

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

April 24, 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, March 27, 2025**  
*(Attachment #1)* **Action**
4. **Minutes, Regular Meeting of the Board of Trustees, March 13, 2025**  
*(Attachment #2)* **Information**
5. **Director's Report** **Information**
6. **Commissioner's Comments** **Information**
7. **Public Comments** **Information**  
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

Nothing at this time.

## PERSONNEL

### 8. Job Announcements (Attachments #3-4)

*Information*

## FINANCIAL

Nothing at this time.

## CLOSED SESSION

### 9. Closed Session

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

1. Personnel
2. Legal Advice

## NEXT MEETING

### 10. The next meeting of the Personnel Commission will be:

**May 15, 2025  
3:30 p.m.  
PDC Room**

## ADJOURNMENT

### 11. 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 MARCH 27, 2025**

DATE: March 25, 2025

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Attached for your approval are the minutes of the Personnel Commission regular meeting of March 27, 2025.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the March 27, 2025 Personnel Commission regular meeting.

**Attachment #1**

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting

## MINUTES

March 27, 2025

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:32 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. Tony McCombs led the Pledge of Allegiance. Present for the entire meeting:

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

### GENERAL FUNCTIONS

#### Approval of Agenda

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

#### Introduction of Guests

Ms. Chris Olson, School Office Manager at Talbert and CSEA Vice-President; Mr. Jeremy Talley, Head Custodian at Oka and CSEA President.

#### Introduction of Staff

Mrs. Carmen Serna was in attendance.

#### Minutes, Regular Meeting of the Personnel Commission, February 27, 2025

Mr. McCombs moved to approve the Minutes as presented. Automatic second. Motion carried.

#### Minutes, Regular Meeting of the Board of Trustees, January 16, 2025

Presented as an information item only.

#### Minutes, Regular Meeting of the Board of Trustees, February 13, 2025

Presented as an information item only.

#### Minutes, Special Meeting of the Board of Trustees, February 20, 2025

Presented as an information item only.

#### Minutes, Governance Team Building Meeting of the Board of Trustees, February 22, 2025

Presented as an information item only.

#### Director's Report

Mrs. Serna provided an overview of the CSPCA conference with the Personnel Commissioners that occurred in Napa, March 16-18, 2025. Personnel that attended the conference: Mrs. Serna, Ms. Danette Madison, (Personnel Technician), Mr. Bill Mullin (Personnel Commissioner) and Mr. Jeremy Talley (CSEA President). Mrs. Serna stated there were several breakout sessions that provided great information.

This being Ms. Madison's first time attending the conference, it allowed for collaboration on sessions to attend and conversation after the sessions as to what was discussed and how it applies to Fountain Valley School District. Sessions included topics, such as, Classification and Compensation and Artificial Intelligence (AI). As for AI, Mrs. Serna shared her awareness of the usage of ChatGPT and used it periodically as a resource. She explained the session provided information as to how long AI has been developing, how it is currently being used by students and professionals, and provided several other AI applications available for use. The session provided several pros and cons to using it. The session was well put together and it brought to our attention how applicants could use AI for completion of applications and such.

She shared another great session attended with Ms. Madison was about leaves (of absence). It provided a new perspective on how leaves are currently being processed and how we can better serve our employees. Together with Mr. Mullin, they attended the Culture of Developing Trust in the Workplace. She also attended a Workplace Violence Prevention session that covered the new law passed which states each District had to create a Workplace Violence Prevention plan. Because the law is new and is still evolving, the session provided information to help move forward with a better understanding.

Mrs. Serna shared she attended the FVSD Annual Art Show, which was very well attended by the community. There were an array of activities for the attendees from food trucks to hands on activity booths for the children. The middle school choir's performed as well.

Lastly, Mrs. Serna wanted to address the Resolution that was on the agenda prior to the Personnel Commission taking action.

#### **Commissioners' Comments**

Commissioners had no comments.

Mrs. Davis thanked everyone for their reports and comments regarding the CSPCA conference.

#### **Public Comments**

Mr. Talley shared he attended the CSPCA conference and also attended the Workplace Violence Prevention session with Mrs. Serna. He shared it was about reporting violence in the workplace, having a plan in place that the District would adopt and each site would then have a modified plan specifically for their site. Mr. Talley had questions about the AI session, he asked if the AI session was pertaining to the use of ChatGPT or if it addressed the use of AI for personnel. He shared the information available at the conference was great and the networking was a great opportunity. He stated he was able to attend favorite sessions/speakers as they always have great information. He said not from this conference, but he learned how there was another possible way to fund the days in the catastrophic sick leave bank. Mr. Talley continued by stating the conference was a great learning opportunity. He said the district lost Donna Johnson, Personnel Technician who recently retired, who was a wealth of information. This conference provided Mr. Talley with the first opportunity to collaborate with Mrs. Madison, Mrs. Serna and Mr. Mullin. Through the years, the conference allows for the rapport to grow between Personnel Commission staff and CSEA. CSEA has always had a good working relationship with the District and it intended to keep it that way.

Mrs. Davis reminded Mr. Talley that not all district's have the same relationship. Mr. Talley stated he learned at the conference of how volatile relationships are in different districts. He said CSEA is very fortunate for being on the same page with the District and for doing what is best first for students and employees.

Mrs. Davis stated she shared that a conference she attended, Personnel Commissioners from other districts shared they had to attend meetings every other week to continue building trust.

Mr. Talley responded he was thankful for the representation the district has, from Mrs. Serna to Assistant Superintendents, Ms. Cathie Abdel and Ms. Chris Fullerton.

As personnel change, Mr. Talley stated it was important to ensure language was codified in the contract to protect the employees and to continue setting up Classified members for success.

Mrs. Serna commented that CSEA negotiations were scheduled for the following week and what Mr. Talley shared was negotiations and collaboration. Mr. Talley continued to comment that he was looking forward to negotiations and Ms. Chris Fullerton will be missed when she retires in June 2025.

## **ADMINISTRATION**

### **Certification of Eligibility Lists**

Mr. McCombs motioned to approve the Certification of Eligibility lists for Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, ESP Assistant, and Food Services Worker. Automatic second, motion carried.

Mrs. Davis stated there appeared to be a lot of testing. Mrs. Serna responded that the District is in a better place regarding hiring, so positions were being posted for substitutes. Most recently, Head Custodian substitutes were needed due to the substitute pool being low. Also posted was Substitute – School Office Manager to increase the substitute pool. Mrs. Serna shared with the Personnel Commissioners that CalPERS had reinterpreted the law regarding hiring retiree annuitants to work specifically on a substitute basis. CalPERS stated if a district is able to hire a substitute for a position, they should be hired first and not hiring a retiree annuitant to supplement their income.

Mrs. Davis commented when a retiree returns to the workplace, it makes it easier for the position and district because of their knowledge. Mr. Talley also commented that the retiree's knowledge of the process and their knowledge is a commodity. He also commented that the CSEA union also has contacted CalPERS for additional information. Mr. Talley mentioned retiree Spirk who was a School Office Manager with years of knowledge who has helped out seamlessly. Mrs. Serna stated CalPERS was still working on the criteria and had overwhelming response from districts asking for clarification and specific criteria. Mrs. Serna stated the district had to make sure they were trying to fill positions with regular hires or calling substitutes before contacting a retired annuitant. She continued stating a viable substitute pool list must be in place.

Mr. McCombs shared retiree annuitants may have been hired after retirement for training purposes. Mrs. Serna reiterated the process was still being reviewed by CalPERS, the district had been in communication with the retired annuitants because they are great people, do a great job, but the district does not want to jeopardize their retirement. She wanted to make sure they understood that it was not a district protocol, but the district was trying to protect the retiree, their retirement, and following CalPERS direction.

### **Resolution No. 2025-01**

Mrs. Davis asked for a motion to open discussion regarding Resolution No. 2025-01.

Mrs. Serna shared with the Commission and guests that this was not a new process. The resolution last took effect when Mrs. Chris Fullerton was hired 10 years ago.

Mrs. Serna stated the resolution was approved 10 years ago and the same resolution could have been used, but the Personnel Commission wanted transparency. The sole purpose for the resolution was to allow for the position to be under the category of Senior Management, where it was currently.

The District Senior Managers was comprised of the Superintendent and the three Executive Cabinet members: Assistant Superintendent, Personnel, Assistant Superintendent, Educational Services, and Assistant Superintendent, Business Services.

Mrs. Serna stated having the Assistant Superintendent, Business Services as part of the Senior Managers is typical for many districts. The process would produce an unranked list of candidates to select from. The District partnered with School Services of California to assist with the recruitment process to find the right candidate. Hiring an Assistant Superintendent, Business Services is critical to the well-being of the District. The resolution is not changing the position title or the salary. The Board of Trustees also approved the resolution recently and this was the presentation to the Personnel Commission to be aware and to honor their rights as the Personnel Commission.

Mrs. Davis asked about the type of exam, if it was an exam or essay type of submission. Mrs. Serna stated the recruitment process was posted on various platforms, such as, EdJoin and EdCal, and CASBO network with School Services support. The posting was live on March 17, 2025 with the deadline to apply is April 14, 2025. She stated that, as with her hiring process, various stakeholders assist with the interviewing process.

Mrs. Davis asked for clarification regarding application requirements. Mrs. Serna stated an application stating the candidates experience, degrees, certifications etc. The vetting process will start with screening of applications for minimum requirements and experience followed by the first interview. The Assistant Superintendent, Business Services, requires a higher level of experience and knowledge.

A brief discussion was held regarding the topic of stakeholders that participate in the interview panel and the various manners to reach being hired as an Assistant Superintendent, Business Services.

Mrs. Serna expressed her appreciation for the Personnel Commission and the importance of transparency. She added that she had spoken to Mr. Mullin regarding the resolution as he was absent from the Personnel Commission meeting on March 27th.

Mrs. Davis stated she appreciated the information and stated she thought the information she had stated what stakeholders were going to be involved and it was quite extensive.

Mrs. Davis stated the recommendation was that the Personnel Commission adopt Resolution No. 2025-01 approving the designation of the position of Assistant Superintendent, Business Services, as a Classified Senior Management position under Education Code Section 45108.5. Mr. McCombs moved to approve, automatic second. Resolution approved.

## **PERSONNEL**

### *Job Announcements*

Mrs. Davis stated there was dual certification for: Bus Driver, Instructional Assistant – Applied Behavior Analysis, and Substitute School Office Manager. Mr. McCombs did not have comment.

Mrs. Davis asked about the School Office Manager substitutes and the need for only five, as mentioned on the job announcement. Mrs. Serna stated that generally, when placing the postings, we estimated the number of substitutes needed and accepted how many applicants allowed for adequate staffing if long-term assignments were needed.

## **FINANCIAL**

Nothing at this time.

## **CLOSED SESSION**

Mrs. Serna advised a closed session is needed with no anticipated report after closed session. The Personnel Commission adjourned to closed session at 4:10 p.m.

## **NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**  
**April 24, 2025, at 3:30 p.m.**  
**PDC Room**

## **ADJOURNMENT**

The March 27, 2025, regular meeting of the Personnel Commission adjourned at 4:25 p.m.

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Mrs. Davis, Chairperson

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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 MARCH 13, 2025**

DATE: April 15, 2025

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Attached for your information are the minutes of the Board of Trustees regular meeting of March 13, 2025.



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

## **Board of Trustees Regular Meeting - Mar 13 2025 Minutes**

Thursday, March 13, 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 (arrived at 5:12 pm)

### **B. APPROVAL OF AGENDA**

#### **1. Agenda for March 13, 2025 Regular Board of Trustees Meeting**

**ACTION:**

*Moved by:* Dennis Cole

*Seconded by:* Ashley Ramirez

**Carried 4-0**

### **C. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

There were no requests to address the Board.

### **D. CLOSED SESSION**

- #### **1. Personnel Matters: Government Code 54957 and 54957.1**
- Appointment/Assignment/Promotion of employees;  
employee discipline/dismissal/release; evaluation of  
employee performance; complaints/charges against an

employee; other personnel matters.

2. Pupil Personnel: Education Code 35146
3. 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 24-25-99-11

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

1. Pledge of Allegiance was led by Mr. Schultz

**F. REPORT OF CLOSED SESSION**

1. The Board President reported out the following action taken in closed session:

Approval of settlement agreement case 24-25-99-11

*Moved by:* Dennis Cole

*Seconded by:* Sandra Crandall

**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.  
  
On behalf of the Board of Trustees Mrs. Ramirez read the words of TK student Rishi Khatri.

**H. PUBLIC HEARING**

1. PUBLIC HEARING

Public Hearing on Initial Contract Proposal Between Fountain Valley School District and Fountain Valley Education Association for 2024-2025.

[NOTICE OF PUBLIC HEARING-FVEA.docx](#) 

There were no remarks regarding the Public Hearing.

**I. SPECIAL PRESENTATION**

1. Recognition of Gisler 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 **Gisler Elementary School**.

2. Recognition of Talbert Middle 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 six outstanding students from **Talbert Middle School**.

**J. STAFF REPORTS**

1. Second Interim Report Presentation (Written and Oral)  
Assistant Superintendent, Business, Christine Fullerton and  
Director, Fiscal Services, Pooja Shah presented and reviewed  
with the Board of Trustees the Second Interim Report for the  
Fountain Valley School District.

**K. BOARD MEMBER REPORTS**

Mr. Cole attended the ACSA/OCSBA Joint Dinner last night, where they listened to a special speaker who spoke on how to elevate educators' work with all students. Last month, he went to Sacramento with 58 superintendents to talk to legislators and advocate for base funding flexibility in programs.

Mr. Schultz's favorite highlight was attending Plavan's Imagination Machine assembly, where performers and students acted out stories written by students. He also attended the OCSBA/ACSA Joint Dinner. He commended new trustee Ashley Ramirez on what a great addition she has been to the Board.

Mr. Nguyen attended the SPC (Superintendent Parent Council) meeting where Dr. Spiratos shared about the LCAP, and encouraged families to fill out the survey, which provides feedback used to create the LCAP. He also participated in the CSBA training on ethics and attended the State of the City Luncheon for Fountain Valley, as well as the OCSBA dinner last night. He attended the Fulton band and orchestra concert, whose theme was musicals and movies.

His highlight was taking his daughter to the Plavan sweetheart dance.

Mrs. Ramirez commented on seeing many different areas of the District this month. She attended Rotary's Most Improved Student meeting, the February SPC meeting, the LCAP Leadership Team Meeting, and the Cox Multicultural Fashion Show. She toured Talbert and Gisler campuses as well as the Fulton Rock Band and Guitar Concert, where she was impressed by the musical talent as well as their confidence. She attended the State of the City Luncheon for Fountain Valley, participated in the Courreges Read Across America Week, and wrapped up her CSBA trainings. Lastly, she thanked the community for its fundraising effort in "Going Gold." She noted that this year, more than \$7,000 has been raised, and more than \$50,000 has been raised by FVSD since it began these fundraising efforts.

Mrs. Crandall thanked our landscaping crews. She toured Talbert & Gisler and attended the ACSA Every Student Succeeding Breakfast at Bowers Museum in Santa Ana. She participated in Read Across America at Courreges as a Mystery Reader, attended the Fountain Valley Schools Foundation meeting, and noted the upcoming Golf Tournament on Wednesday, May 14th at Strawberry Farms Golf Club. Lastly, she accepted a letter from OCDE Superintendent accepting FVSD's First Interim Report.

## **L. 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 staff member spoke on planning time.

## **M. LEGISLATIVE ITEMS**

1. Approval of Memorandum of Understanding between Fountain Valley School District and Orange County Department of Education to participate in OC Math Leads Series: Vision Driven Math Textbook Adoption Program

### **Background:**

Fountain Valley School District is committed to providing teachers and students with standards-aligned instructional materials. In preparation for the mathematics instructional materials adoption process, FVSD seeks to assemble a team of educators to participate in the OC Math Leads Series: Vision Driven Adoption program which will:

- Develop and share a vision for equitable math instruction
- Create a comprehensive plan to adopt high-quality mathematics materials
- Design a professional learning plan aligned with the adoption of new curricular materials

### **Fiscal Impact:**

FVSD's participation in the Vision Driven Adoption program will enable the District to access a grant of \$10,000 to support team engagement in 8-10 professional learning sessions during the 2024-25 and 2025-26 school years.

**Attachments:**

[FVSD-OCDE Vision Driven Adoption Agreement.pdf](#) 

It is recommended that the Board of Trustees approve the Memorandum of Understanding with the Orange County Department of Education to participate in the OC Math Leads Series: Vision Driven Adoption program.

*Moved by:* Steve Schultz

*Seconded by:* Phu Nguyen

**Carried 5-0**

2. Resolution 2025-22: Designation of the Position of Assistant Superintendent, Business Services as Classified Senior Management

**Background:**

The Assistant Superintendent, Business Services position is responsible for overseeing the District's operations including facilities, food services, risk management, fiscal services, and other administrative functions, providing critical fiscal and operational leadership at a district-wide level.

Under California Education Code Section 45108.5, school districts may designate certain high-level classified positions as Senior Management if they involve district-wide policy administration or fiscal advisory responsibilities. This designation allows for greater flexibility in hiring and management while maintaining the position within the classified service.

**Submitted by:**

Personnel Services

**Attachments:**

[Resolution 2025-22: Designation of the Position of Assistant Superintendent, Business Services as Classified Senior Management](#) 

It is recommended that the Board of Trustees approve Resolution No. 2025-22, designating the position of Assistant Superintendent, Business Services as a Classified Senior Management position under Education Code Section 45108.5.

*Moved by:* Sandra Crandall  
*Seconded by:* Dennis Cole

**Carried 5-0**

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

ACTION: Approval of Consent Agenda Items 1-18 and 20-22

*Moved by:* Phu Nguyen  
*Seconded by:* Ashley Ramirez

**Carried 5-0**

1. Minutes of February 13, 2025, Board of Education Meeting  
[Board of Trustees Regular Meeting - Feb 13 2025 - Minutes - Html](#) 
2. Minutes of February 20, 2025, Board of Education Meeting  
[Board of Trustees Special Meeting - Feb 20 2025 - Minutes - Html](#) 
3. Minutes of February 22, 2025, Board of Education Meeting  
[Governance Team Building Session - Feb 22 2025 - Minutes - Html](#) 

4. 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

### 5. Classified Personnel Report

#### **Background:**

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

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

#### **Submitted by:**

Human Resources

#### **Recommended Action:**

Approval/ratification of the Classified Personnel Report

#### **Attachments:**

[Classified Personnel Report 03-13-2025.pdf](#) 

### 6. 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 MAR 13.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 1-25-25 thru 2-26-25.pdf](#) 

[PO REPORT 1-25-25 thru 2-26-25.pdf](#) 

8. Warrants

**Background:**

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

**Submitted by:**

Business Services

**Attachments:**

[Warrant 03.13.25 Board Meeting.pdf](#) 

[Warrant 02.13.25 Board Meeting.pdf](#) 

9. Budget Adjustments & Transfers

**Background:**

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

**Submitted by:**

Business Services

**Attachments:**

[Budget Adjustments-for board meeting 03.13.25.pdf](#) 

[Budget Transfers-for board meeting 03.13.25.pdf](#) 

10. Approve 2024-25 Second Interim Report

**Background:**

School districts are required to complete two interim financial reports during a fiscal year: one as of October 31 and one as of January 31. The Second Interim Report presents the results of actual financial operations through January 31 and the projected budget for the fiscal year for all District funds. A three-year projection for the General Fund is also included. The District is required to certify its financial outlook as Positive, Qualified, or Negative and submit it to the Orange County Department of Education. Board Members received a copy of the complete Second Interim Report in the required State format, along with a descriptive narrative and comparative financial projections, and will be available on the District's website for review after Board approval.

**Recommended Action:**

It is recommended that the Board of Trustees approve the Second Interim Report for fiscal year 2024-25 with a Positive Certification. Per State guidelines, a positive certification indicates that, based on current projections, the District will meet its financial obligations for the current and subsequent two fiscal years.

**Submitted by:**

Business Services

**Attachments:**

[FVSD 2024-25 SI Report.pdf](#) 

11. Board Policy 3515.5 Sex offender Notification (Second Reading)

**Background:**

In the continued effort to maintain a set of current board policies, it is necessary to bring policies to the Board of Trustees for revision due to changes in Education Code or statute. The California School Boards Association or the Orange County Department of Education informs the District of mandated changes through alerts.

Board Policy 3515.5 Sex Offender Notification requires updates to reflect changes and updates to language regarding the disclosure of information by district officials. Revisions to BP 3515.5 are being brought to the Board of Trustees for

second reading and approval.

**Submitted By:**

Business Services

**Recommendation:**

It is recommended that the Board of Trustees approves the revisions to Board Policy 3515.5 for approval.

**Attachment:**

[3515.5 Sex Offender Notification](#) 

12. Approve the One-Year Extension to the Firewall Contract with Boarder LAN, Inc.

**Background:**

In 2020, the District issued a Request for Offer (RFO) to solicit proposals from qualified contractors, to supply and install a Firewall at the District office, to be partially funded by Category Two E-Rate (E-Rate 2.0). The proposal was reviewed by District team, and the final selection was awarded to Border LAN Inc.

The District is requesting approval to extend the existing Firewall licenses for 2025-2026 which would allow staff to complete the process to purchase a new firewall contract with additional E-Rate funding coming available next year.

**Fiscal Impact:**

The cost of the extension is \$20,410.

**Submitted By:**

Business Services

**Recommendation Action:**

It is recommended that the Board of Trustees approve the one-year extension to the Firewall Contract with Boarder LAN, Inc.

**Attachment:**

[Firewall Licenses.pdf](#) 

13. Approval of Agreement with School Services of California, Inc. (SSC) for Recruitment and Selection Support Services for Assistant Superintendent, Business Services

**Background:**

The Fountain Valley School District is seeking to fill the position of Assistant Superintendent, Business Services. To ensure a competitive and efficient recruitment process, the District proposes to engage School Services of California, Inc. (SSC) to provide Recruitment and Selection Support Services. SSC has extensive experience in assisting local educational agencies (LEAs) with leadership searches and will support the District by providing expert guidance throughout the selection process.

Under this agreement, SSC will:

- Develop a recruitment profile tailored to the needs of the District.
- Advise on salary competitiveness based on comparable Chief Business Official (CBO)/Chief Financial Officer (CFO) positions.
- Assist in paper screening by participating with District personnel to review applications and assess candidate qualifications.
- Participate as an expert panel member in the interview process (up to two rounds).
- Provide consultation during candidate selection, ensuring alignment with the District's hiring objectives.

This engagement allows the District to maintain control of the recruitment process while benefiting from SSC's expertise in executive hiring within the education sector.

**Fiscal Impact:**

The total cost for services is \$9,200 plus direct expenses (e.g., travel costs). Any additional consultation or presentations outside the scope of this agreement (such as a board presentation) would be billed separately at \$325 per hour, per consultant.

**Submitted by:**

Personnel Services

**Recommended Action:**

It is recommended that the Board approve the agreement with School Services of California, Inc. for Recruitment and Selection Support Services for the position of Assistant Superintendent, Business Services, in the amount of \$9,200

plus applicable expenses.

**Attachments:**

[Fountain Valley SD - SSC Recruitment Support Proposal & Agreement 3-2025](#) 

14. Approve the Agreement with Government Financial Services JPA to Provide Consulting Services in Connection with the RFP for Investment Provider Services

**Background:**

In 2014, the District invested \$35 million with the Orange County Treasurer Tax-Collector outside of the Education Investment Pool. At that time, Government Financial Strategies, a predecessor of Government Financial Services (GFS), assisted the District with securing the Orange County Treasurer Tax-Collector as the investment advisor. The District is issuing a Request for Proposal (RFP) for Investment Provider Services, as it looks to possibly invest outside of the Orange County Treasurer Tax-Collector.

Due to the long standing relationship with GFS and their exceptional past performance, staff is requesting approval to use GFS's expertise during the RFP process.

**Fiscal Impact:**

The agreement is not to exceed \$32,000 plus \$1,000 for out-of-pocket expenses.

**Submitted By:**

Business Services

**Recommendation:**

It is recommended that the Board of Trustees approve the agreement with Government Financial Services JPA to provide consulting services in connection with the RFP for Investment Provider Services.

**Attachment:**

[Fountain Valley-Scope of Work for Investment Advisor RFP Services-2-14-25.pdf](#) 

15. Approval of Instructional Programming for Summer 2025

**Background:**

Fountain Valley School District recognizes the importance of

providing ongoing learning opportunities for targeted students outside the traditional school year. As such, the District is proposing two complementary programs for Summer 2025, including (1) Extended School Year (ESY) and (2) Summer Intervention Academy (SIA).

### ***Extended School Year***

The Extended School Year Program (ESY) will provide students eligible for special education services with educational programming for the following reasons:

- A child suffers an inordinate or disproportionate degree of regression during the portion of the year in which the customary 180-day school year is not in session, and
- It takes an inordinate or unacceptable length of time for a child to recoup those lost skills (academic, emotional, or behavioral) upon returning to school

The summer program will take place on the Newland Elementary School campus.

### ***Summer Intervention Academy (SIA)***

The Summer Intervention Academy will provide students performing below grade level with the opportunity to close achievement gaps in Reading/English Language Arts and Mathematics. Classroom teachers will refer students for participation in the Summer Instruction Academy based on mid-year achievement measured by Fountas & Pinnell reading assessments, Scholastic Reading Inventory Assessments, grade-level specific math assessments, and academic grades in ELA and Mathematics.

The program will take place on the campus of Cox Elementary School.

### **Fiscal Impact:**

FVSD anticipates staffing will be the most significant cost associated with the Extended School Year and Summer Intervention Programs. In addition, there will be costs associated with curriculum development, training, and food services.

The anticipated cost of the Extended School Year program is \$150,000 will be funded through federal and state allocations

intended to support Special Education programming.

The anticipated cost of the Summer Intervention Academy program is \$200,000, which will be funded through the Arts Music and Instructional Materials (AMIM) grant and federal Title I funding.

**Submitted by:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves plans for the District to provide the Extended School Year program and Summer Intervention Academy for targeted students.

16. Approval of Amendment to the Student Behavioral Health Incentive Program Service Agreement with Orange County Department of Education

**Background:**

In February 2024, Fountain Valley School District entered into a Memorandum of Understanding with the Orange County Department of Education to participate in the Student Behavioral Health Incentive Program (SBHIP). This program provided FVSD with \$58,891.52 of funding for the District to utilize as follows:

- Break down silos and improve coordination of student behavioral health services through communication with schools, school-affiliated programs, Medi-Cal managed care plans, and Mental Health Plans,
- Increase the number of TK-8th grade students receiving preventative and early intervention behavioral health services provided by schools, providers in schools, and school-affiliated community-based organizations and clinics,
- Get non-specialty services on or near school campuses

As additional funds were made available to the grant program, FVSD qualifies to receive \$54,891.52 of additional funds for the 2024-25 school year.

**Fiscal Impact:**

Under the terms of the service agreement with the Orange County Department of Education, FVSD receives a total of



\$113,783.04 that must be utilized by June 30, 2026, for actions aligned with SBHIP guidelines.

**Recommended Action:**

It is recommended that the Board of Trustees approve the amendment to the service agreement with the Orange County Department of Education to encompass the additional allocation and extended timeline for participating in the Student Behavioral Health Incentive Program.

**Attachments:**

[Fountain Valley SD-SBHIP Grant Amendment.pdf](#) 

17. Approval of School-Linked Partnership and Capacity Grant Service Agreement with Orange County Department of Education

**Background:**

The School-Linked Partnership and Capacity Grant is a one-time funding source made available to LEAs through the State of California's Children and Youth Behavioral Health Initiative program. This funding aims to:

- Improve fee-schedule readiness
- Expand access by increasing the availability, equity, and range of behavioral health services available to students
- Help districts grow capacity by training staff and developing infrastructure necessary to participate in the CYBHI Fee Schedule

The CYBHI Fee Schedule creates a sustainable reimbursement pathway for LEAs to receive funding for behavioral and mental health services rendered at a school or school-linked site. This program introduces an approach to funding behavioral and mental health services provided by schools in a reimbursement model that replicates what currently exists for health-related services. FVSD has submitted its application and received notification that it is approved for participation in Cohort 4 of the CYBHI Fee Schedule program, which enables the District to receive the Capacity Grant funding.

**Fiscal Impact:**


Under the terms of the agreement with the Orange County

Department of Education, FVSD receives \$354,053.00 that must be utilized by June 30, 2027, for actions aligned with the Capacity Grant guidelines.

**Recommendation:**

It is recommended that the Board of Trustees approves the School-Linked Partnership and Capacity Grant Service Agreement with the Orange County Department of Education.

**Attachments:**

[School-Linked Partnership and Capacity Grant Agreement with OCDE.pdf](#) 

18. Amendment to the Agreement with Corinne Loskot Consulting Inc., In Order to Assist with Obtaining State School Facilities Funding

**Background:**

With the passage of Proposition 51, new State Facilities Funds were available and the Fountain Valley School District contracted with Corinne Loskot Consulting, Inc. (CLC) to file documentation and approved architectural plans with the appropriate State agencies to secure available funding for the District.

CLC's work up to this point has included establishing and updating State Facilities Program (SFP) funding eligibility at each of the District's ten schools, totaling over \$11 million. In August of 2022, the District entered into a three-year contract with CLC for \$60,000 each year. With the passage of Proposition 2 by the voters in 2026, additional funds have become available for facility projects. The additional funds, along with new District eligibility has provided opportunity for the District to submit additional projects this year. The CLC team will be working to qualify four additional projects for funding and once approved submit applications to OPSC for funding, along with updating the district's 2024-2025 eligibility. The proposed amendment increased the contract for this year only.

**Fiscal Impact:**

The contract will increase \$30,000 for 2024-2025, from \$60,000 to \$90,000.


**Recommended Action:**

It is recommended that the Board of Trustees approve the Amendment to the Agreement with Corinne Loskot Consulting, Inc. in order to assist the District in obtaining State School Facilities Funds.

**Submitted By:**

Business Services

**Attachments:**

[FVSD CLC proposal agreement 3 year amendment #3 2022 to 2025 sm 250207.pdf](#) 

19. **Resolutions 2025-18: Day of the Teacher and Teacher Appreciation Week, 2025-19: Classified Employee Appreciation Week, 2025-20: National Nurses Day, and 2025-21: Speech/Language Pathologists**

**Background:**

In celebration of our outstanding Teachers, Nurses, Speech/Language Pathologists, and Classified staff, the District is honored to celebrate them with

**Resolution 2025-18:** May 14, 2025, as California's Day of the Teacher and May 5-11, 2025, as Teacher Appreciation Week.

**Resolution 2025-19:** Classified Employee Appreciation Week May 18-24, 2025.

**Resolution 2025-20:** National School Nurse Day, May 7, 2025.

**Resolution 2025-21:** Appreciation to our Speech/Language Pathologists. May 2025: Better Speech and Hearing Month.

**Recommended Action:**

It is recommended that the Board of Trustees adopts these Resolutions

**Submitted by:**

Superintendent's Office

**Attachments:**

[Resolution 2025-18 Teacher Appreciation](#) 

[Resolution 2025-19 Classified Appreciation](#) 

[Resolution 2025-20 Nurses Day](#) 

[Proclamation for Speech Language Therapists 2025](#) 

Approval of Consent Agenda 19

*Moved by:* Dennis Cole

*Seconded by:* Sandra Crandall

**Carried 5-0**

20. Initial Proposal from Fountain Valley Education Association to Fountain Valley School District

**Background:**

In compliance with Government Code, Public Notice, Section 3547, Fountain Valley Education Association presents the attached initial proposal to the Fountain Valley School District for collective bargaining for 2024-2025.

**Submitted by:**

Personnel Services

**Recommended Action:**

It is recommended that the Board of Trustees receives the initial contract proposal of Fountain Valley Education association for 2024-2025.

**Attachments**

[FVEA Initial Proposal 2025.pdf](#) 

21. Presentation of Fountain Valley School District's Initial Proposal to Fountain Valley Education Association

**Background:**

In compliance with Government Code, Public Notice, Section 3547, the Fountain Valley School District sets forth the initial proposal for the purpose of negotiating a successor agreement with Fountain Valley Education Association for 2024-2025.

**Submitted By:**

Personnel Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the initial contract proposal of the Fountain Valley School District to Fountain Valley Education Association for 2024-2025.

**Attachments:**

[FVSD Initial Proposal to FVEA 3-2025.docx](#) 

22. APPROVE/RATIFY NON-PUBLIC AGENCY CONTRACTS

**Background:**

Under current consortium budget agreements, any unfunded cost of non-public school or no-public agency placement is a cost to the general fund of the resident district.

**Recommended Action:**

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

**Submitted by:**

Educational Services

**Attachments:**

[03-13-25 Board NPA-S Contracts Approval FVSD - B.pdf](#) 

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

Dr. Stopp talked about the tour at Talbert. A highlight was the testing of solar-powered ovens and musicians at work and play. She thanked principal Jay Adams and Assistant Principal Caitlyn Gregory for leading the tour around the campus. She attended the Cox Family Literacy Night, where research-based reading strategies were shared with families. The event was well attended despite the rain; the staff opened classrooms and libraries to families. Lastly, she thanked Dr. Gargus, the whole Ed Services Team, and the Director of Student Services and Safety, Ms. Erin Bains, who coordinated the professional learning day for staff.

**P. CLOSED SESSION (IF NECESSARY)**

Closed Session was reconvened, but no action was taken.

**Q. ADJOURNMENT**

1. Meeting adjourned at 9:47 pm

ACTION:

*Moved by:* Dennis Cole

*Seconded by:* Phu Nguyen

**Carried 5-0**

2. Next Meeting: April 10, 2025

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: March 25, 2025

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

**Dual Certification:**

Behavior Intervention Assistant – Schoolwide General Education

Food Services Worker - Substitute



Behavior Intervention Assistant - Schoolwide General Education at Fountain Valley Elementary School District

**Application Deadline**

4/21/2025 3:30 PM Pacific

**Date Posted**

4/1/2025

**Contact**

[Danette Madison](#)

7148433228

**Number of Openings**

1

**Salary**

Pay Range

\$26.52 - \$32.24 Per Hour

**Add'l Salary Info**

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

**Length of Work Year**

9.55 months per year

**Employment Type**

Part Time

**Requirements / Qualifications**

Schoolwide General Education

Experience: Job-related experience is required.

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

Certifications: Current CPR and First Aid

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

The current position is 28.75 hours per week.

**Comments and Other Information**

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

**CalPERS Links**

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

[CalPERS Retirement Benefits](#)





## Food Services Worker - SUBSTITUTE at Fountain Valley Elementary School District

### Application Deadline

Continuous

### Date Posted

3/25/2025

### Contact

[Danette Madison](#)

7148433228

### Number of Openings

5

### Salary

Single Rate

\$19.88 Per Hour

### Add'l Salary Info

\$19.88

### 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

### 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 screened for minimum qualifications and 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.

### Links Related To This Job

[PARS Retirement](#)

### CalPERS Links

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

[CalPERS Retirement Benefits](#)