

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

June 26, 2025
3:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice- Chairperson
Mr. William Mullin, 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, May 15, 2025**
(Attachment #1) **Action**
4. **Minutes, Regular Meeting of the Board of Trustees, May 8, 2025**
(Attachment #2) **Information**
5. **Director's Report** **Information**
6. **Commissioner's Comments** **Information**
7. **Public Comments**
Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

- 8. Certification of Eligibility Lists** *Action*
ESP Assistant
Food Services Worker
(Attachments #3-4)
- 9. Classification Plan Amendment – New Job Description and Revision to Essential Duties for Instructional Assistant Transitional Kindergarten/Kindergarten** *Action*
(Attachments #5)
- 10. Classification Plan Amendment – Revision to Essential Duties for Health Assistant** *Action*
(Attachments #6)
- 11. Classification Plan Amendment – Revision to Essential Duties for Food Services Field Operations Coordinator and Placement on Range 61 of the Classified Salary Schedule effective July 1, 2025** *Action*
(Attachments #7)
- 12. Classification Plan Amendment – Revision to Essential Duties, Education/Experience for Extended School Coordinator and Placement on Range 49 of the Classified Salary Schedule effective July 1, 2025** *Action*
(Attachments #8)
- 13. Classification Plan Amendment – Revision to Essential Duties, Education/Experience for Recreation Coordinator and Placement on Range 49 of the Classified Salary Schedule effective July 1, 2025** *Action*
(Attachments #9)
- 14. Classification Plan Amendment – Revision to Education/Experience for Assistant Recreation Coordinator** *Action*
(Attachments #10)

PERSONNEL

- 15. Job Announcement**
(Attachments #11-13)

FINANCIAL

- 16. 2025-2026 Personnel Commission Budget – Second Reading and Approval** *Action*
(Attachment #14)
- 17. Approval of Invoice for Cooperative Organization for the Development of Employee Selection Procedures (CODESP)** *Action*
(Attachment #15)
- 18. Approval of Invoice for Personnel Commissions Association of Southern California (PCASC)** *Action*
(Attachment #16)

18. Approval of Invoice for California School Personnel Commissioners Association (CSPCA)
(Attachment #17)

Action

CLOSED SESSION

19. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**August 28, 2025
3:30 p.m.
PDC Room**

ADJOURNMENT

21. 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 MAY 15, 2025**

DATE: May 22, 2025

Attached for your approval are the minutes of the Personnel Commission regular meeting of May 15, 2025.

RECOMMENDATION

The Personnel Commission approve the minutes of the May 15, 2025 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting

MINUTES

May 15, 2025

3:30 p.m.

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

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests were in attendance.

Introduction of Staff

Mrs. Carmen Serna, Director, Human Resources was unable to attend the Personnel Commission meeting. Ms. Cathie Abdel, Assistant Superintendent, Personnel Services assisted with the Personnel Commission meeting in her absence. Ms. Abdel introduced Ms. Christine Fullerton, Assistant Superintendent, Business Services who was in attendance for a budget presentation. Also in attendance was Ms. Danette Madison.

Public Hearing for 2025-2026 Personnel Commission Budget

Mrs. Davis inquired if there were any public comments received regarding the Personnel Commission Budget. Ms. Abdel inquired if action was needed on this item. Mr. McCombs stated the action would have been the opening of the hearing if any comments were received. Since none were received, no action was necessary.

Minutes, Regular Meeting of the Personnel Commission, March 27, 2025

Due to Mr. Mullin's absence for the March 27th meeting, the approval of the Minutes was tabled during the April 24, 2025 Personnel. Mrs. Davis inquired with Mr. Mullin if he had any questions since he was not in attendance. Mr. Mullin stated he did not have any questions or comments. Mr. McCombs moved to approve the Minutes as presented. There was an automatic second due to Mr. Mullin's absence on March 27th. Motion carried.

Minutes, Regular Meeting of the Personnel Commission, April 24, 2025

Mr. Mullin moved to approve the Minutes as presented. Due to Mr. McCombs absence, there was an automatic second. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, March 13, 2025

Presented as an information item only.

Director's Report

Ms. Abdel shared that she was in attendance in place of Mrs. Carmen Serna as she was unable to attend. Ms. Abdel stated it was great to be back with the Commissioners and she was looking forward to her favorite event of the year, the Classified Employee celebration that was scheduled after the Personnel Commission meeting.

Ms. Abdel stated she wanted to share how excited she was to have Isidro Guerra as the new Assistant Superintendent, Business Services, who was approved by the Board of Trustees at the last Board meeting on May 8, 2025. Mr. Guerra's comments expressed how excited he was to be returning. Mr. Guerra has a wealth of knowledge of the district's financials. Ms. Abdel thanked the Personnel Commission for their support with the process used for the selection process. Ms. Abdel also shared that CSEA President, Jeremy Talley sat on the interview panel along with seven other panelists including, Ms. Abdel.

Ms. Abdel shared there was a tentative agreement reached with CSEA on May 2, 2025. CSEA membership ratified the agreement on May 14, 2025. The district was not in position to offer salary increases, as stated during the budget presentation. The district reached an agreement for a 1.5% one time off-schedule payment and an additional \$1,000 stipend for full-time employee for health and welfare benefits and \$500 for part-time employees, as well as agreement to some contract language. She stated she was grateful that an agreement was met and it would be brought to the Board of Trustees meeting in June and should be paid to employees by July 10th or their last pay check for the 2024-2025 school year.

She also provided a Juneteenth claim update regarding submissions and processing.

Mrs. Davis asked for clarification on the health and welfare benefits payments mentioned. Ms. Abdel explained this was a one-time payment that was offered from an insurance fund. The budgeting process had been changed and it will no longer increase as it had in the past, but it allowed for the one-time payment to employees.

Commissioners' Comments

None were received.

Public Comments

None were received.

ADMINISTRATION

Certification of Eligibility Lists

Mr. McCombs motioned to approve the Certification of eligibility lists for Assistant Superintendent, Business (unranked), Behavior Intervention Assistant – Schoolwide General Education, and Food Services Worker. Mr. Mullin second the motion. Motion carried.

PERSONNEL

Nothing at this time.

FINANCIAL

2024- 2025 Budget Update Presentation – Assistant Superintendent, Business Services: Ms. Christine Fullerton

Ms. Christine Fullerton provided a 2024-2025 budget update and second interim review for the Personnel Commission.

2025-2026 Personnel Commission Budget – First Reading

Mrs. Davis inquired when the second reading would be on an agenda. Ms. Abdel advised the second reading would be on the June 26, 2025 Personnel Commission agenda.

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

June 26, 2025, at 3:30 p.m.

PDC Room

ADJOURNMENT

The May 15, 2025, regular meeting of the Personnel Commission adjourned at 4:17 p.m.

Mrs. Davis, Chairperson

Mr. McCombs, Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF MAY 8, 2025**

DATE: April 29, 2025

Attached for your information are the minutes of the Board of Trustees regular meeting of May 8, 2025.



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

Board of Trustees Regular Meeting - May 08 2025 Minutes

Thursday, May 8, 2025 at 5:00 PM

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

A. CALL TO ORDER- 5:00 P.M.

1. Roll Call
 - Sandra Crandall, President
 - Dennis Cole, President Pro Tem
 - Phu Nguyen, Clerk
 - Ashley Ramirez, Member
 - Steve Schultz, Member

B. APPROVAL OF AGENDA

1. Agenda for May 8, 2025, Regular Board of Trustees Meeting
ACTION:

Moved by: Dennis Cole

Seconded by: Phu Nguyen

Carried 5-0

C. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

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. 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. Anticipated litigation pursuant to Government Code Section 54956.9(d)(2): Case number [24-25-99-12](#)

E. OPEN SESSION - 6:00 P.M.

1. Pledge of Allegiance was led by Mrs. Crandall

F. REPORT OF CLOSED SESSION

1. The Board President reported out on action taken.
Settlement Agreement 24-25-99-12

Moved by: Dennis Cole

Seconded by: Phu Nguyen

Carried 5-0

G. RECOGNITION/ANNOUNCEMENT

1. Through the Eyes of a Student
It is the interest of the Board of Trustees to learn our students' perspectives of our schools as experienced and shared by them. Mr. Nguyen read the words of Masuda student Nhi Quan in English and Vietnamese.

H. SPECIAL PRESENTATION

1. Recognition of Plavan Elementary School Students --
Lighthouse Leadership Awards
It is an interest of the Board of Trustees to recognize students who display leadership through the FVSD Guiding Principles:

perseverance, citizenship, leadership, teamwork, integrity, respect, and love. The Board will recognize seven outstanding students from **Plavan Elementary School**.

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

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

3. Introduction of Assistant Superintendent, Business Services,
Isidro Guerra

Superintendent, Dr. Katherine Stopp, will join the Board of Trustees in welcoming Isidro Guerra to the District in his role as the new Assistant Superintendent, Business Services effective July 1, 2025.

I. BOARD MEMBER REPORTS

Mr. Cole attended the Monster Concert with musicians from elementary, middle and high schools. Additionally, he was on the team of folks with the Orange County Department of Education who traveled the county to announce the finalists for the Teacher of the Year program.

Mr. Nguyen attended the SPC meeting, where principals joined for their annual breakfast. He also attended the Monster Concert and many events in the Vietnamese community commemorating the 50th anniversary of the fall of Saigon.

Mrs. Ramirez attended the HUC PTA Reflections Celebration, where district students were finalists. She also attended the Talbert Forensics Club Showcase, the Fulton and Talbert drama performances, and her first Monster Concert. She thanked all the folks who helped organize the event.

Mr. Schultz thanked all our parent groups and all they do for Teacher Appreciation Week and thanked all FVSD teachers. He thanked all the folks who have been supporting him recently.

Mrs. Crandall thanked FVSD employees in the Personnel Services department, all certificated and classified employees. She finished out her spring tours and attended Cox's annual BoomTown, which is the 3rd grade's annual entrepreneurial display. She attended the Fountain Valley

Schools Foundation meeting, where Principal Salberg shared what Fulton spent their Foundation Grant on. The Foundation reported that their 10th annual golf tournament was a full field, with a waiting list to play. She participated in a solo interview conducted by the FV City Parks Department on the city programs.

J. PUBLIC COMMENTS

Community and staff members are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern.

To address the Board of Trustees, please comply with the procedures listed on the yellow Public Comment form *For Persons Wishing to Address the Board of Trustees* and give the form to the Public Information Officer/Executive Assistant to the Superintendent. Each speaker is limited to 3 minutes.

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

There was one request to address the Board:

Mrs. Jennifer Moore, FVSD certificated employee spoke on the first year of the VAPA program.

K. LEGISLATIVE ITEMS

1. Board Policy 3311 Bids - (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 3311 Bids requires updates to

reflect changes and updates to language regarding instances when bids are not required and bid protests. BP 3311 is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[3311 Bids](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3311 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: Dennis Cole

Carried 5-0

2. Board Policy 3311.1 Uniform Public Construction Cost Accounting Procedures - (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 3311.1 Uniform Public Construction Cost Accounting Procedures requires updates to reflect changes and updates to language regarding authorization for the Board to declare that a project can be performed more economically by employees of the district. BP 3311.1 is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[3311.1 Unifrom Public Construction Cost Accounting Procedures](#) 

It is recommended that the Board of Trustees approves the

revisions to Board Policy 3311.1 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 5-0

3. Board Policy 3580 - District Records (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 3580 District Records requires updates to reflect changes and updates to language regarding cybersecurity breaches. BP 3580 is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[3580 District Records](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3580 for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

Moved by: Ashley Ramirez

Seconded by: Phu Nguyen

Carried 5-0

4. Board Policy 3516.5 - Emergency Schedules (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 3516.5 - Emergency Schedules requires updates to reflect changes and updates to language regarding requirements for a apportionment waiver and the use of automatic dialing notification. BP 3516.5 is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[3516.5 Emergency Schedules](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3516.5 for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

Moved by: Dennis Cole

Seconded by: Ashley Ramirez

Carried 5-0

5. Approval of Employment Contract for Assistant Superintendent, Business Services

A contract for the employment of Assistant Superintendent, Business Services with Isidro Guerra is presented to the Board of Trustees for approval. The contract outlines the terms of employment, including the start date, salary, benefits, and responsibilities associated with the position. Upon approval, the contract will establish Isidro Guerra's appointment as Assistant Superintendent, Business Services, effective July 1, 2025.

Attachments:

[Employment Contract for Assistant Superintendent, Business Services](#) 

It is recommended that the Board of Trustees approves the employment contract for the position of Assistant

Superintendent, Business Services with Isidro Guerra.

Moved by: Steve Schultz

Seconded by: Dennis Cole

Carried 5-0


L. CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

ACTION: Approval of Consent Agenda Items

Moved by: Phu Nguyen

Seconded by: Sandra Crandall

Carried 5-0

1. Minutes of April 10, 2025 Board of Education Meeting
[Board of Trustees Regular Meeting - Apr 10 2025 - 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](#) 

[2025-26 Academic Calendar](#) 

[2025-26 Staff Calendar](#) 

[2025-26 Start & End Dates](#) 

[San Diego State University School Psychology Internship Agreement](#) 

3. Classified Personnel Report

Background:

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

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

Submitted by:

Human Resources

Recommended Action:

Approval/ratification of the Classified Personnel Report

Attachment:

[Classified Personnel Report 05-08-2025.pdf](#) 

[2025-2026 Classified Employee Holiday Calendar.pdf](#) 

4. Ed Services Personnel Items

Background:

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

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

Submitted by:

Educational Services

Recommended Action:

Approval/Ratification of the Educational Services Personnel items.

Attachments:

[Educational Services Personnel Items 2025 MAY 8.pdf](#) 

5. Donations

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

the appropriate account.

Attachments:

[Donations.pdf](#) 

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:

[FY 2024-2025 Board Report 04.24.25.pdf](#) 

7. Approve/Ratify Purchase Orders

Background:

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

Submitted by:

Business Services

Attachments:

[PO CHANGE REPORT 3-27-25 thru 4-21-25.pdf](#) 

[PO REPORT 3-27-25 thru 4-21-25.pdf](#) 

8. Board Policy 1312.3 Uniform Complaint Procedures (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 the 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 1312.3 requires updates to reflect changes and updates to language regarding to address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates

districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR [4600-4670](#). The following policy contains a list of programs and activities subject to these procedures pursuant to state law. BP 1312.3 is being brought to the Board of Trustees for second reading and approval.

Submitted By:

Superintendent's Office

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 1312.3 for approval.

Attachments:

[1312.3 Uniform Complaint Procedures](#) 

9. Board Policy 5113 Attendance & Absences (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 the Education Code or statute. The California School Board Association or the Orange County of Department of Education informs the District of mandated changes through alerts.

Board Policy 5113 Attendance & Absences requires updates to reflect changes and updates to Education Code 48200 and Education Code 48260. Board Policy 5113 is being brought to the Board of Trustees for second reading and approval.

Fiscal Impact:

There is no fiscal impact associated with this item.

Submitted By:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 5113.

Attachments:

[5113 Absences and Excuses - Second Reading.docx](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 5113.

10. Board Policy 5113.1 Chronic Absenteeism and Truancy
(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 the 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 5113.1 Chronic Absenteeism and Truancy requires updates to reflect changes to language associated with the passage of Senate Bill 153, which authorizes districts to implement attendance recovery programs for students in grades TK-12 to make up lost instructional time and offset absences. Board Policy 5113.1 is being brought to the Board of Trustees for second reading and approval.

Submitted By:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 5113.1.

Attachment:

[5113.1 Chronic Absences and Truancy - Second Reading.docx](#)



11. Board Policy 6174 Education for English Language Learners
(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 the Education Code or statute. The California School Board Association or the Orange County of Department of Education informs the District of mandated changes through alerts.

Board Policy 5113 Attendance & Absences requires updates to

reflect changes and updates associated with Assembly Bill 2074, Senate Bill 114, Senate Bill 141, and Assembly Bill 2268. Board Policy 6174 is being brought to the Board of Trustees for second reading and approval.

Submitted By:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the revisions to Board Policy 6174 for approval.

Attachment:

[6174 Education for English Language Learners - Second Reading.docx](#) 

12. Approve Resolution #25-20 Approval of Committed Fund Balance – General Fund

Background:

The Board has the authority to commit, assign, or evaluate existing fund balance classifications and identify intended uses of committed or assigned funds. A committed fund balance reflects one-time dollar amounts subject to internal constraints self-imposed by the Board. Once the committed fund-balance constraints are imposed, it requires the constraints be removed by the Board prior to redirecting funds.

Fiscal Impact:

This resolution establishes the commitment to utilize portions of one-time funds in the District's General Fund 2025-2026 ending fund balance for the described purposes. Final amounts to be committed for these purposes will be established no later than September 15, 2026.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approve Resolution #25-23 Approval of Committed Fund Balance – General Fund

Attachment:

13. Approval of Data Use Agreement (DUA) for CYBHI Fee Schedule Program with Carelon Behavioral Health

Background:

On February 21, 2025, Fountain Valley School District was notified of its selection as part of Cohort 4 of the Children and Youth Behavioral Health Initiative (CYBHI). Participation in this program will enable FVSD to generate revenue for emotional, mental, and behavioral health services provided to students. The District also received a Capacity Grant from the CA Department of Health Care Services, which was approved by the Board of Trustees on March 13, 2025.

One of the requirements of the CYBHI Fee Schedule program is to enter into a Data Sharing Agreement with Carelon Behavioral Health to facilitate the process of building technology infrastructure that supports the service reporting and billing process aspects of this sustainable reimbursement pathway. Carelon Behavioral Health strategically connects providers, support organizations, policymakers, state agencies, and other partners to drive innovation and best practices.

It is a requirement that the Data Use Agreement with Carelon Behavioral Health be submitted by May 31, 2025. Funding generated through the CYBHI Fee Schedule program will be utilized by FVSD to provide ongoing behavioral health services for elementary students.

Fiscal Impact:

Entering into the DUA is required to initiate the process of generating revenue for the school district through the Fee Schedule program. There is no cost to the District.

Recommendation:

It is recommended that the Board of Trustees approves the Data Use Agreement with Carelon Behavioral Health.

Attachments:

[Carelon Behavioral Health Data Use Agreement 05012025.pdf](#)



14. Approval of Agreement with Orange County Department of Education to participate in the Golden State Pathways Grant Program

Background

In August 2024, FVSD's middle schools were offered the opportunity to participate in the Orange County Department of Education's Career Connected Schools Program. The program's purpose is to empower students with the skills and confidence needed to navigate and succeed in an evolving workforce.

With input from the School Leadership Team, Talbert Middle School expressed an interest in participating in the program and was selected to receive the Golden State Pathways Program Grant through OCDE.

Through this program, Talbert Middle School will benefit from the following supports and services:

1. Professional learning through training sessions, coaching, and demonstration lessons
2. Instructional materials that support the RIASEC and Dialogic Model Lessons and Coaching Cycles
3. Support for outreach to engage businesses, community partners, and families

Talbert students will benefit from this program as they explore their interests and how they relate to future careers through the RIASEC framework (Realistic, Investigative, Artistic, Social, Enterprising, Conventional). The program will help build stronger connections between teachers and students, and broaden students' awareness of careers connected to their interests.

Fiscal Impact:

FVSD will receive \$60,000 of Golden State Pathways Program grant funding to be utilized over a 3-year period beginning August 1, 2024, and concluding on August 1, 2027, to support implementation of the Career Connected Schools program.

Submitted by:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the

Service Agreement with the Orange County Department of Education to enable Talbert Middle School to receive Golden State Pathways Program grant funds.

Attachment:

[Fountain Valley SD-Golden State Pathways Service Agreement.pdf](#) 

M. SUPERINTENDENT'S REPORT/ NEW BUSINESS

Dr. Stopp congratulated Mr. Guerra. She reflected on the Monster Concert and thanked each of the music instructors at the school sites and getting to see the progression of student's ability to perform at such high levels. Additionally, she thanked all the parents who encouraged these musicians. Lastly, she mentioned all of the special staff appreciation days over the past few weeks and those upcoming and thanked everyone who makes Fountain Valley School District so fantastic.

N. CLOSED SESSION

A second closed session was not needed.

O. ADJOURNMENT

1. Meeting Adjourned at 8:00 pm

ACTION:

Moved by: Steve Schultz

Seconded by: Ashley Ramirez

Carried 5-0

2. Next Meeting June 12, 2025

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: May 22, 2025

Attached are the eligibility lists for:

ESP Assistant
Food Services Worker

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachment #3-4

**Eligibility List
ESP Assistant
Merged (Updated 05-28-25)**

RANK	NAME	EXPIRES
1	Brianna Ansorge	12-12-25
2	Rachel Garrison	08-09-25
3	Jenna Moreno	10-30-25
3	Stephanie Cox	10-30-25
3	Melanie Haines	12-12-25
3	Jessica Garcia	02-13-26
4	Lori Rohrmoser	09-11-25
4	Susan Saito	12-12-25
5	Wynton Crosby	09-11-25
5	Bertha Mondragon	09-11-25
5	Danielle McGallian	10-30-25
6	Patty Smith	10-02-25
7	Alisanderia Selefuti	02-13-26
8	Megan Singer	11-08-25
8	Abraham Nguyen	03-06-26
8	Haley Crowder	10-02-25
9	Marie Reither	08-09-25
9	Alexis Robles	10-02-25
10	Son Tan	09-11-25
10	Cynthia Fuentes	09-11-25
11	Jae Choe	10-02-25
12	Monica McDonnell	10-30-25
12	Robyn Wernberg	10-30-25

**Eligibility List
ESP Assistant
Merged (Updated 05-28-25)**

13	Isabella Horne	10-30-25
13	Cina Wilsom	10-30-25
14	Taha Marwa	09-11-25
14	Madelyne Rumney	03-06-26
15	Leah Lopez	09-11-25
15	Edith Castillo	10-30-25
16	Stephanie Diaz Jimenez	10-30-25
17	Ben Yater	05-28-26
18	Carter Hua	05-28-26
18	Kim Louie	12-12-25

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

RANK	NAME	EXPIRES
1	Jill Meyer	02-21-26
2	Thuyco Pham	05-05-26
3	Helena Luce	02-21-26
4	Katharine Heap	02-21-26
4	Carol Weaver	05-25-25
5	Jasmine Smith	09-24-25
5	Sonny Jerome	05-25-25
6	Elias Simjee	05-05-26
7	Jessie Kovach	08-09-25
8	Lori Delzer	09-24-25
9	Petty Elgamil	08-09-25
10	Rachel Miranda	08-09-25
11	Lykong Tex	09-24-25



MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: CLASSIFICATION PLAN AMENDMENT- NEW JOB DESCRIPTION AND
REVISION TO ESSENTIAL DUTIES FOR INSTRUCTIONAL ASSISTANT-
TRANSITIONAL KINDERGARTEN/KINDERGARTEN
DATE: June 23, 2025

This new job description is necessary to ensure that the role accurately reflects the current essential duties and responsibilities specific to working with younger students in Transitional Kindergarten/Kindergarten classrooms.

As the developmental needs of Transitional Kindergarten/Kindergarten students differ from those of older students, the new job description emphasizes age-appropriate support. This includes assisting students with personal care activities that help them navigate daily routines and promote independence in alignment with their developmental stage.

By approving this new job description, we can more clearly align expectations with best practices for early childhood education and ensure our team members are well-equipped to support the unique needs of students at this age group.

Recommendations:

1. It is recommended that the Personnel Commission approve the New Job Description and Revision to Essential Duties for Instructional Assistant- Transitional Kindergarten/Kindergarten.

Attachment #5

JOB DESCRIPTION
Fountain Valley School District

Instructional Assistant- Transitional Kindergarten/ Kindergarten

Purpose Statement

The job of Instructional Assistant –Transitional Kindergarten/ Kindergarten is done for the purpose/s of providing support to the instructional program within assigned Transitional Kindergarten/Kindergarten classroom; specific responsibility assisting in the Kindergarten/ Transitional Kindergarten learning and enrichment experiences working with individual and/or small groups of students in the classroom, and around the school campus; and providing clerical support to teacher/s and staff.

This job reports to the Assigned Administrator

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher (e.g. administer, monitor and score tests and assignments; rephrase materials and explains instructions and words, etc.) for the purpose of supporting and reinforcing classroom objectives.
- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. follow health and safety practices and procedures, etc.) for the purpose of meeting immediate health care needs.
- Administers classroom assignments, tests, homework assignments, make-up work, etc. (e.g. tutor individual or small groups of students; reinforcing instructions; monitor and oversee student practices, assignments and assessments, etc.) for the purpose of supporting teachers in the instructional process with students.
- **Assists students with personal care activities including toileting for the purpose of supporting students' personal needs (dressing) and hygiene and maintaining a safe and positive learning environment.**
- Maintains classroom equipment, work area, and manual and electronic files and records (e.g. operate a variety of office, instructional and audio-visual equipment; perform clerical duties; maintain student files; maintain confidentiality, etc.) for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.
- Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading; control behavior of students according to approved procedures; report progress regarding student performance and behavior; direct group activities, etc.) for the purpose of providing a safe and positive learning environment.
- Supports classroom teachers and other school personnel (e.g. set up work areas and displays, operating computer, audio visual equipment; distributing and collecting paper, supplies and materials; prepare instructional, motivational and decorative materials - vocabulary lists, worksheets, games, flash cards, improvement and achievement awards and displays; assist students in Homework Club, etc.) for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Other Functions

- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job 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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 55% sitting, 10% walking, and 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

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

Equivalency Same.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

21



FOUNTAIN VALLEY SCHOOL DISTRICT
55 Slater Avenue Fountain Valley, CA 92708 (714) 843-3200
www.fvsd.us

MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: CLASSIFICATION PLAN AMENDMENT- REVISION TO ESSENTIAL
DUTIES FOR HEALTH ASSISTANT
DATE: June 23, 2025

This revised job description is necessary to ensure that the role accurately reflects the current essential duties and responsibilities specific to supporting students. This includes assisting students with personal care activities and more accurately reflects the current responsibilities.

Given the importance of student well-being, this revised description will align the role, including assisting students with health care, personal hygiene, and other personal needs as appropriate.

Recommendations:

1. It is recommended that the Personnel Commission approve the Revision to Essential Duties for Health Assistant.

Attachment #6

JOB DESCRIPTION

Fountain Valley School District

Health Assistant

Purpose Statement

The job of Health Assistant is done for the purpose/s of providing support to the school site operations, under direction of the school nurse, with specific responsibilities for administering first aid and dispensing prescribed medications under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and/or regulatory requirements; and assisting health care professionals in scheduling prescribed health screenings and services.

This job reports to the Principal

Essential Functions

- Administers emergency first aid and scheduled prescription and over the counter medication to students under the direction of health professional (e.g. shortness of breath, seizures, dizziness, headaches, sprains, performs care until paramedic and/or school nurse arrives; diabetic care; prepares first aid kits for classrooms; field trips as assigned, etc.) for the purpose of meeting immediate health care needs.
- Advises assigned administrator and nurse of observations involving students' safety, abuse (physical, emotional, sexual, drug, etc.) and other health-related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Assists nurse in completing health screenings (e.g. lice, vision, hearing, height/weight, dental, etc.) for the purpose of identifying health concerns and/or delivering school health services in compliance with established guidelines.
- **Assists students with personal care activities as needed, including toileting, for the purpose of supporting students' health care, hygiene and personal needs.**
- Attends meetings, workshops and trainings (e.g. CPR, first aid, seizure procedures, mandatory reporter trainings; specific medical conditions;, etc.) for the purpose of gathering information required to perform functions.
- Communicates with parents, students and school staff (e.g. list of students with medical conditions; notifications of student restrictions from activities; general health information; communicable diseases, etc.) for the purpose of providing information and/or complying with legal requirements.
- Distributes information on a variety of health subjects (e.g. lice, ringworm, drug prevention, personal hygiene; compile list of students with medical conditions/ distribute as necessary; notifications of student restrictions from activities, etc.) for the purpose of providing instructional materials to teachers, students and/or parents.
- Follow good health and safety practices and procedures for the purpose of assuring the health and safety of students and self.
- Maintains inventory of medications and office supplies (e.g. monitor amount of student medication on hand, notify parent prior to expiration of medications and medication recalls; prepare expired medications at the end of school year, etc.) for the purpose of ensuring items availability as needed and making recommendations to the School Nurse as required.

- Maintains student health informational records (e.g. prescription dispensing log, medical emergency cards, record immunizations; immunization waivers, etc.) for the purpose of providing information to school nurse; providing information required by regulatory requirements.
- Monitors students referred to the health office (e.g. receive health concern request from staff or parents; inspect for communicable diseases and/or parasites; etc.) for the purpose of ensuring their safety and/or referring to school nurse and/or a medical professional for review and/or services.
- Performs record keeping and clerical functions (e.g. data entry of medical alert status, immunization records, immunizations due/follow-up reminders to parents, withdrawing students, answering calls, copying, faxing, etc.) for the purpose of supporting health services activities.
- Refers students, under the direction of nurse, requiring further medical attention (e.g. communicable diseases and/or parasites; complete proper records, send notifications, restrict students as necessary, etc.) for the purpose of providing information on available follow-up treatment and services in accordance with HIPPA and FERPA regulations.
- Reports suspected child or substance abuse to appropriate State agency for the purpose of maintaining students personal safety, a positive learning environment and adhering to regulatory requirements and established District guidelines.

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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid/CPR; handling body fluids and waste materials; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records .

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency first aid/CPR procedures; safety practices and procedures; health standards, reporting procedures and prioritization of cases.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; being sensitive to and communicating with young adults/teenagers regarding emotional and physical health needs; adapting to changing work priorities; being attentive to detail; time management and displaying tact and courtesy.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 20% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency Graduation from high school (preferably supplemented by coursework in the health care field). Experience working in the health care field and working with children is highly desirable.

Required Testing

Job-Related Skills Proficiency Test

Certificates

CPR/First Aid Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

30



MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT- REVISION TO ESSENTIAL DUTIES FOR FOOD SERVICES FIELD OPERATIONS COORDINATOR AND PLACEMENT ON RANGE 61 OF THE CLASSIFIED SALARY SCHEDULE EFFECTIVE JULY 1, 2025

DATE: June 23, 2025

The proposed revision to the essential duties for the Food Services Field Operations Coordinator is necessary to more accurately reflect the current scope and responsibilities of the position and to support the evolving needs of the Food Services Program, which now serves breakfast and lunch to students.

In addition to visiting, inspecting, and auditing assigned kitchens regularly, and working collaboratively with the Food Services Delivery Driver to support delivery operations, the role now also requires assisting in the responsibility for the Food Services Program, including the selection and hiring of staff, and the orientation of new employees. These duties ensure that staff are adequately trained and supported to meet the program's high service and safety standards.

Furthermore, the revised essential functions highlight the Coordinator's responsibility to assist in developing, evaluating, and testing District menus and serving guides, as well as recommending food items that align with state and USDA guidelines. This ensures that the Food Services Program continually meets nutritional requirements while providing quality meals for students.

The recommendation to place on Range 61 of the Classified Salary Schedule is to align our compensation structure more closely with market standards, particularly in comparison to similar roles in surrounding districts.

Recommendations:

1. It is recommended that the Personnel Commission approve the revision to Essential Duties food Food Services Field Operations Coordinator.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees the increase from Range 56 to Range 61 on the salary schedule.

JOB DESCRIPTION
Fountain Valley School District

Food Services Field Operations Coordinator

Purpose Statement

The job of Food Services Field Operations Coordinator is done for the purpose/s of providing support to the food service activities district-wide with specific responsibilities for managing activities and personnel at multiple sites to perform their functions in a safe and efficient manner; meeting the mandated nutritional needs of students; ensuring availability of quantities of items; providing written support/resolutions to convey information; and complying with mandated health standards.

This job reports to the Director Food Services

Essential Functions

- Assists in troubleshooting and resolution (e.g. vendors, staff schedules, delivery protocols/schedules, on-line orders, etc.) for the purpose of operational efficiency and distribution of meal services in a timely manner in support of students and staff.
- **Assists in the responsibility for the Food Services Program including selection and hiring of staff and orientation of new staff.**
- **Assists in developing, evaluating, and testing District menus and serving guides recommending food items to students that meet state and USDA guidelines.**
- Coordinates food service schedules for the purpose of providing coverage for sites operational needs.
- Evaluates prepared food for flavor, appearance and temperature (e.g. taste test, special diet menu items, outside vendor food testing, etc.) for the purpose of recommending enhancements.
- Monitors the preparation, cooking, serving and transportation of food and beverage items for the purpose of meeting projected meal quantities and mandated nutritional and health standards and ensuring appealing presentation.
- Orders food and supplies for the purpose of maintaining communication with warehouse and site personnel to ensure an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Oversees the daily activities and operations of the Food Services Program (e.g. food replacement, lunch line logistics, vendor issues, etc.) for the purpose of maintaining site standards of efficiency, safety and sanitation; assure site compliance with the applicable laws, codes, rules and regulations.
- Oversees district kitchen sites operations (e.g. staffing, inspecting, deliveries, storage., etc.) for the purpose of providing efficient food services at the sites in compliance with established nutritional and health requirements.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares a variety of documentation (e.g. cumulative meal counts, inventory counts, etc.) for the purpose of providing written support and/or conveying information to ensure national guidelines for programs are compliant.

- Promotes food service operations and special events for the purpose of expanding services and developing nutrition habits in students.
- Trains assigned food service personnel for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring adherence to health, safety and nutritional standards of food services operations.
- **Visits, inspects, and audits assigned kitchens on a regular basis.**
- **Works collaboratively with Food Services Delivery Driver to assist with delivery operations.**

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, 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: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; 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 requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

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

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

Equivalency Graduation from high school, with an Associate's Degree in institutional food management or related field and three years of experience in institutional or commercial quantity food preparation.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Food Handlers/SafeServ Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Hepatitis B Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

~~56~~**61**



FOUNTAIN VALLEY SCHOOL DISTRICT
55 Slater Avenue Fountain Valley, CA 92708 (714) 843-3200
www.fvsd.us

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT- REVISION TO ESSENTIAL DUTIES, EDUCATION/EXPERIENCE FOR EXTENDED SCHOOL COORDINATOR AND PLACEMENT ON RANGE 49 OF THE CLASSIFIED SALARY SCHEDULE EFFECTIVE JULY 1, 2025

DATE: June 23, 2025

The proposed revision to the essential duties for the Extended School Coordinator is necessary to more accurately reflect the current scope and responsibilities of the position and to reflect the evolving needs of our district's early childhood education and expanded learning initiatives. The updated responsibilities emphasize the role's critical function as a liaison between staff, students, and parents to ensure clear and timely communication.

Additionally, the revisions highlight the Extended School Coordinator's responsibility to work closely with school officials to support effective operations of extended school programs. This includes efficient oversight of administrative processes such as collecting fees and tuition, and accessibility for all participants.

By expanding the emphasis on early childhood education and Expanded Learning Opportunities, these updated duties align with the district's commitment to high-quality extended learning programs that support student growth, foster family engagement, and enhance school-community connections.

The recommendation to place on Range 49 of the Classified Salary Schedule is to align our compensation structure more closely with market standards, particularly in comparison to similar roles in surrounding districts.

Recommendations:

1. It is recommended that the Personnel Commission approve the revision to the Essential Duties for Extended School Coordinator.
2. It is recommended to revise the Education and Experience as follows:
Option 1: Bachelors degree in job related area plus two years supervisory experience and a valid Site Supervisor Permit
Option 2: Associates degree in job related area plus three years supervisory experience and a valid Site Supervisor Permit
3. It is recommended that the Personnel Commission recommend to the Board of Trustees the increase from Range 44 to Range 49 on the salary schedule.
4. It is recommended that Equivalency be removed from the job description.

Attachment #8

JOB DESCRIPTION
Fountain Valley School District

Extended School Program Coordinator

Purpose Statement

The job of Extended School Program Coordinator is done for the purpose/s of managing, coordinating and implementing a high quality, cost-effective program, that provides before and after school child care fully integrated with the elementary school program; assure compliance with school objectives to meet the needs of children, parents, school and the community; provide work direction and guidance to staff.

This job reports to the Director, ~~Child Care (& Recreation) Programs~~ **Early Learning and Extended School Programs**

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. notify appropriate personnel, emergency units, prescription and over the counter medication, other medical procedures as needed, etc.) for the purpose of meeting immediate health care needs.
- Assist with employment process, training and monitoring staff performance (e.g. hiring; orient and train staff on appropriate methods, procedures, behavior standards, implementation of curriculum, staff evaluations, goal setting/expectations; work direction and guidance; modeling;, etc.) for the purpose of meeting district staffing expectations while complying with established guidelines.
- Collaborates with other school personnel (e.g. Psychologists, Speech Therapists, Special Education staff, etc.) for the purpose of providing a safe, accommodating, successful and nurturing **fully inclusive** environment for all students; providing support in accordance with IEP's or any specific behavioral plans.
- Coordinates class activities with staff (e.g. create and implement lesson plans and activities in multiple classrooms; plan and coordinate field trips, provide communication and flexibility; staff meetings; clean and orderly environment; arrange and set-up rooms, etc.) for the purpose of overall quality of student outcomes and achieving established program objectives.
- Manages budget allocations, expenditures, fund balances and related financial activities (e.g. snack, educational materials, toys, games, outdoor equipment; project student participation for future purchases; purchase orders, purchasing, **collecting fees and tuition**, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Monitors interactions between staff and children (e.g. teach and model appropriate behavior and conflict management, modification and redirection, etc.) for the purpose of maintaining behavior standards established by the district.
- Organizes a variety of activities (e.g. parent meetings, conferences, back to school night, open house, kindergarten ~~round-up~~ **welcome event**, emergency drills, field trips, etc.), **serves as a liason between staff, students and parents. Works closely with all school officials in regards to efficient communications** for the purpose of providing support to the school, students and parents.
- Participates in a variety of meetings (e.g. PTO, district meetings, community meetings; outside agencies, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- ~~Prepares a variety of reports and documentation (e.g. plans, budgets, funding requests, procedures; tuition records and fees collected; health, accident/injury reports, staff attendance records, program~~

objectives, schedules, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and complying with district requirements.

- Provides guidance, instruction and modeling positive behavior to students in a safe, nurturing environment; curriculum-based activities (e.g. proper use of equipment and materials; teach and facilitate pro-social skills; encouragement of expected behavior, etc.) for the purpose of reinforcing instructional objectives; and ensuring students success in school.
- Responds to inquiries of other school personnel (e.g. support to preschool staff when needed, etc.) for the purpose of providing information, assistance and/or direction related to preschool program.
- Serves as liaison between administration, staff, students and parents (e.g. teachers, principals, district staff, school secretary, school nurse, school psychologist, ESP management, payroll, and public safety officials, etc.) for the purpose of allowing for efficient communication between all parties; providing information and direction regarding plans, activities, schedules, children needs or concerns, etc.

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, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; nutritional guidelines and dietary requirements; public relations protocols; and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education and Experience: ~~Bachelors degree in job related area.~~

Option 1: Bachelors degree in job related area plus two years supervisory experience and a valid Site Supervisor Permit

Option 2: Associates degree in job related area plus three years supervisory experience and a valid Site Supervisor Permit

~~Equivalency Required college level coursework and two years of related experience including some lead or supervisory responsibilities. Either an associate's degree (or 60 units) including 24 early childhood education/child development (ECE/CD) units with core courses*, 16 general education units, six administration units, and two adult supervision units OR a bachelor's degree or higher with 12 units of ECE/CD, plus three units of supervised field experience in an ECE/CD setting AND two years of related experience including some lead or supervisory responsibilities.~~

~~*Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum.~~

Required Testing

Job-Related Skills Proficiency Test

Certificates

CPR/First Aid Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

Hepatitis B Clearance

Flu, Measles & Pertussis Vaccinations (SB-792)

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

44 49



MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: CLASSIFICATION PLAN AMENDMENT- REVISION TO ESSENTIAL DUTIES, EDUCATION/EXPERINCE FOR RECREATION COORDINATOR AND PLACEMENT ON RANGE 49 OF THE CLASSIFIED SALARY SCHEDULE EFFECTIVE JULY 1, 2025
DATE: June 23, 2025

The proposed revision to the essential duties for the Recreation Coordinator is necessary to more accurately reflect the current scope and responsibilities of the position and to reflect the evolving needs of our district's summer camp programs.

These revisions to the essential duties align the position with our commitment to delivering a high-quality summer camp program and providing supportive, inclusive services for our students. Additionally, the revisions highlight the Recreation Coordinator's responsibility to work closely with school officials to support effective operations of summer programs. This includes efficient oversight of administrative processes such as collecting fees and tuition, and accessibility for all participants.

The recommendation to place on Range 49 of the Classified Salary Schedule is to align our compensation structure more closely with market standards, particularly in comparison to similar roles in surrounding districts.

Recommendations:

1. It is recommended that the Personnel Commission approve the revision to Essential Duties for Recreation Coordinator.
2. It is recommended to revise the Education and Experience as follows:
Option 1: Bachelors degree in job related area plus two years supervisory experience and a valid Site Supervisor Permit
Option 2: Associates degree in job related area plus three years supervisory experience and a valid Site Supervisor Permit
3. It is recommended that the Personnel Commission recommend to the Board of Trustees the increase from Range 44 to Range 49 on the salary schedule.
4. It is recommended that Equivalency be removed from the job description.

Attachment #9

JOB DESCRIPTION
Fountain Valley School District

Recreation Coordinator

Purpose Statement

The job of Recreation Coordinator is done for the purpose/s of planning, managing, coordinating and implementing a high quality, cost-effective program, that provides a variety of recreation, creative, and leisure activities in a recreation program for school age students; assure compliance with district objectives to meet the needs of children, parents, school and the community; provide work direction and guidance to staff.

This job reports to the Director, ~~Child Care (& Recreation) Programs~~ **Early Learning and Extended School Programs**

Essential Functions

- Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.) for the purpose of of meeting immediate health care needs.
- Assist with the employment process, training and supervision of staff (e.g. orient and train staff on appropriate methods, procedures, behavior standards, implementation of curriculum; work direction and guidance; modeling;, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- **Collaborates with other school personnel (e.g. Psychologists, Speech Therapists, Special Education staff, etc.) for the purpose of providing a safe, accommodating, successful and nurturing fully inclusive environment for all students; providing support in accordance with IEP's or any specific behavioral plans.**
- Coordinates a variety activities (e.g. on-site, off site field trips; recreational, creative and leisure, etc.) for the purpose of implementing scheduled activities for students.
- Maintains a variety of reports, documentation and program materials (e.g. plans, budgets, tuition and fees collected; health, accident/injury reports, attendance, routine maintenance, program operation, student portfolios, program objectives, schedules, parent contacts, etc.) for the purpose of documenting activities and issues in compliance with State and District requirements; providing up to date information for presentations, reports or inquiries.
- Manages student behavior (e.g. on site, off site field trips, bus loading/unloading, etc.) for the purpose of providing a safe and optimal learning environment.
- **Manages budget allocations, expenditures, fund balances and related financial activities including collecting fees and tuition, etc. for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.**
- Monitor the use of supplies and equipment (e.g. custodial supplies, classroom materials, etc.) for the purpose of maintaining inventory at appropriate levels for all assigned sites.
- Monitors interactions between staff, children and parents (e.g. teach and model appropriate behavior and conflict management; modification and redirection, etc.) for the purpose of maintaining behavior standards established by the District.

- Prepares site for daily operations (e.g. open and/or close site; maintain clean and orderly environment; arrange and set-up rooms, etc.) for the purpose of ensuring facilities are operational, clean and hazard free.
- **Provides guidance, instruction and modeling positive behavior to students in a safe, nurturing environment; curriculum-based activities (e.g. proper use of equipment and materials; teach and facilitate pro-social skills; encouragement of expected behavior, etc.) for the purpose of reinforcing instructional objectives; and ensuring students' success in school.**
- **Responds to inquiries of other school personnel (e.g. support to preschool staff when needed, etc.) for the purpose of providing information, assistance and/or direction related to preschool program.**
- Supports summer school program (e.g. K-5 or 6-8 grade assignment; limited term assignment; Enrichment Academy, etc.) for the purpose of assisting in the coordination of established curriculum.

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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction; pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to 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 wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes.

~~Experience — Job related experience with increasing levels of responsibility is required.~~

Education and Experience: ~~Bachelors degree in job related area.~~

Option 1: Bachelors degree in job related area plus two years supervisory experience and a valid Site Supervisor Permit

Option 2: Associates degree in job related area plus three years supervisory experience and a valid Site Supervisor Permit

~~Equivalency — Bachelor's degree and two years of related experience including some lead or supervisory responsibilities.~~

Required Testing

Job-Related Skills Proficiency Test

Certificates

CPR/First Aid Certificate

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

Non Exempt

Approval Date

12/14/2017

Salary Range

—44—49



MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: CLASSIFICATION PLAN AMENDMENT- REVISION TO
EDUCATION/EXPERIENCE FOR ASSISTANT RECREATION COORDINATOR
DATE: June 23, 2025

The Assistant Recreation Coordinator plays a key role in assisting the Recreation Coordinator with planning, managing, coordinating, and implementing a high-quality summer camp program. As summer camps continue to expand in scope and participation, it is essential that individuals hold this position with the educational background to support youth development and ensure compliance with safety and program standards.

By revising the education/experience, we ensure this role is adequately equipped to meet the evolving needs and to help deliver safe, inclusive, and engaging recreational experiences for students during the summer.

Recommendations:

1. It is recommended that the Personnel Commission Revise the Education/Experience for Assistant Recreation Coordinator as follows:

Associates degree with job-related experience.

2. It is recommended that Equivalency be removed from the job description.

Attachment #10

JOB DESCRIPTION
Fountain Valley School District

Assistant Recreation Coordinator

Purpose Statement

The job of Assistant Recreation Coordinator is done for the purpose/s of assisting the Recreation Coordinator with the planning, managing, coordinating and implementing a high quality, cost-effective program, that provides a variety of recreation, creative, and leisure activities in a recreation program for middle school students; assure compliance with district objectives to meet the needs of children, parents, school and the community; providing work direction and guidance to staff; and act in place of Recreation Coordinator in their absence.

This job reports to the Director, ~~Child Care (& Recreation) Programs~~ **Early Learning and Extended School Programs**

Essential Functions

- Administers immediate first aid, scheduled medication and medical assistance as instructed by a health care professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.) for the purpose of meeting immediate health care needs.
- Assist with employment process, training and supervision of staff (e.g. orient and train staff on appropriate methods, procedures, behavior standards, implementation of curriculum; work direction and guidance; coordinate substitutes; etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Attend training and planning sessions with the Recreation Coordinator or other supervisors as directed (e.g. meetings, in-service training, workshops, etc.) for the purpose of gathering information required to perform job functions.
- Communicates with a variety of internal and external individuals (e.g. vendors, transportation department, staff, etc.) for the purpose of providing and/or acquiring accurate and up-to-date information for activities and field trips.
- Coordinates a variety of activities (e.g. onsite, field trips; recreational, creative and leisure, etc.) for the purpose of implementing scheduled activities for students in accordance with district guidelines.
- Maintain parent contacts and collect fees for the purpose of maintaining accurate account balances.
- Manages student behavior (e.g. on site, field trips, bus loading/unloading, etc.) for the purpose of providing a safe and optimal learning environment.
- Monitor the use of supplies and equipment for the purpose of maintaining inventory at appropriate levels.
- Monitors interactions between staff, children and parents (e.g. teach student behavior and conflict management, modification and redirection, etc.) for the purpose of maintaining behavior standards established by the District.
- Prepares food and beverage items (e.g. plans menus, purchases food items, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.

- Prepares site for daily operations (e.g. open and/or close site; maintain clean and orderly environment; arrange and set-up rooms, etc.) for the purpose of ensuring facilities are operational, and hazard free.

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 tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to 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 diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and in a clean atmosphere.

Experience — Job related experience with increasing levels of responsibility is required.

Education and Experience

~~Community college and/or vocational school degree with study in job-related area~~
Associates degree with job related experience.

Equivalency ~~College level coursework and two years of related experience including some lead or supervisory responsibilities.~~

Required Testing

Job-Related Skills Proficiency Test

Certificates

CPR/First Aid Certificate

~~12 ECE credit hours~~

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

25

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: June 10, 2025

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

Dual Certification:

Food Services Worker
Instructional Assistant - 2025-2026 Pool - Kindergarten &
Transitional Kindergarten
Special Education Data Technician



Food Services Worker at Fountain Valley Elementary School District

Application Deadline

6/30/2025 3:00 PM Pacific

Date Posted

5/9/2025

Contact

[Danette Madison](#)

7148433228

Number of Openings

3

Salary

Pay Range

\$19.88 (Range 15, Step 1) - \$24.17 (Range 15, Step 5) Per Hour

Add'l Salary Info

\$19.88 - \$24.17 per hour (Range 15, 5 steps) *per CSEA contract, hiring may be made up to step 3

Length of Work Year

9.6 months

Employment Type

Part Time

Requirements / Qualifications

EDUCATION AND EXPERIENCE

High school diploma or equivalent and job related experience is desired.

CERTIFICATES AND LICENSES

Completion of Food Handlers/ServSafe Certificate by end of probationary period.

Comments and Other Information

When a sufficient number of qualified applicants are received, they will be invited to attend the written test at the Fountain Valley School District, 10055 Slater Avenue, Fountain Valley, CA 92708. Applicants will be invited to attend the test via email. Please allow at least 75 minutes for check-in, instructions, and the test. Please bring a valid ID such as a driver's license or passport.

Please arrive at least 15 minutes before your test time for check-in.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Instructional Assistant - 2025-2026 Pool - Kindergarten & Transitional Kindergarten at Fountain Valley Elementary School District

Application Deadline

6/30/2025 3:30 PM Pacific

Date Posted

5/26/2025

Contact

[Danette Madison](#)

7148433228

Number of Openings

6

Salary

Add'l Salary Info

\$21.11 - \$25.68 per hour (Range 21, 5 steps) for Instructional Assistant (Kinder and TK)

Length of Work Year

9.6 months/year

Employment Type

Part Time

Requirements / Qualifications

Job Descriptions for Instructional Assistant can be found on the Fountain Valley School District website, which includes experience and educational requirements.

All applicants are invited to attend the written test - date to be determined.

Candidates that have already passed the No Child Left Behind (NCLB) test will not need to take the test again but must contact Lisa O'Cain at ocainl@fvsd.us to verify scores before the written exam date.

IA Kindergarten hours are 17.5 hours/week and IA Transitional Kindergarten hours are 28.0/week and \$21.11 - \$25.68 per hour (Range 21, 5 steps). Per the CSEA contract, hiring may be made up to step 3.

Comments and Other Information

The test will be held at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley, CA 92708. Please bring a valid ID such as a driver's license or passport. Applications will be screened for the minimum qualifications following the written test. This examination process is being conducted to fill current and future vacancies as well as to add to our substitute lists.

Candidates who pass each part of the written test and the oral interview will be considered for hire.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Special Education Data Technician at Fountain Valley Elementary School District

Application Deadline

6/23/2025 3:30 PM Pacific

Date Posted

6/3/2025

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$4,468 (Range 41, Step 1) - \$5,426 (Range 41, Step 5) Monthly

Add'l Salary Info

\$4,468 - \$5,426 per month (Range 41, 5 Steps) *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 with increasing levels of responsibility is required. Three (3) years of experience performing responsible clerical duties is preferred. Experience as an SMAA or LEA participant is highly desirable. A high school diploma or equivalent is required.

Please attach a current resume.

Comments and Other Information

The written test will be given on Friday, June 27, 2025, at 9:00 a.m. It will be held at the Fountain Valley School District Office located at 10055 Slater Ave., Fountain Valley, CA 92708. All applicants are invited to attend. Please bring a valid ID such as a driver's license or passport. Allow at least two hours for processing and testing time.

Applications will be screened for the minimum qualifications for those passing the written test.

Links Related To This Job

[Special Ed. Data Tech.](#)

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **2025-2026 PERSONNEL COMMISSION BUDGET –
SECOND READING AND APPROVAL**

DATE: June 23, 2025

The proposed 2025-2026 Personnel Commission budget is attached for the second reading and approval.

RECOMMENDATION

The Personnel Commission approve/adopts the 2025-2026 Personnel Commission Budget.

Annual Budget of Personnel Commission Fiscal Year 2025-26 Fountain Valley School District		Column I 2023-24 Actuals (\$ only)	Column II 2024-25 Actuals or Estimate (\$ only)	Column III 2025-26 Budget (\$ only)
2000	Classified Salaries¹			
2300	Classified Supervisors & Administrators	\$0	\$0	\$0
	Commission Members ²	\$1,650	\$1,650	\$1,650
	Director	\$80,631	\$86,466	\$85,570
2400	Clerical, Technical & Office Staff	\$134,518	\$132,595	\$127,248
	Secretaries, Clerks	\$0	\$0	\$0
	<i>SUBTOTAL (2000 CLASS.)</i>	<i>216,798</i>	<i>220,711</i>	<i>214,468</i>
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated	\$0	\$0	\$0
3102	State Teachers Retirement System – Classified	\$0	\$0	\$0
3201	Public Employees’ Retirement System-Certificated	\$0	\$0	\$0
3202	Public Employees’ Retirement System-Classified	\$56,507	\$59,270	\$57,070
3301	OASDI/Medicare – Certificated	\$0	\$0	\$0
3302	OASDI/Medicare – Classified	\$16,356	\$16,817	\$16,338
3401	Health & Welfare Benefits – Certificated	\$0	\$0	\$0
3402	Health & Welfare Benefits – Classified	\$66,602	\$71,645	\$70,256
3501	Unemployment Insurance – Certificated	\$0	\$0	\$0
3502	Unemployment Insurance – Classified	\$107	\$109	\$106
3601	Workers’ Compensation Insurance – Certificated	\$0	\$0	\$0
3602	Workers’ Compensation Insurance – Classified	\$4,774	\$4,596	\$4,459
3801	PERS Reduction – Certificated	\$0	\$0	\$0
3802	PERS Reduction - Classified	\$0	\$0	\$0
3901	Other Benefits – Certificated	\$0	\$0	\$0
3902	Other Benefits – Classified	\$279	\$295	\$295
	<i>SUBTOTAL (3000 CLASS.)</i>	<i>\$144,624</i>	<i>\$152,732</i>	<i>\$148,524</i>

Annual Budget of Personnel Commission Fiscal Year 2025-26 Fountain Valley School District		Column I 2023-24 Actuals (\$ only)	Column II 2024-25 Actuals or Estimate (\$ only)	Column III 2025-26 Budget (\$ only)
4000	Books and Supplies			
4200	Books & Reference Materials	\$0	\$0	\$0
	Literature, Periodicals	\$0	\$0	\$0
4300	Materials & Supplies	\$0	\$0	\$0
	Office Supplies	\$434	\$500	\$500
	<i>SUBTOTAL (4000 CLASS.)</i>	<i>\$434</i>	<i>\$500</i>	<i>\$500</i>
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	\$10,195	\$12,000	\$12,000
	Expense Allowances	\$0	\$0	\$0
	Mileage	\$2,519	\$1,500	\$500
	Conferences	\$0	\$0	\$0
5300	Dues and Memberships	\$3,495	\$3,775	\$3,800
5400	Insurance	\$0	\$0	\$0
	Fire and Theft	\$0	\$0	\$0
	Liability	\$0	\$0	\$0
5500	Operations and Housekeeping Services ³	\$0	\$0	\$0
	Utilities	\$0	\$0	\$0
5600	Rentals, Leases & Repairs	\$0	\$0	\$0
5700	Direct Cost Transfers	\$0	\$0	\$0
	Printing & Forms	\$0	\$60	\$60
5800	Prof/Consulting Services & Operating Expenditures	\$895	\$895	\$895
	Examinations	\$700	\$800	\$800
	Advertising	\$55	\$450	\$100
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)	\$631	\$1,800	P
5900	Communications	\$0	\$0	\$0
	Telephone	\$0	\$0	\$0

Annual Budget of Personnel Commission Fiscal Year 2025-26 Fountain Valley School District		<u>Column I</u> 2023-24 Actuals (\$ only)	<u>Column II</u> 2024-25 Actuals or Estimate (\$ only)	<u>Column III</u> 2025-26 Budget (\$ only)
	Postage	\$0	\$0	\$0
	<i>SUBTOTAL (5000 CLASS.)</i>	<i>\$18,490</i>	<i>\$21,280</i>	<i>\$18,155</i>

Annual Budget of Personnel Commission Fiscal Year 2024-25 Fountain Valley School District		Column I 2023-24 Actuals (\$ only)	Column II 2024-25 Actuals or Estimate (\$ only)	Column III 2025-26 Budget (\$ only)
6000	Capital Outlay			
6400	Equipment	\$0	\$0	\$0
	Office Equipment	\$0	\$0	\$0
6500	Replacement of Equipment	\$0	\$0	\$0
	<i>SUBTOTAL (6000 CLASS.)</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
	TOTAL EXPENDITURES	\$380,345	\$395,223	\$381,647

- 1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.
- 2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).
- 3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **APPROVAL OF 2025-2026 MEMBERSHIP TO CODESP**

DATE: May 22, 2025

Attached is the 2025-2026 membership invoice to CODESP for approval.

RECOMMENDATION

The Personnel Commission approves the 2025-2026 membership to CODESP.



CODESP
714-374-8644
20422 Beach Blvd. Suite 325
Huntington Beach, CA 92648

Billed To
Carmen Serna
Fountain Valley School District
10055 Slater Avenue
Fountain Valley 92708-3405

Date of Issue
03/24/2025

Due Date
09/01/2025

Invoice Number
0006668

Amount Due (USD)
\$2,850.00

Description	Rate	Qty	Line Total
Annual Membership Fee - 201-400 FTE Basic products and services beginning July 1, 2025 and ending June 30, 2026 for 201 to 400 FTE employees.	\$2,850.00	1	\$2,850.00

Subtotal 2,850.00

Tax 0.00

Total 2,850.00

Amount Paid 0.00

Amount Due (USD) \$2,850.00

Terms

NET 45 days from July 1

Taxpayer ID No. 54-2166843

No additional fees for taxes required; CODESP is a Public Agency.

Make all checks payable to CODESP.

THANK YOU FOR YOUR BUSINESS!

Contact us: E: codesp@codesp.com P: (714) 374-8644 W: www.codesp.com

Please note that our address has changed – we are now in Suite 325.

Help us go green - Rather than fax, please scan and email documents to codesp@codesp.com

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **APPROVAL OF 2025-2026 MEMBERSHIP TO PCASC**

DATE: May 22, 2025

Attached is the 2025-2026 membership invoice to PCASC for approval.

RECOMMENDATION

The Personnel Commission approves the 2025-2026 membership to PCASC.



PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: FY2025/26-**010**

May 10, 2025

Attention: Lisa O'Cain, Personnel Technician, Classified Human Resources
Fountain Valley USD
10055 Slater Avenue
Fountain Valley, CA 92708

<u>DESCRIPTION</u>	<u>UNIT PRICE</u>
Annual Membership: Personnel Commissions Association of Southern California (PCASC)	\$100.00

Checks Only ([No purchase orders, please](#)) payable to:
Personnel Commissions Association of Southern California (PCASC)

Mailing Instructions:
Please, send [check](#) with copy of invoice to:

PCASC, Treasurer J Sergio Garcia
13759 Ramona Ave
Hawthorne CA, 90250

For more information visit pcasc.meritsystem.org or email pcascsecretary@gmail.com
[Tax ID: 80-0925314]-TIN

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **APPROVAL OF 2025-2026 MEMBERSHIP TO CSPCA**

DATE: May 22, 2025

Attached is the 2025-2026 membership invoice to CSPCA for approval.

RECOMMENDATION

The Personnel Commission approves the 2025-2026 membership invoice to CSPCA.



California School Personnel Commissioners Association
Supporting Education Through Merit

Annual Association Dues Invoice

Invoice # 1015-2025-2026

Date: May 21, 2025

Bill To:	Send Payment To:
Fountain Valley SD 10055 Slater Avenue Fountain Valley, CA 92708 Carmen Serna, Director Email: sernac@fvsd.us (714) 843-3266	California School Personnel Commissioners Association (CSPCA) 4124 Wessex Drive San Jose, CA 95136 Due date: July 31, 2025 Tax ID #94-2178412 Please make sure to send the check to the address above per the W9 form attached

Please pay by check payable to CSPCA and include a copy of this invoice.

Dues Year	Number of Classified Employees	Dues Amount
2025-2026	420	\$700.00

Please update any of the above information for your district.

If you have any questions, please email Joan Stiegelmar,
CSPCA Treasurer at joanstiegelmar@gmail.com.

Thank you for your continued membership with CSPCA.