

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

September 26, 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, August 22, 2024**  
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, September 10, 2024**  
(Attachment #2) *Information*
5. **Minutes, Regular Meeting of the Board of Trustees, August 8, 2024**  
(Attachment #3) *Information*
6. **Director's Report** *Information*
7. **Commissioner's Comments** *Information*
8. **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

- 9. Classification Plan Amendment – Renaming the title of Director, Childcare & Recreation Programs and revising the essential functions for this classification to Director of Early Learning and Extended School Programs**

*(Attachment #4)*

- 10. Certification of Eligibility Lists**

**Classified Personnel Technician, ESP Assistant, and Health Assistant -**

*(Attachments #5-7)*

*Action*

## PERSONNEL

- 11. Job Announcements**

*(Attachments #8-11)*

*Information*

## FINANCIAL

- 12. Nothing currently.**

*Action*

## 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:**

**October 17, 2024**

**3:30 p.m.**

**Board 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 AUGUST 22, 2024**

DATE: September 13, 2024

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Attached for your approval are the minutes of the Personnel Commission's regular meeting of August 22, 2024.

**RECOMMENDATION**

The Personnel Commission approves the minutes of the August 22, 2024, Personnel Commission regular meeting.

**Attachment #1**

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## ***REGULAR MEETING***

### **MINUTES**

August 22, 2024

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:35 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. McCombs 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. Johnson and Ms. Abdel attended.

### **Minutes, Regular Meeting of the Personnel Commission, June 20, 2024**

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

### **Minutes, Special Meeting of the Personnel Commission, July 3, 2024**

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

### **Agenda, Governance Meeting of the Board of Trustees, August 6, 2024**

Presented as an information item only.

### **Agenda, Regular Meeting of the Board of Trustees, August 8, 2024**

Presented as an information item only.

### **Minutes, Regular Meeting of the Board of Trustees, May 9, 2024**

Presented as an information item only.

### **Minutes, Regular Meeting of the Board of Trustees, June 13, 2024**

Presented as an information item only.

### **Minutes, Regular Meeting of the Board of Trustees, June 20, 2024**

Presented as an information item only.

### **Director's Report**

Mrs. Serna welcomed everyone and hoped everyone had a wonderful summer. She stated the Personnel department has been busy this summer. Dr. Stopp described it so great in a meeting she held. She said this summer we have been petal to the metal. Summers are critical for Personnel to be able to set the foundation and to have the staff to be able to support the students. This is twofold. As parents we want to see the smiling faces when we drop our children off at school. But it is also important to have the bodies to see the smiling faces. As a parent you want to see the school fully staffed to support the learning of my student.

As a Director, I believe staffing is what we are in the business of doing. This year the personnel team set the foundation to be in a better place than what we have been in the last couple of years. We are in a better place than we were last year. We currently have full staffing in our special education and noon duty aides.

We have some new changes in our Personnel Office. Today is Amanda's last day as the Benefits and Worker's Compensation Technician. Allie Schultz was promoted to this position from Office Assistant at the District Office's front desk. Natalie Reyes is our new Office Assistant at the District front desk and comes to us from Courreges, and she just started yesterday. If you see her, please say hello. Mr. Isidro Guerra was promoted to Assistant Superintendent at Centralia School District. Our Accountant Pooja Shah has been promoted to Director of Fiscal Services. For the open Classified Personnel Technician position, we will be have final interviews next week.

Mrs. Serna stated Monday is our kick-off which starts at Gisler school with breakfast at 8:00 a.m. followed by the main event at Shoreline. Any of our classified employees who wish to attend are offered up to two hours of paid extra time. Lastly, Mrs. Serna stated, this Wednesday starts our new school year. She is beyond excited to start the new school year.

Mrs. Serna distributed the latest Classified Personnel Report. It went to the Board of Trustees at the last Board meeting. It gives the Commission information on the new employees, promotions, resignations, and those employees going on a leave of absence.

### **Commissioners' Comments**

Mr. McCombs stated he is glad to be back and hopes everyone had a great summer. He is looking forward to the new school year. Mrs. Davis and Mr. Mullin echoed his sentiments.

### **Public Comments**

None were received.

## **ADMINISTRATION**

### **Certification of Eligibility Lists**

Mrs. Davis moved to approve the eligibility lists for Benefits and Workers' Compensation Technician, Director Fiscal Services, Custodian, ESP Assistant, ESP Coordinator, Food Services Worker, Instructional Assistant, Instructional Assistant - DHH, Instructional Assistant - Mild/Moderate, Instructional Assistant - Moderate/Severe, and Office Assistant. Mr. McCombs seconded the motion. Motion carried.

## **PERSONNEL**

### **Job Announcements**

The Personnel Commission reviewed the dual certification job postings for Accountant, Behavior Intervention Assistant, Benefits and Workers' Compensation Technician, Classified Personnel Technician, Director Fiscal Services, Extended School Program Assistant, Health Assistant, Instructional Assistant, Office Assistant-Department and Office, and Speech/Language Pathology Assistant.

**FINANCIAL**

No items were presented at the meeting.

**CLOSED SESSION**

The Personnel Commission adjourned to closed session at 4:02 p.m. to discuss personnel matters. There was no action taken during the closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**  
**September 26, 2024, at 3:30 p.m.**  
**Board Room**

**ADJOURNMENT**

The August 22, 2024, regular meeting of the Personnel Commission adjourned at 4:40 p.m.

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Mr. Mullin, Chairperson

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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 SEPTEMBER 10, 2024**

DATE: September 16, 2024

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Attached is the agenda for the regular meeting of the Board of Trustees on September 10, 2024.



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

## **Board of Trustees Regular Meeting - Sep 10 2024 Agenda**

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:

### **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.

#### **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**

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

#### **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.

#### **G. BOARD MEMBER REPORTS**

#### **H. STAFF REPORTS**

1. Unaudited Actuals for Fiscal Year 2023-2024

Assistant Superintendent, Business Services, Christine Fullerton will review for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2023-2024.

## **I. 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.

## **J. 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.

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.

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

ACTION: Approval of Consent Agenda Items

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](#) 

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

**Attachments:**

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

[Class Mgmt Salary Sch 2024-2025 .pdf](#) 

Approval/ratification of the Classified Personnel Report

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 of 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 of

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 of 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 of 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.pd](#) 

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.

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

**M. 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

**N. REPORT OF CLOSED SESSION**

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

**O. ADJOURNMENT**

1. Meeting Adjourned  
ACTION:
2. Next Meeting October 10, 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 AUGUST 8, 2024**

DATE: September 13, 2024

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Attached are the minutes for the regular meeting of the Board of Trustees on August 8, 2024.





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

## **Board of Trustees Regular Meeting - Aug 08 2024 Minutes**

Thursday, August 8, 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 August 8, 2024, Regular Board of Trustees Meeting  
Action

*Moved by:* Jeanne Galindo

*Seconded by:* Phu Nguyen

**4-0**

### **C. 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. 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.
4. Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: Government Code 54956.5
5. Liability Claim  
Claim #01-24/25; Claimant: 639705

#### **D. REPORT OF CLOSED SESSION**

1. The Board President will report out on action taken if any.  
In closed session the board took action to deny a liability claim #01-24/25 and refer the matter to the District's claims administrator.

*Moved by:* Sandra Crandall

*Seconded by:* Steve Schultz

**Carried 4-0**

#### **E. 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 Board, Mrs. Galindo thanked the students and staff who participated in the FVSD summer program. We had over 300 students in the Summer Intervention Academy and over 100 students in the Extended School Year program. 39 staff members made this effort a great success, which will help our students move forward in the upcoming school year.

#### **F. BOARD MEMBER REPORTS**

Mrs. Galindo reflected on the success of the recent workshop on Board priorities on August 6.

Mrs. Crandall thanked the outgoing Director of Fiscal Services of 8 1/2 years, Isidro Guerra, wished him well, and congratulated him on his new role of Assistant Superintendent of Business Services at Centralia Elementary School District. She attended two Zoom presentations on the new evaluation tool SuperEval. She attended tours of both the Summer Intervention Academy and the Extended School Year program. She also attended Capital Advisors' July workshop, where they mentioned that the COLA remains at 1.07% and that an increase in revenues to the state budget would require lower unemployment numbers, a decrease in interest rates, and a reigning in of inflation. Lastly, she attended the funeral of Tamara TK teacher, Mrs. Heather Lopez, and noted how much she would be missed.

Mr. Nguyen participated in the Board Priorities workshop on Tuesday and attended the Zoom training on the new SuperEval software program.

Mr. Schultz was glad to report that he attended the FVSD Leadership Launch yesterday. He welcomed back and thanked the FVSD Leadership Team on behalf of his fellow board members. Mr. Schultz shared that the one word he would use to describe the feeling in the room was "joyous." He also attended two SuperEval training sessions and met with Assemblywoman Diane Dixon's staff, where he discussed FVSD being challenged by the Local Control Funding Formula. He spoke with several superintendents this summer while out of state and noted that FVSD should be proud of the strides it has made in regard to employee salaries over the last four years.

#### **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.

There were no requests to address the board.

## **H. LEGISLATIVE ITEMS**

### **1. Board Policy 420.41 Charter School Oversight (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 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 first reading.

#### **Submitted By:**

Business Services

#### **Attachment:**

[0420.41 Charter School Oversight](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 420.41 Charter School Oversight for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Sandra Crandall

*Seconded by:* Jeanne Galindo

**Carried 4-0**

### **2. Board Policy 1260 Educational Foundation (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 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 first reading.

**Submitted By:**

Business Services

**Attachment:**

[1260 Educational Foundation](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 1260 Educational Foundation for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Phu Nguyen

*Seconded by:* Steve Schultz

**Carried 4-0**

3. Board Policy 4111 Recruitment and Selection (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 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 first reading.

**Submitted By:**

Personnel Service

**Attachment:**

#### [4111 Recruitment and Selection](#)

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

*Moved by:* Jeanne Galindo

*Seconded by:* Sandra Crandall

**Carried 4-0**

4. Board Policy 4118 Dismissal/Suspension/Disciplinary Action (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 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 first reading.

#### **Submitted:**

Personnel Services

#### **Attachment:**

[4118 Dismissal Suspension Disciplinary Action](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4118 Recruitment and Selection for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Phu Nguyen

*Seconded by:* Jeanne Galindo

**Carried 4-0**

5. Board Policy 4121 Temporary-Substitute Personnel

**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 for first reading.

**Submitted By:**

Personnel Service

**Attachments:**

[4121 Temporary-Substitute Personnel](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4121 Temporary-Substitute Personnel for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Sandra Crandall

*Seconded by:* Steve Schultz

**Carried 4-0**

6. Board Policy 4140 Bargaining Units (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 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 first reading.

**Submitted:**

Personnel Services

**Attachment:**

[4140 Bargaining Units](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4140 Bargaining Units for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Jeanne Galindo

*Seconded by:* Phu Nguyen

**Carried 4-0**

7. Board Policy 4157 Employee Safety (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 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 first reading.

**Submitted:**

Personnel Services

**Attachment:**

[4157 Employee Safety](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4157 Employee Safety for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Sandra Crandall

*Seconded by:* Phu Nguyen

**Carried 4-0**



8. Board Policy 4157.1 Work-Related Injuries (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 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 first reading.

**Submitted:**

Personnel Services

**Attachment:**

[4157.1 Work-Related Injuries](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4157.1 Work-Related Injuries for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Jeanne Galindo

*Seconded by:* Phu Nguyen

**Carried 4-0**

9. Board Policy 7214 General Obligation Bonds (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 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 first

reading.

**Submitted By:**

Business Services

**Attachment:**

[7214 General Obligation Bonds](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 7214 General Obligation Bonds for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Phu Nguyen

*Seconded by:* Sandra Crandall

**Carried 4-0**

10. Resolution 2025-6: Provisional Internship Permit and Approval

**Background:**

The California Commission on Teacher Credentialing requires Board of Education approval to assign certificated personnel on a Provisional Internship Permit. The request for a Provisional Internship Permit states that the District has completed a diligent search for a suitable credentialed teacher or qualified intern teacher. At this time, the District is requesting approval for one (1) Provisional Internship Permit as stated in the attachment.

**Submitted by:**

Personnel Services

**Attachments:**

[Resolution 2025-6: Provisional Internship Permit and Approval](#) 

It is recommended that the Board of Trustees approve the as-stated employee and assignment for the 2024-25 school year.

*Moved by:* Steve Schultz

*Seconded by:* Jeanne Galindo

**Carried 4-0**

11. Approval of contract with Los Angeles Institute for Restorative Practices for 2024-25 school year

### **Background**

Fountain Valley School District is committed to nurturing positive campus cultures and supporting all students. At the beginning of the 2023-24 school year, FVSD established School Climate Teams to help lead Multi-Tiered Systems of Support (MTSS) work on each school campus.

For the 2024-25 school year, FVSD staff hope to partner with the Los Angeles Institute for Restorative Practices (LAIRP) to support School Climate Teams and to provide professional development on pupil-free days throughout the 2024-25 school year.

The Los Angeles Institute for Restorative Practices is dedicated to providing expertise through empirical research in behavioral science, trauma, and evidence-based right-brain practices that strengthen relationships between individuals and social connections within communities. LAIRP consults with school districts to provide training related to scientifically grounded education and training.

### **Fiscal Impact**

The total cost of LAIRP's proposed service agreement is \$39,000.00, which includes four days of support for the District's School Climate Teams and the provision of up to four trainers for the district-wide professional development days on November 1, 2024, and March 10, 2025. FVSD intends to utilize Student Behavioral Health Incentive Program (SBHIP) funding to cover the costs of this agreement.

### **Attachment**

[2024-25 LAIRP proposal for FVSD.pdf](#) 

### **Recommended Action**

It is recommended that the Board of Trustees approve the agreement with the Los Angeles Institute for Restorative Practices for \$39,000.00 for the 2024-25 school year.

*Moved by:* Sandra Crandall

*Seconded by:* Phu Nguyen

**Carried 4-0**




## I. **CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS**

ACTION: Approval of Consent Agenda Items numbered 1 through 20

*Moved by:* Sandra Crandall

*Seconded by:* Jeanne Galindo

**Carried 4-0**

1. Minutes of June 20, 2024, Board of Education Meeting  
<https://fvsd.diligent.community/document/14030/?lastModified=638582315611700000>
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](#)   
[CSUF Teaching Internship Agreement exp. 6/30/2027](#)   
[University of La Verne Fieldwork Agreement exp. 7/7/2029](#) 
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

**Attachments:**

[Classified Personnel Report 08082024.pdf](#) 

[2024-2025 Classified Holiday Calendar Revised 8-2024.pdf](#) 

4. 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](#) 

5. 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:**

[Warrant listing and ACH payment - Aug 08 2024.pdf](#) 

6. 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 REPORT 6-3-24 thru 7-29-24.pdf](#) 

[PO CHANGE REPORT 6-3-24 thru 7-29-24.pdf](#) 

7. Williams Uniform Complaint Quarterly Report (Q#4: Apr 1- Jun 30)

**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 fourth 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 -- Q4.pdf](#) 

8. Resolution 2025-5 Accepting the CalSHAPE Ventilation Grant

**Background:**

In June 2024, the district filed an application with the CEC for a ventilation grant under the California Schools Healthy Air, Plumbing, and Efficiency Program (CalSHAPE). The grant will provide funds for ventilation services which will support assessment, maintenance and upgrades to heating, air conditioning and ventilation (HVAC) systems, as well as installation of carbon dioxide monitors.

**Fiscal Impact:**

The CalSHAPE grant will provide up to \$1,700,000 for the approve work outline above.

**Submitted by:**

Business Services

**Recommended Action:**

It is recommended that the Board of Trustees approve Resolution 5-2025 accepting the CalSHAPE Ventilation Grant and designation staff to carry out the necessary documents .

**Attachment:**

[Resolution 2025-05 CalSHAPE.pdf](#) 

9. Annual Agreement for Fiscal and Management Information Services with School Services of California, Inc.

**Background**

Each year the District contracts with School Services of California (SSC) for fiscal and management services. SSC provides districts throughout the state with valuable information and insight into budgeting, finance and general practices. Included in the annual agreement with SSC is electronic delivery of the Fiscal Services Report, containing information on issues of finance, budget, or public policy related to K-12 education and participation in SSC conferences and workshops at the client rate. Twelve (12) hours of annual contract service are also included in the membership fee. The term of this agreement is from July 1, 2024 to July 31, 2025.

**Fiscal Impact:**

The annual membership fee is \$4,680.00 and an additional \$800.00 for electronic version of the Comparative Analysis of District Income and Expenditures (CADIE) Report and the Salary And Benefits Report (SABRE).

**Recommendation:**

It is recommended that the Board of Trustees approve the Annual Agreement for Fiscal and Management Information Services with School Services of California, Inc.

**Submitted By:**

Business Services

10. Award of Request for Proposal No. 2324- Frozen, Refrigerated, Processed Commodity, Dry Foods and Distribution for Food Service

**Background:**

RFP No. 2324 was solicited for Frozen, Refrigerated, Processed Commodity, Dry Goods, and Distribution for Food Services for the 2024-2025 school year by Garden Grove Unified School District on behalf of the participating districts. The participating districts include Garden Grove Unified School District, Fountain Valley School District, Huntington Beach City School District, El Rancho Unified School District, Montebello Unified School District, and Los Alamitos Unified School District.

After the participating districts reviewed and evaluated the

submitted proposals, Gold Star Foods and KB Foods Distribution, Inc. were recommended for award as the lowest, responsive, and responsible bidders. The contract term is from September 1, 2024, through August 31, 2025, with two one-year renewal options.

**Fiscal Impact:**

Products from this bid may be purchased as needed by the Food Services Department. The annual cost will be approximately \$650,000 for the school year.

**Submitted By:**

Business Services

**Recommendation:**

It is recommended that the Board of Trustees approve and confirm participation in RFP No. 2324 – Frozen, Refrigerated, Processed Commodity, Dry Goods, and Distribution for Food Services awarded to Gold Star Foods and KB Foods Distribution, Inc. by Garden Grove Unified School District’s Board of Education on behalf of the participating districts.

**Attachment:**

[GGUSD RFP No. 2324 -Frozen Refrigerated, Processed Commodity, Dry Goods and Distribution.pdf](#) 

11. Use of the Hesperia Elementary School District Piggyback Purchasing Bid with Silvercreek Modular, LLC, to Design, Engineer, Price and Purchase Extended Day Classrooms at Three Schools

**Background:**

The District has identified a need for additional classrooms for the Extended Day Programs at Newland, Oka, and Plavan. Staff is requesting the ability to use the Hesperia Elementary School District piggyback purchasing bid to design and purchase (2) 48 x 40 and (1) 24 x 40 modular classrooms.

**Fiscal Impact:**

The initial quote from Silvercreek for the buildings is \$659,715.91. This does not include any site work needed in preparation for the buildings.

**Recommendation:**

It is recommended that the Board of Trustees approve the use



of the Hesperia Elementary School District Piggyback Purchasing Bid with Silvercreek Modular, LLC to design, engineer, price, and purchase (2) 48 x 40 and (1) 24 x 40 modular classrooms at the three schools.

**Submitted by:**

Business Services

**Attachments:**

[Hesperia Piggyback Renewal 2023-2024 \(1\).pdf](#) 

[FVSD24C-11 Building Quote.pdf](#) 

12. Disposal of Obsolete Books

**Background**

Board Policy AR 3270, Sale and Disposal of Books, requires that the Superintendent or designee shall identify any instructional materials that have become unusable or obsolete to the Board of Trustees, together with their estimated value and recommended method of sale or disposal. The Educational Services staff recommend that the following books be declared unusable or obsolete:

- Houghton Mifflin *Legacy of Literacy* and *Medallions* upgrade (2004 & 2012)
- Holt, Rinehart, and Winston *Literature and Languages* (2004)

The reasons these books have been declared obsolete are based on the following:

- No longer comply with the State-adopted standards for instructional materials
- Have been replaced by materials that are aligned with the State of California Common Core instructional standards
- Are of no foreseeable value in other instructional areas

The disposal of obsolete Houghton Mifflin *Legacy of Literacy* and *Medallions* upgrade materials, as well as Holt, Rinehart, and Winston *Literature and Languages* materials, will be handled in the following manner:

1. All obsolete student and teacher editions will be picked up directly from the schools
2. Used textbook companies may be contacted to review

and purchase any of these usable obsolete books.

3. All unsalable items may be donated to a non-profit organization for educational purposes or sold for recycling.

**Fiscal Impact**

There is no fiscal impact to the district. All proceeds from the sale or recycling of these textbooks shall be returned to the Ed Services instructional budget to be used toward the purchase of instructional materials, per Education Codes 17547 and 60510.

**Recommended Action:**

Approval/ratification is recommended to declare the Houghton Mifflin Legacy of Literacy and Medallions upgrade (2004 & 2012) and the Holt, Rinehart, and Winston Literature and Languages (2004) books unusable and obsolete by the Fountain Valley School District.

**Submitted by:**

Educational Services

13. Approval of a three-year extension of the McGraw-Hill Education *CA Math* textbook adoption for FVSD Middle Schools

**Background:**

McGraw-Hill Education's *CA Math* Program has been the adopted textbook for Grades 6-8, Accelerated 7, and Algebra 1 at our middle schools since the Board approved the 2014/2015 adoption on March 12, 2015. *CA Math* was recommended by the District Common Core Steering Committee after both quantitative and qualitative data evaluation during the fall of 2014 and the contract was approved through the 2017 school year.

**Fiscal Impact:**

The proposed cost of the three-year contract with McGraw-Hill for the *CA Math* program to support 6th, 7th, and 8th grade math programs in FVSD is \$238,157.91. The District will cover the cost of the contract with funds allocated in the District's Lottery Instructional Materials Budget.

**Recommendation:**

It is recommended that the Board of Trustees approve the

three-year extension of the McGraw-Hill Education *CA Math* textbook adoption to continue providing math instructional materials for the District's three middle schools.

**Submitted by:**

Educational Services

**Attachment:**

[McGraw Hill Glencoe Math 3-Year Extension 08082024.pdf](#)



14. Approval of contract between Fountain Valley School District and the Orange County Department of Education to provide coaching and support for itinerant elementary arts team

**Background:**

Fountain Valley School District is committed to providing students with rich learning experiences related to the Arts. As a result of ongoing Proposition 28 funding, the District is engaged in expanding the experiences of elementary students with arts-related instruction to include dance, theatre/drama, media arts, and visual arts.

There are currently limited state-approved curriculum choices available to schools. As a result, Districts across the state face challenges in developing or identifying standards-aligned instructional materials and professional development to support teachers providing direct services to students.

The proposed partnership with OCDE will enable FVSD's itinerant arts teachers to work directly with the county's Arts Coordinator to develop and implement a more robust elementary arts program.

**Fiscal Impact:**

OCDE's proposed support for FVSD includes up to ten (10) full days of in-person support for the 2024-25 school year. The total estimated cost of this proposal is \$15,400.00, which will be covered completely by Proposition 28 funding.

**Recommended Action:**

It is recommended that the Board of Trustees approve the contract with the Orange County Department of Education for coaching and professional development services.

**Submitted by:**

## Educational Services

### **Attachment:**

[OCDE VAPA Support Proposal - 2024-25.pdf](#) 

15. Approval of Proposition 28 Annual Report for the 2023-24 School Year

### **Background:**

On November 8, 2022, California voters approved Proposition 28, the Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act, requiring the state to establish a new, ongoing program supporting arts instruction in schools beginning in the 2023-24 school year. As part of the January 11, 2024 meeting, the FVSD Board of Trustees approved Proposition 28 plans for all ten FVSD schools.

Per Education Code 8820(g)(4), Local Education Agencies are required to submit an annual report on the District's plan using the California Department of Education's reporting template that must be approved by the Board of Trustees. For the 2023-24 reporting cycle, this approval must be obtained from the Board before September 30, 2024, and the report must be published on the District's website.

### **Fiscal:**

There is no fiscal impact involved in the approval process.

### **Recommendation:**

It is recommended that the Board of Trustees approve the 2023-24 Arts and Music In Schools (AMS) Annual Report for the 2023-24 school year.

### **Submitted by:**

Educational Services

### **Attachments:**

[FVSD 2023-24 AnnualReport.pdf](#) 

16. ORANGE COUNTY DEPARTMENT OF EDUCATION,  
EDUCATIONAL SERVICES DIVISION SERVICE PROPOSAL

### **Background:**

Orange County Department of Education (OCDE) will provide written translations and oral interpretations for in-person or virtual assignments as needed. Translation services

encompass Individual Education Plans (IEP), handbooks, flyers, documents, and various resources in multiple languages. American Sign Language (ASL) interpretation will be provided for parent-teacher meetings, workshops, conferences, trainings, board meetings, and other family and student events. OCDE will bill the school district monthly for services rendered.

**Fiscal Impact:**

Not to exceed \$10,000.00

**Submitted by:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the agreement between OCDE and FVSD for the 24-25 school year.

**Attachments:**

[OCDE ES Service Proposal FVSD- NA -July 2024 24-25.pdf](#) 

17. DR. ELIZABETH GENDY-SHAKER AGREEMENT FOR  
CONSULTANT SERVICES

**Background:**

Dr. Elizabeth Gendy-Shaker will provide an annual "Review of Occupational Therapy Services and Physical Therapy Services" & sign as District Physician on all Occupational Therapy Physical Therapy Prescriptions.

**Fiscal Impact:**

Not to exceed \$3,000.00

**Submitted by:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the agreement between Dr. Gendy-Shaker and FVSD for the 24-25 school year.

**Attachments:**

[Dr Gendy-Shaker FINAL PROFESSIONAL SERVICES  
AGREEMENT 5-2024 24-25 school year.pdf](#) 

18. AT10 EDUCATION AGREEMENT

**Background:**

AT10 Education will provide Assistive Technology (AT) training. The training prepares participants to assess and support K-12 students with curriculum access needs, including reading, writing, mathematics, study skills, behavior, attention, and executive functioning areas. This course will provide coaching opportunities for all participants. All participants must complete an assessment report and attend all sessions, and at least 1 coaching session. CEUs are available.

**Fiscal Impact:**

\$2,100.00 per participant(minimum 10 participants), includes digital resources.

**Submitted by:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the agreement between AT10 Education and FVSD for the 24-25 school year.

**Attachments:**

[AT10 Education Contract.pdf](#) 

19. 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:**

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:**

[08-08-24 Board NPA-S Contracts Approval FVSD \(ROLLOVER\) Public.pdf](#) 

20. Bio-Accoustical Corporation

**Background:**

Bio-Acoustical's custom mobile hearing testing units can test up to six people simultaneously, one group every 15 minutes. Bilingual (English/Spanish) CAOHC-certified audiometric technicians conduct testing in ventilated, individual sound-treated rooms. All mobile hearing testing and training materials are available in English and Spanish. Their audiometers are calibrated to ensure that measurements are accurate and conform to OSHA regulations. Bio-Acoustical will perform near, far, and color vision screenings and hearing screenings for students designated by the School District. They will also perform retesting if necessary. The agreement is effective for the 2024-2025 school year.

**Fiscal Impact:**

Not to Exceed \$22,000.00.

**Submitted By:**

Educational Services

**Recommended Action:**

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

**Attachment:**

[2024-2025 Bio-Acoustical Contract.pdf](#) 

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

Dr. Stopp reported that FVSD had a busy summer. Essentially, there were two pop-up schools, the annual Extended School Year and Summer Intervention Academy. She shared that she felt fortunate that we could continue intervention summer school because we still had one-time money. She thanked the principals of these two summer schools, Ms. Jay Adams and Ms. Jenny Salberg, and Educational Services Director Dr. Kiva Spiratos, as well as all the staff who helped make this a great place for students to learn. She also thanked Mrs. Mona Green, Director of FVSD Childcare Programs, for planning wonderful field trips and activities for

students in the ESP/ELOP summer programs.

She reported that FVSD leadership staff is back. She has met with every single one of our principals and assistant principals, and they are ready for the students to return. She thanked Mr. Schultz for coming to speak to the leadership group this week on behalf of the Board.

#### **MOMENT OF SILENCE:**

President Schultz extended condolences to the families and friends of the four recent FVSD losses: Steve Brown, long-time FV Schools Foundation member; Ruben Ingram, former Superintendent until he retired in 1994; Nick Esparza, night custodian and Mrs. Heather Lopez, Tamara TK Teacher. A moment of silence was observed in honor of these wonderful people who gave their time and talents to FVSD.

#### **K. ADJOURNMENT**

1. Meeting Adjourned at 6:45 pm.  
ACTION:

*Moved by:* Phu Nguyen

*Seconded by:* Jeanne Galindo

**Carried 4-0**

2. Next Meeting September 10, 2024



**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **CLASSIFICATION PLAN AMENDMENT- RENAMING THE TITLE OF DIRECTOR, CHILDCARE AND RECREATION PROGRAMS AND REVISING THE ESSENTIAL FUNCTIONS FOR THIS CLASSIFICATION TO DIRECTOR, EARLY LEARNING AND EXTENDED SCHOOL PROGRAMS**

DATE: September 22, 2024

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The renaming of the job description title from Director, Childcare and Recreation Programs to Director, Early Learning and Extended School Programs better reflects the evolving nature of the role, emphasizing the focus on early childhood education and extended school programs such as Expanded Learning Opportunities Program (ELOP) and California State Preschool Programs (CSPP).

Many districts have transitioned to revised job descriptions to reflect current responsibilities for the planning, developing, coordinating, and directing of early childhood education, after school, summer camp recreation, and school readiness.

The proposed title to Director, Early Learning and Extended School Programs is needed to accurately reflect the nature of this classification at FVSD.

The recommendation to place on Range 15 of the Classified Management Salary Schedule is to align our compensation structure more closely with market standards, particularly in comparison to similar roles in surrounding districts.

Recommendations:

- 1) It is recommended that the Personnel Commission approve the renaming of the job description title from Director, Childcare and Recreation Programs and revising the essential functions for this classification to Director, Early Learning and Extended School Programs.
- 2) It is recommended that the Personnel Commission recommend to the Board of Trustees the increase from Range 14 to Range 15 on the Classified Management salary schedule.

**JOB DESCRIPTION**  
**Fountain Valley School District**

**Director Early Learning & Extended School Programs**

**~~Child Care & Recreation Programs~~**

**Purpose Statement**

The job of Director, ~~Child Care & Recreation Programs~~ **Early Learning and Extended School Programs** is done for the purpose/s of **planning, developing, coordinating, and directing** after school, summer camp recreation, school readiness, and preschool programs; creating a safe environment for children to meet social, emotional and academic goals; serving as the district's Early Learning and Extended School Programs Specialist for community outreach and grant requirements; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Assistant Superintendent, Education Services

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**Essential Functions**

- Collaborates with internal **TK-8 grade administration** and external personnel (e.g. other administrators, district personnel and contractors, public agencies, parents, staff, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. budget reports, financial data, staffing records, enrollment data, etc.) for the purpose of implementing policies and procedures and/or monitoring program components.
- **Directs the coordination and integration of State and locally funded after school and Extended School Programs (ELOP and CSPP programs).** (e.g. assess programs, interpret, develop/monitor procedures, plan/develop new programs, seek resources as needed, etc.) for the purpose of providing services within established time frames and in compliance with all Federal, State and local requirements.
- Directs department operations for the after-school programs, school readiness, state pre-school and parent fee-**based** preschool programs.
- **Works closely to research and** evaluate preschool, after school **and ELOP** programs and services **to ensure curriculum alignment with current preschool-6<sup>th</sup> grade practices** for the purpose of providing recommendations and/or ensuring services are delivered in compliance with mandated requirements.
- **Plans, provides and** facilitates **staff professional development training**, workshops, and seminars, **to build leadership, develop models, systems and procedures for use by the Early Learning and Extended School Programs staff to promote quality programs.** (e.g. staff training, staff meetings, parent meetings, kindergarten info night, etc.) for the purpose of identifying issues, developing recommendations, supporting other

~~staff, and serving as a District representative.~~

- Identifies and recruits families for the purpose of participation in the District's Early Learning and Extended School Programs.
- Recommends adaptations and revisions to operational standards and guidelines to ensure adherence to policy mandates and regulations. ~~Identifies the needs of families in the district programs and community for the purpose of developing strategies to help children enter school ready to learn.~~
- Monitors financial activities for state funded, parent fee-based, and ELOP programs (e.g. grant status, Block Grant, First 5 OC, OCDE subsidized tuition assistance, budget, revenue, cost; contract terms, expenditures, procurement, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in a variety of meetings within the community for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Plans, organizes, and presents parent engagement and adult learning events related to Early Learning and Extended School Programs to support student success.
- Performs personnel administrative functions (e.g. recruiting, hiring, evaluations, reduction in force/separations, grievances, misconduct, training, professional development, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.
- Prepares a wide variety of often complex materials (e.g. Sustainability Plan, program budgets, funding requests, State reports, ELOP reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.
- Presents information on a variety of topics related to administrative responsibilities (e.g. financial information, public and private contracts, overviews of programs/services, policies and procedures, grant status, etc.) for the purpose of providing general information, training others, implementing actions, etc.
- Provides input for development and implementation of updated new curriculum for the purpose of providing quality Early Learning and Extended School Programs ~~childcare programs~~ for students served by the District to meet students' emotional, physical, social and intellectual needs in accordance with established guidelines.
- Researches a variety of topics in securing grants and funding to provide quality Early Learning and Extended School Programs for the Fountain Valley School District community (e.g. grants, community needs for childcare programs, regulations, etc.) for the purpose of being knowledgeable on trends and changes and/or making recommendations.
- Responds to inquiries of staff, district personnel, other professional organizations for the purpose of providing information and/or direction ~~as may be required.~~

- Serves as a resource to district personnel/administrators, a liaison to community/government agencies, and as the district's Early Learning and Extended School Programs Specialist **to collaborate with professional and community organizations** for the purpose of explaining procedures conveying and/or receiving information as needed for the planning, developing and evaluating of services related to child care.
- **Maintains current knowledge of general education and special education policies and practices to supervise and support inclusive early childhood and Early Learning and Extended School Programs.**
- **Develops and manages partnerships with staff and outside agencies to support the District's Early Learning and Extended School Programs.**

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements:**

#### **Minimum Qualifications Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures; and coordinating with other agencies.

KNOWLEDGE ~~is required to perform algebra and/or geometry;~~ to review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations, ie. ECERS, CLASS, Title 22, Title 5, EDI, DRDP, **CSPP, QRIS, ELOP grant**, USDA nutritional guidelines; **supervision/leadership principles**; personnel processes; standard business practices; teaching strategies; working with families; and stages of child development.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the

functions of the job include: establishing and maintaining effective working relationships with students, staff and parents; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Working Environment**

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

Generally, the job requires 60% sitting, 20% walking, and 20% standing.

**Experience** Job related experience within a specialized field with increasing levels of responsibility is required.

**Education** Bachelor's degree in job related area (and additional requirements as needed per the Commission on Teacher Credentialing) and Child Development Program Director Permit; Masters preferred.

### **Equivalency**

#### **Required Testing**

Job-Related Skills Proficiency Test

#### **Certificates/Permits**

Child Development  
Program Director Permit

Administrators

Credential 30  
units ECE/CD

#### **Continuing Educ./Training**

Maintains Certificates and/or Licenses

#### **Clearances**

Criminal

Background

Clearance DOJ

Fingerprint

Clearance

Tuberculosis

Clearance

Flu, Measles & Pertussis

Vaccinations (SB- 792)

FLSA Status

Approval Date

Salary Range

Exempt

12/14/2017

~~14~~ 15

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **CERTIFICATION OF ELIGIBILITY LISTS**

DATE: September 16, 2024

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Attached are the eligibility lists for the following:

Classified Personnel Technician

ESP Assistant

Health Assistant

**RECOMMENDATION**

The Personnel Commission approves the eligibility lists enumerated above.

**Attachments #5 - #7**

**ELIGIBILITY LIST**  
**Classified Personnel Technician**  
**Expires 09-12-25**

<b>RANK</b>	<b>NAME</b>
1	Danette Madison
2	Erika Llamas
3	Hestrella Marban
4	Juanita Perez
5	Eliana Torres
6	Rubens Castel



**ELIGIBILITY LIST**  
**ESP Assistant**  
**Merged (Updated 09-11-24)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Rachel Garrison	08-09-25
2	Heidy Gutierrez	02-27-25
2	Lori Rohrmoser	09-11-25
3	Zina Pacheco	02-27-25
3	Wynton Crosby	09-11-25
3	Bertha Mondragon	09-11-25
4	Meral Cakir	12-01-24
5	Cynthia Armenta	02-27-25
6	Mia Do	10-09-24
7	Marie Reither	08-09-25
8	Son Tan	09-11-15
8	Cynthia Fuentes	09-11-25
9	Natalia Murillo	10-09-24
10	Jaclyn Yamasaki	02-27-25
11	Laura Ledezma	10-17-24
12	Hannah Rangel	08-09-25
13	Taha Marwa	09-11-25
14	Stefani Penn	02-27-25
14	Leah Lopez	09-11-25
15	Ludmilla Annenkoff	12-01-24
15	Julie Tang	02-27-25
15	Jennifer McGuire	02-27-25
16	Monica Orozco	02-27-25

**ELIGIBILITY LIST**  
**Health Assistant**  
**Merged (Updated 09-16-24)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Kathleen Wardlow	10-18-24
2	Beverly Almario	10-18-24
3	Yesenia Ballinas	09-16-25
3	Syrena Duran	09-16-25
4	Jade Daniels	09-16-25
5	Jennifer Scott	06-10-25
6	Jessica Reed	12-18-24
7	Maggie Stricker	10-18-24
7	Kathy La	06-10-25
8	Heather Flavia	09-16-25
9	Ryan Llorin	09-16-25
10	Andrea Rothert	06-10-25
10	Marcelo Santana	06-10-25
10	Gina Owens	09-16-25
11	Andrea Acosta	12-18-24
12	Raylene Velasquez	06-10-25

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: September 16, 2024

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

**Dual Certification:**

Bus Aide – Special Education

Bus Driver

Driver Trainer Dispatcher

Preschool Instructor

**Attachments #8-#11**



Bus Aide - Special Education at Fountain Valley Elementary School District

Application Deadline

Until Filled

Date Posted

8/18/2024

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

1

Salary

Pay Range

\$21.11 - \$25.68 Per Hour

Length of Work Year

9.6 months/year, split shift

Employment Type

Part Time

Requirements / Qualifications

Experience: Job-related experience is required.

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

Licenses and Other Requirements: Valid and current first aid and CPR certifications

The required certifications must be completed and submitted with the application or before the interview is conducted.

Comments and Other Information

The examination process will consist of the willingness questionnaire and a qualifications interview to be held on a date to be determined. Qualified applicants will be notified by email of the time of their interview.

CalPERS Links

*Not all postings qualify for CalPERS. Informational Only.*

[CalPERS Retirement Benefits](#)



Bus Driver at Fountain Valley Elementary School District

Application Deadline

Until Filled

Date Posted

9/13/2024

Contact

[Donna Johnson](#)

714-843-3228

Number of Openings

1

Salary

Pay Range

\$26.26 (Range 43, Step 1) - \$31.92 (Range 43, Step 5) Per Hour

Add'l Salary Info

\$26.26 - \$31.92 per hour (Range 43, 5 steps) \*Per CSEA contract hiring may be made up to step 3

Length of Work Year

9.6 months per year

Employment Type

Part Time

Requirements / Qualifications

EDUCATION AND EXPERIENCE REQUIREMENTS:

Any combination equivalent to graduation from high school and one year of experience in the operation of a motor vehicle.

CERTIFICATES AND LICENSES:

Valid California School Bus Drivers Certificate Restriction #1 only

Valid California Class B driver license with passenger + S endorsements

Valid medical card (DL-51)

Valid Red Cross First Aid card - only required if there is a restriction #6 at the bottom of the Special Driver certificate

The examination process will consist of a written test, oral interview, and performance test to be held on dates to be determined. Applicants with all necessary certifications and verified paperwork will be invited to a written exam. Please watch your email for the invitation to test.

ALL DOCUMENTS MUST BE ATTACHED TO YOUR APPLICATION.

Comments and Other Information

This position is 30 hours per week.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



## Driver Trainer Dispatcher at Fountain Valley Elementary School District

### Application Deadline

Continuous

### Date Posted

9/13/2024

### Contact

[Donna Johnson](#)

714-843-3228

### Number of Openings

1

### Salary

Pay Range

\$5,085 (Range 54, Step 1) - \$6,183 (Range 54, Step 5) Monthly

### 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 Time

#### Requirements / Qualifications

##### EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience within a specialized field with increasing levels of responsibility and graduation from high school. Post – Offer DOT Screening.

##### CERTIFICATES AND LICENSES

- Valid California School Bus Drivers Certificate Restriction #1 only
- Valid California Class B driver license with Passenger + S endorsements
- Valid CA State DOE Driver Instructor Certificate
- Valid CPR/ First Aid Certificate – only required if there is a restriction #6 at the bottom of the Special Driver Certificate

Please remember to attach copies of all required certificates and licenses. If unable to attach documents in EdJoin, please email [SERNAC@FVSD.US](mailto:SERNAC@FVSD.US). When a sufficient number of qualified applications have been received, applicants with all necessary certifications and verified paperwork will be invited to a written exam.

### CalPERS Links

*Not all postings qualify for CalPERS. Informational Only.*

[CalPERS Retirement Benefits](#)



Preschool Instructor at Fountain Valley Elementary School District

**Application Deadline**

9/18/2024 3:30 PM Pacific

**Date Posted**

8/29/2024

**Contact**

[Donna Johnson](#)

714-843-3228

**Number of Openings**

1

**Salary**

Pay Range

\$23.78 (Range 33, Step 1) - \$28.91 (Range 33, 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 per year

**Employment Type**

Part Time

**Requirements / Qualifications**

Education and Experience Requirements:

Bachelor's degree in a job-related area with a minimum of 24 college-level semester units in early childhood education or child development and includes the three core courses: Child Growth & Development, School, Family & Community, and Program/Curriculum.

One year of teaching experience in a licensed child care center or comparable group child care program.

Certificates and Licenses:

Early Childhood Education Certificate - Site Supervisor or higher.

Valid Pediatric First Aid and Pediatric CPR certificates, and a Valid California Driver License

**Comments and Other Information**

Please attach copies of the required certificates (valid Children's Center Permit, valid Pediatric First Aid and Valid Pediatric CPR certificates, and unofficial transcripts or report cards showing completed college units). Applications will be reviewed, and those applicants submitting the required information showing they meet the above minimum qualifications will be invited to a written test scheduled for the morning of September 23, 2024, at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley. Please bring a valid I.D. and allow 1.5 hours for the test and instructions.

**CalPERS Links**

*Not all postings qualify for CalPERS. Informational Only.*

[CalPERS Retirement Benefits](#)