in the recommended changes to Board Policy 6154 Homework/Makeup Work and in updates to Administrative Regulation 6154 which do not require Board Approval.

Submitted By:

Educational Services

Attachment:

[BP 6154 Homework/Makeup Work](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 6154 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

Moved by: Dennis Cole

Seconded by: Phu Nguyen

Carried 4-0

2. Board Policy 3516 Emergencies and Disaster Preparedness Plan (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 3516 Emergencies and Disaster Preparedness Plan requires updates to reflect changes in Education Code related to specifically including earthquake procedures, adaptations for individuals with disabilities and training for staff. BP 3516 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Business Services

Attachment:

Board Policy 3516 Emergencies and Disaster Preparedness Plan

[3516 Emergencies and Disaster Preparedness Plan](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3516 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

Moved by: Sandra Crandall

Seconded by: Dennis Cole

Carried 4-0

3. Board Policy 3550 Food Service/Child Nutrition Program (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 3550 Food Service/Child Nutrition Program requires updates to reflect changes in Education Code related to universal feeding and language updates. BP 3550 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Business Services

Attachment:

Board Policy 3550 Food Service/Child Nutrition Program
[3550 Food Service Child Nutrition Program](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3550 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

Moved by: Steve Schultz

Seconded by: Phu Nguyen

Carried 4-0

4. Board Policy 3553 Free and Reduced Price Meals (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 3553 Free and Reduced Price Meals requires updates to reflect changes in Education Code related to

universal feeding and language updates. BP 3553 is being brought to the Board of Trustees for approval for first reading.

Submitted By:

Business Services

Attachment:

Board Policy 3553 Free and Reduced Price Meals

[3553 Free and Reduced Price Meals](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3553 for first reading and adoption, with necessary changes as indicated by the Board of Trustees.

Moved by: Phu Nguyen

Seconded by: Dennis Cole

Carried 4-0

5. Resolution 2024-19 Adoption of Final Classified Layoff Decision

Background:

Effective January 1, 2022, AB 438 requires school districts to provide classified employees the same layoff notice and hearing rights as certificated employees. Fountain Valley School District is required to issue permanent classified employees with initial notices of layoff no later than March 15.

On March 14, 2024, the Board of Trustees adopted Resolution Number 2023-2024 No. 12, which called for the reduction in hours or termination of 3 classified Guidance Technician positions and directed the Superintendent/designee to provide notification to those employees affected.

The next step in the layoff process requires the Assistant Superintendent of Personnel/designee to provide final notice to the classified employees impacted by the layoff through reduction in hours, bumping, or termination noted in Appendix 1 of the final layoff list no later than May 15, 2024.

Submitted by:

Human Resources

Attachments:

[Final Board Resolution 2023-2024-19.pdf](#) 

[Appendix 1 Final Layoff List Names.pdf](#) 

It is recommended that the Board of Trustees adopt the final classified layoff decision and final layoff list in the matter of the reduction of force of Guidance Technician of the Fountain Valley School District.

Moved by: Sandra Crandall

Seconded by: Dennis Cole

Carried 4-0

6. Resolution 2024-15: Day of the Teacher and Teacher Appreciation Week

Background:

The Board of Trustees joins staff and our community in saluting our teachers and thanking each and every one of them for their outstanding efforts to continuously imagine, inspire, and involve our students.

Submitted by:

Superintendent's Office

Attachments:

[Res 2024-15 Teacher Appreciation.docx](#) 

It is recommended that the Board of Trustees adopts Resolution 2024-15 In Celebration of May 8, 2024, as California's Day of the Teacher and May 6-10, 2024, as Teacher Appreciation Week.

Moved by: Dennis Cole

Seconded by: Steve Schultz

Carried 4-0

7. Resolution 2024-16: Classified Employee Appreciation Week

Background:

In celebration of our classified professionals who provide valuable services to the schools and students of the Fountain Valley School District, the District is honored to celebrate May 19-25, 2024 as Classified Employee Week.

Submitted by:

Superintendent's Office

Attachments:

[RES 2024-16 Classified Appreciation.docx](#) 

It is recommended that the Board of Trustees adopts Resolution 2024-16 in celebration of Fountain Valley School District's Classified Employee Week.

Moved by: Sandra Crandall

Seconded by: Phu Nguyen

Carried 4-0

8. Resolution 2024-17: National Nurses Day

Background:

The Board of Trustees joins staff and our community in saluting our nurses for their dedication and excellence in a challenging role and celebrates their ongoing commitment to the safety and health of Fountain Valley School District's children on National School Nurse Day, May 8, 2024.

Submitted by:

Superintendent's Office

Attachments:

[Res 2024-17 Resolution for School Nurses.docx](#)  :

It is recommended that the Board of Trustees adopts Resolution 2024-17: Resolution of Appreciation to our School Nurses on National School Nurse Day, May 8, 2024.

Moved by: Phu Nguyen

Seconded by: Dennis Cole

Carried 4-0

9. Resolution 2024-18: Speech/Language Pathologists

Background:

In honor of our outstanding Speech/Language Pathologists who have earned the admiration and respect of our teachers, administrators, students, parents, and the Board as they raise public awareness of speech and language, we are pleased to celebrate them during May 2024: Better Speech and Hearing Month.

Submitted by:

Superintendent's Office

Attachments:

[Proclamation for Speech-Language Therapists 2024.docx](#) 

It is recommended that the Board of Trustees adopts Resolution 2024-18: Resolution of Appreciation to our Speech/Language Pathologists.

Moved by: Sandra Crandall

Seconded by: Dennis Cole

Carried

H. CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

ACTION: Approval of Consent Agenda Items

Moved by: Steve Schultz

Seconded by: Dennis Cole

Carried 4-0

1. Minutes of March 14 Board of Education Meeting
[Board of Trustees Regular Meeting - Mar 14, 2024 - Minutes](#) 

2. 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:

[2.0 Classified Personnel Items 2024-04-18.pdf](#) 

Approval/Ratification of the Classified Personnel Report

Carried

3. 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](#) 

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 APR 18.pdf](#) 

5. 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 APR 18.pdf](#) 

6. Donations

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](#) 

7. Purchase Orders

Background:

Purchase orders have been processed in accordance with the rules and regulations of the Board of Trustees and applicable legal requirements of the State of California.

Submitted by:

Business Services

Attachments:

[PO CHANGE REPORT 02-28-2024 TO 04-10-2024.pdf](#)  [PO REPORT 02-28-2024 TO 04-10-2024.pdf](#) 

8.

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 APR 18.pdf](#) 

9.

Budget Adjustments & Transfers

Background:

Education Code Sections 42600, 42601, 42602, and 42610 address conditions for budget transfers and revisions. Based on these code sections, the oversight agency of the District requires that all budget adjustments and budget transfers be approved at official meetings of the District's Board of Education prior to submitting them to the County Superintendent of Schools for approval.

Submitted by:

Business Services

Attachments:

[Budget Adjustments-03.31.24.pdf](#) 

[Budget Transfers-03.31.2024.pdf](#) 

10.

Williams Uniform Complaint Quarterly Report (Q#3: Jan 1-Mar 31)

Background:

The Orange County Department of Education is requesting the report of uniform complaints received in your district per the requirements of Education Code section 35186(d).1 This is a reporting requirement for all school districts and county-operated programs.

Recommended Action:

It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the third quarter of the 2023-24 year and approves its submittal to the Orange

County Department of Education.

Submitted by:

Superintendent's Office

Attachments:

[UCP Report Form District -- 2023-24 -- FVSD -- Q3.pdf](#) 

11. Board Policy 1330 Use of School Facilities (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 1330 Use of School Facilities requires updates to reflect changes in Education Code related to expending funds collected as capital direct costs and the use of school facilities as polling places. BP 1330 is being brought to the Board of Trustees for approval for second reading.

Submitted By:

Business Services

Attachment:

[1330 Use of School Facilities](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 1330 for adoption.

12. Board Policy 3312 Contracts (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 3312 Contracts requires updates to reflect changes in Education Code related to wording explicitly

stating that Board member and district employees involved in making and approving contracts must comply with the District's conflict of interest policy. BP 3312 is being brought to the Board of Trustees for approval for second reading.

Submitted By:

Business Services

Attachment:

[3312 Contracts](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 3312 for adoption.

13. Approval of Consulting Services Agreement with Total Compensation Systems, Inc. for Post-Employment Benefits Actuarial Study

Background:

The District currently utilizes Total Compensation Systems, Inc. for its Retiree Health Benefits Actuarial Studies. These studies allow the district to determine its liability for post-employment benefits other than pensions (GASB 45). The District is required to obtain its complete biennial report this year with a valuation date to coincide with the end of the fiscal year ending June 30, 2024.

In addition, beginning in 2018, there was a new GASB 74/75 requirement for actuarial calculations for the “off year” of the two-year valuation cycle.

The District has contracted with Total Compensation Systems, Inc. since 2007 to comply with these reporting requirements.

Fiscal Impact:

The fees associated with the complete biennial report (June 30, 2024) are estimated at \$7,110, and the fees associated with the off-year report (June 30, 2025) are estimated at \$3,555. This reflects a 10% discount for existing clients.

Recommended Action:

It is recommended that the Board of Trustees approve the consulting services agreement and authorize the

Superintendent or designee to sign all required documents.

Submitted by:

Business Services

Attachments:

[FountainValleyESDGASB75Proposal2024.pdf](#) 

[FountainValleyESDGASB75Contract2024.pdf](#) 

14. Board Policy 3460 Financial Reports and Accountability
(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, statute or best practice. The California School Boards Association or the Orange County Department of Education informs the District of changes through alerts.

Board Policy 3460 Financial Reports and Accountability requires updates to reflect the addition of process language in the event that the District becomes insolvent. BP 3460 is being brought to the Board of Trustees for approval for second reading.

Submitted By:

Business Services

Attachment:

[3460 Financial Reports and Accountability](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 3460 for adoption.

15. Board Policy 3551 Food Service Operations/Cafeteria Fund
(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, statute or best practice. The California School Boards Association or the Orange County Department of Education

informs the District of changes through alerts.

Board Policy 3551 Food Service Operations/Cafeteria Fund requires updates to reflect the addition of language related to universal feeding and the procurement of food, equipment, and supplies. BP 3551 is being brought to the Board of Trustees for approval for second reading.

Submitted By:

Business Services

Attachment:

[3551 Food Service Operations Cafeteria Fund](#) 

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board policy 3551 for adoption.

16. 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.

Recommended Action:

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

Submitted by:

Educational Services

Attachments:

[04-18-24 Board NPA-S Contracts Approval FVSD 03282024-P.pdf](#) 

I. SUPERINTENDENT'S REPORT/ NEW BUSINESS

Dr. Stopp enjoyed the activities of the month. She highlighted three items. From our group of 10 site teachers of the year. Among those superstars, Oka's Michelle Cruz was selected as FVSD Teacher of the Year, and has been named one of 15 semi-finalists in Orange County.

She highlighted some students who attended an Invention Convention

held in Torrance where more than 3,000 inventions were presented. Two of the groups from Talbert were recognized. One group was chosen to go to the National Invention Convention in Michigan. The US Nationals will be held June 5-7.

Lastly, she recognized our TOSAs, Teachers on Special Assignment: Kimberly Costigan, Joanna Burch, and Kim Nguyen. They are phenomenal and have helped move the needle on math. FVSD ELA TOSAs Stephanie Rigdon and Page Hertzberg have done some absolutely amazing work in ELA, including recently coordinating and facilitating all the work related to the acquisition of teaching and learning resources for elementary ELA instruction. We are so fortunate to have TOSAs because their work makes such a positive difference.

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

K. REPORT OF CLOSED SESSION

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

L. ADJOURNMENT

1. Meeting Adjourned
ACTION: Meeting adjourned at 8:09 p.m.

Moved by: Dennis Cole

Seconded by: Phu Nguyen

Carried 4 -0

2. Next Meeting May 9, 2024

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **CERTIFICATION OF ELIGIBILITY LISTS**

DATE: April 16, 2024

Attached are the eligibility lists for the following:

Food Services Worker

Instructional Assistant Mild/Moderate

Instructional Assistant Moderate/Severe

Purchasing Technician

Substitute Services Technician

RECOMMENDATION

The Personnel Commission approves the eligibility lists enumerated above.

Attachments #4 - #7

ELIGIBILITY LIST
Food Services Worker
Merged (Updated 05-25-24)

RANK	NAME	EXPIRES
1	Stephanie Cox	1-26-25
2	Carol Weaver	5-25-25
3	Sonny Jerome	5-25-25
4	Travis Peterson	1-26-25
5	Dafney Salas	1-26-25
6	Kanika Shaktawat	3-26-25
7	Barbara Reed	1-26-25
8	Cruzita Trejo	1-26-25

ELIGIBILITY LIST
Instructional Assistant Mild/Moderate
Merged (Updated 05-02-24)

RANK	NAME	EXPIRES
1	Alexis Robles	05-02-25
2	Lauren Blackwood	01-25-25
3	Kevin Bollman	01-25-25
4	Aileen Olivares	01-18-25
5	Laura Ledezma	10-19-24
6	April Rijnders	01-25-25
7	Jocelyn Nelson	08-15-24
8	Allen Melton	05-02-25
9	Giselle Bernal	10-31-24
10	Drake Martin	10-31-24
10	Anika Garrido	08-15-24
11	Brenda Guerrero	12-07-24

ELIGIBILITY LIST
IA Moderate/Severe
Merged (Updated 04-29-24)

RANK	NAME	EXPIRES
1	Alexis Robles	04-29-25
2	Kevin Nguyen	01-18-25
3	Bertha Mondragon	01-18-25
4	Laura Ledezma	10-18-24
5	Monica McDonnell	10-18-24
5	Cirilo Duarte	03-08-25
6	Allen Melton	04-29-25
7	Drake Martin	10-31-24
8	Brenda Guerrero	12-08-24

ELIGIBILITY LIST
Purchasing Technician
EXPIRES 05-07-25

RANK	NAME
1	Mark Castillo
2	Manuel Bravo
3	Jacob Fanous
4	Nicholas Nguyen

ELIGIBILITY LIST
Substitute Services Technician
EXPIRES 04-23-25

RANK	NAME
1	Brandon Pu
2	Robyn Liger
3	Jacob Fanous
3	Jesse DeJesus
4	Lindsey Soderberg
5	Marcelo Santana
6	Esmeralda Ramirez
7	Luis Vidal

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: May 13, 2024

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

Dual Certification:

Custodian

Custodian (Substitute)

Health Assistant



Custodian at Fountain Valley Elementary School District

Application Deadline

5/27/2024 3:30 PM Pacific

Date Posted

5/2/2024

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

2

Salary

Pay Range

\$25.23 (Range 39, Step 1) - \$30.66 (Range 39, Step 5) Per Hour

Add'l Salary Info

*Per CSEA contract, hiring may be made up to step 3

Length of Work Year

12 months per year

Employment Type

Full and Part Time

Requirements / Qualifications

Job-related experience and a high school diploma or equivalent are required.

These are evening positions—hours to be determined.

Comments and Other Information

The examination process is a written test to be given on May 30, 2024, at 8:00 a.m. at the Fountain Valley School District, 10055 Slater Avenue, Fountain Valley. All applicants are invited to attend, as there will be no screening of applications before the test. Please allow at least 1 hour and 15 minutes for check-in, instructions, and the test. Please bring a valid ID such as a driver's license or passport. Applications will be screened for the minimum qualifications following the written test. Applicants are expected to meet the minimum qualifications stated above.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Custodian (Substitute) at Fountain Valley Elementary School District

Application Deadline

Until Filled

Date Posted

5/8/2024

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

3

Salary

Single Rate

\$25.23 (Range 39, Step 1) Per Hour

Length of Work Year

12 months per year

Employment Type

Part Time

Requirements / Qualifications

Job-related experience and a high school diploma or equivalent are required.

This position is being posted mainly for substitute custodian morning shifts.

Comments and Other Information

This position is being posted to establish a substitute list. The examination process is a written test. The first test will be on May 31, 2024, at 9:00 a.m. at the Fountain Valley School District, 10055 Slater Avenue, Fountain Valley. All applicants are invited to attend, as there will be no screening of applications before the test. Please allow at least 1 hour and 15 minutes for check-in, instructions, and the test. Please bring a valid ID such as a driver's license or passport. Applications will be screened for the minimum qualifications following the written test. Applicants are expected to meet the minimum qualifications stated above.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Health Assistant at Fountain Valley Elementary School District

Application Deadline

5/23/2024 3:30 PM Pacific

Date Posted

5/3/2024

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

1

Salary

Pay Range

\$23.09 (Range 30, Step 1) - \$28.06 (Range 30, Step 5) Per Hour

Add'l Salary Info

* Per CSEA contract hiring may be made up to step 3

Length of Work Year

9.6 months/year, 27.5 hours/week

Employment Type

Part Time

Job Summary

The eligibility list created from this process will be used to fill future vacancies.

Requirements / Qualifications

EDUCATION AND EXPERIENCE REQUIREMENTS

- Job-related experience is required.
- High school diploma or equivalent.

CERTIFICATES

- CPR Certificate is required.
- First Aid Certificate is required

Comments and Other Information

The written test for this position will be held on Thursday, May 30, 2024, in the morning at the District Office, 10055 Slater Ave, Fountain Valley, CA 92708. All applicants meeting the above requirements will be invited to attend. Please watch your email for further directions.

Please allow at least 1 3/4 hours for instructions and test time. Calculators are allowed and will be provided.

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: FIRST
READING**

DATE: May 13, 2024

The proposed 2024-2025 Personnel Commission budget is attached for the first reading.

Annual Budget of Personnel Commission Fiscal Year 2024-25 Fountain Valley School District		<u>Column I</u> 2022-23 Actuals (\$ only)	<u>Column II</u> 2023-24 Actuals or Estimate (\$ only)	<u>Column III</u> 2024-25 Budget (\$ only)
2000	Classified Salaries¹			
2300	Classified Supervisors & Administrators	\$0	\$0	\$0
	Commission Members ²	\$1,650	\$1,650	\$1,650
	Director	\$71,676	\$78,013	\$81,301
2400	Clerical, Technical & Office Staff	\$131,797	\$134,146	\$134,142
	Secretaries, Clerks	\$0	\$0	\$0
	<i>SUBTOTAL (2000 CLASS.)</i>	<i>205,123</i>	<i>213,809</i>	<i>217,093</i>
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated	\$0	\$0	\$0
3102	State Teachers Retirement System – Classified	\$0	\$0	\$0
3201	Public Employees’ Retirement System-Certificated	\$0	\$0	\$0
3202	Public Employees’ Retirement System-Classified	\$50,622	\$56,604	\$58,277
3301	OASDI/Medicare – Certificated	\$0	\$0	\$0
3302	OASDI/Medicare – Classified	\$15,624	\$16,288	\$16,540
3401	Health & Welfare Benefits – Certificated	\$0	\$0	\$0
3402	Health & Welfare Benefits – Classified	\$59,252	\$66,602	\$70,520
3501	Unemployment Insurance – Certificated	\$0	\$0	\$0
3502	Unemployment Insurance – Classified	\$1,018	\$106	\$108
3601	Workers’ Compensation Insurance – Certificated	\$0	\$0	\$0
3602	Workers’ Compensation Insurance – Classified	\$4,647	\$4,708	\$4,780
3801	PERS Reduction – Certificated	\$0	\$0	\$0
3802	PERS Reduction - Classified	\$0	\$0	\$0
3901	Other Benefits – Certificated	\$0	\$0	\$0
3902	Other Benefits – Classified	\$293	\$296	\$293
	<i>SUBTOTAL (3000 CLASS.)</i>	<i>\$131,455</i>	<i>\$144,604</i>	<i>\$150,518</i>

Annual Budget of Personnel Commission Fiscal Year 2024-25 Fountain Valley School District		Column I 2022-23 Actuals (\$ only)	Column II 2023-24 Actuals or Estimate (\$ only)	Column III 2024-25 Budget (\$ only)
4000	Books and Supplies			
4200	Books & Reference Materials	\$0	\$0	\$0
	Literature, Periodicals	\$0	\$0	\$0
4300	Materials & Supplies	\$0	\$0	\$0
	Office Supplies	\$335	\$1,000	\$500
<i>SUBTOTAL (4000 CLASS.)</i>		<i>\$335</i>	<i>\$1,000</i>	<i>\$500</i>
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	\$4,235	\$14,400	\$12,000
	Expense Allowances	\$0	\$0	\$0
	Mileage	\$204	\$75	\$1,500
	Conferences	\$0	\$0	\$0
5300	Dues and Memberships	\$3,100	\$3,425	\$3,775
5400	Insurance	\$0	\$0	\$0
	Fire and Theft	\$0	\$0	\$0
	Liability	\$0	\$0	\$0
5500	Operations and Housekeeping Services ³	\$0	\$0	\$0
	Utilities	\$0	\$0	\$0
5600	Rentals, Leases & Repairs	\$0	\$0	\$0
5700	Direct Cost Transfers	\$0	\$0	\$0
	Printing & Forms	\$0	\$0	\$60
5800	Prof/Consulting Services & Operating Expenditures	\$1,516	\$1,800	\$1,800
	Examinations	\$700	\$800	\$800
	Advertising	\$0	\$900	\$450
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	\$9,995	\$895	\$895
5900	Communications	\$0	\$0	\$0
	Telephone	\$0	\$0	\$0
	Postage	\$0	\$0	\$0
<i>SUBTOTAL (5000 CLASS.)</i>		<i>\$19,750</i>	<i>\$22,295</i>	<i>\$21,280</i>

Annual Budget of Personnel Commission Fiscal Year 2024-25 Fountain Valley School District		<u>Column I</u> 2022-23 Actuals (\$ only)	<u>Column II</u> 2023-24 Actuals or Estimate (\$ only)	<u>Column III</u> 2024-25 Budget (\$ only)
6000	Capital Outlay			
6400	Equipment	\$0	\$0	\$0
	Office Equipment	\$0	\$0	\$0
6500	Replacement of Equipment	\$0	\$0	\$0
	<i>SUBTOTAL (6000 CLASS.)</i>	\$0	\$0	\$0
	TOTAL EXPENDITURES	\$356,663	\$381,708	\$389,391

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

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

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