

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

January 23, 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, December 19, 2024 (Attachment #1)

Action

4. Minutes, Regular Meeting of the Board of Trustees, November 14, 2024 (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

8. Certification of Eligibility Lists

Action

Extended School Program Assistant, Instructional Assistant Mild/Moderate,
Instructional Assistant Moderate/Severe, Office Assistant
(Attachments # 3-6)

PERSONNEL

9. Job Announcements

Information

(Attachments #7)

FINANCIAL

Nothing at this time.

CLOSED SESSION

10. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

February 27, 2025
3:30 p.m.
PDC Room

ADJOURNMENT

12. 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 DECEMBER 19, 2024**

DATE: December 30, 2024

Attached for your approval are the minutes of the Personnel Commission regular meeting of December 19, 2024.

RECOMMENDATION

The Personnel Commission approve the minutes of the December 19, 2024 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting
MINUTES
December 19, 2024
3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Cathie Abdel led the Pledge of Allegiance. Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests attended.

Introduction of Staff

Ms. Cathie Abdel, Assistant Superintendent of Personnel and Ms. Danette Madison.

Minutes, Regular Meeting of the Personnel Commission, November 14, 2024

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

Agenda, Regular Meeting of the Board of Trustees, December 12, 2024

Presented as an information item only.

Agenda, Regular Meeting of the Board of Trustees, November 14, 2024

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, October 01, 2024

Presented as an information item only.

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

Presented as an information item only.

The Commission had a brief discussion regarding the number of Board of Trustees agendas and minutes contained on the Personnel Commission agendas. Ms. Abdel suggested that the Commission consider only requesting the Board of Trustees minutes to be on the Personnel Commission agendas as it would contain the agenda and the action taken by the Board of Trustees.

All Personnel Commissioners agreed to only have the Board of Trustee minutes on the Personnel Commission agendas.

Director's Report

Mrs. Serna shared with the Commission the Classified Personnel report that is presented to the Board of Trustees which highlighted and reflected on the great work being done by Personnel staff. She stated it was wonderful to see the great growth that occurred in the department, which included new processes and new employees. Such as, a new Substitute Services Technician, Robyn Liger; a new Senior Payroll Technician, Inge Peterson; a new Benefits and Workers' Compensation Technician, Allie Schulze; and a new Classified Personnel Technician, Danette Madison.

Mrs. Serna expressed gratefulness for being able to enjoy the children's school programs, experiencing the joy of the season, and being able to share with family and friends.

Mrs. Davis inquired about the number of leave of absence noted on the Classified Personnel report and asked what the typical length of leave was. Mrs. Serna explained the process, stating the length of a leave depended on the circumstances. If a person was under medical care, the leave could be for months. She explained that once an employee exhausted their sick/vacation leave banks to cover the absences, they were entitled to 100 half days of pay per school year as long as they were under medical care. Some leave of absences were for caring for a family member, personal health, or maternity/parental leave.

Mrs. Davis asked if the positions were being filled with substitutes while the employees were on leave. Mrs. Serna explained that if the position required a substitute, then the position was filled with a substitute, if available.

Commissioners' Comments

Mr. McCombs wished everyone happy holidays. Mrs. Davis thanked Mr. Mullin for the holiday gift and hoped everyone had a wonderful restful holiday. Mr. Mullin thanked fellow Commissioners for the help and assistance received this year. He thanked staff and special thanks to Danette Madison and stated he was glad she was at Fountain Valley School District. He wished all happy holidays.

Public Comments

Mrs. Cathie Abdel wished everyone a happy holidays and hoped the Personnel Commission would have a wonderful holiday with their families and said it was hard to believe it was going to be 2025 already.

Mrs. Abdel shared that the Board of Trustees would be presented a Memorandum of Understanding (MOU) at the board meeting that evening between CSEA and Fountain Valley School District to approve the Classified School Employee Summer Assistance Program for the 2025-2026 school year. The program was for employees who worked less than 12 months per year and earned less than \$62,400. It allowed employees to invest up to 10% of their gross income to be placed into a savings account and then the amount would be matched by the state (amount may be to a dollar-to-dollar match). The program aims to assist employees not working through the summer months. She stated last year during negotiations was the first year the district participated in the program.

Mrs. Abdel shared that participation in the program was negotiated last year to enter into a MOU for this program for the 2024-2025 school year. This was a year-to-year agreement because of the cost associated with the program to the District. The District processes the payments of this program to the participating employees which requires time and personnel to manage.

The second item Mrs. Abdel shared with the Commission was the lawsuit regarding Juneteenth that was initiated by CSEA with Alameda County, initially, then the lawsuit included any district that did not honor the Juneteenth holiday for 2021, 2022, and 2023. Fountain Valley School District was named in the lawsuit. There was a proposed settlement in October and agreed to on November 21, 2024, in which CSEA and

Alameda County agreed it would be best to settle the lawsuit rather than continue with litigation. The settlement required districts to pay employees time (not the standard time and a half) for the Juneteenth holidays, who worked on June 18th in 2021, June 20th in 2022, and June 19, 2023 (Juneteenth landed on a Saturday in 2021 and Sunday in 2022).

The interesting piece of the issue, Fountain Valley was not opposed to honoring the Juneteenth holiday. She stated the President made Juneteenth a holiday on June 18, 2021, providing for less than a day's notice for school closures, and school was still in session for Fountain Valley School District. The second piece was there were federal holidays that states do not observe, such as, Cesar Chavez. In 2022, Juneteenth passed while school was in session and Governor Newsome didn't declare Juneteenth a state holiday until September. However, the settlement stated the district should have observed the holiday.

Mrs. Abdel stated the employees would be notified via email explaining the settlement and providing them with the opportunity to notify Personnel if they qualify for compensation. Mrs. Abdel, Mrs. Serna, and payroll would be working on the process to pay out employees with the anticipated date for payment being August 2025. The payout will be for the years 2021 and 2022 only because the Juneteenth holiday was observed in 2023 and would continue to be observed moving forward.

Mr. McCombs asked Mrs. Abdel if the holidays were usually negotiated as part of the bargaining process with CSEA because Mrs. Abdel commented not all federal holidays were observed at the state level. Mrs. Abdel stated yes, generally holidays were negotiated. Mrs. Abdel explained although the districts did not agree with the settlement, it was deciding if it was better to settle rather than continue with the expenses associated with litigation. Mr. McCombs shared his past experience working with the County and negotiating holidays usually to add a new holiday, they had to be willing to let a holiday go.

Mrs. Davis asked if Mrs. Abdel knew approximately how much this settlement would cost the district. Mrs. Abdel stated preliminary numbers indicate less than \$80,000 mostly due to turnover. She shared the criteria for receiving compensation: an employee must be a current employee of Fountain Valley School District, a member of CSEA as of November 21, 2024, and the employee must have actually worked June 18, 2021 and June 20, 2022. The employee would be compensated at the rate they were earning at that time for the hours they worked those days.

ADMINISTRATION

Personnel Commission Annual Report Reading and Approval

Mrs. Serna explained the purpose of the Personnel Commission Annual Report was an opportunity to reflect upon data and reflect on the data. The report was for the 2023-2024 school year. This year's report was a learning experience for the team due to the change of personnel and the need to obtain the data by running reports. The goal of the annual report was to provide a glimpse into Personnel for someone unfamiliar with the system and processes. Mrs. Serna explained the Merit system and the newly hired employees on the personnel report were vetted in a fair manner. A downfall of the system was time. There were timeframes for posting a position, proctoring exams, scheduling the first and second interviews, etc... However, the Personnel Department has been able to work within those timeframes and successfully fill the vacant positions as quickly as possible.

Mrs. Serna briefly explained the different parts of the Personnel Commission Annual Report to the Personnel Commission, which included the selection, function, and duties of the Personnel Commission, the selection of meeting dates, and the data pertaining to hiring, promotions, summer programming, reclassifications, increased hours for positions, retirements, and resignations.

Mrs. Serna reviewed the professional organization's portion of the report and mentioned, although not officially, that she had been nominated to sit on the board of the California School Personnel Commissioners Association (CSPCA). As soon as it was official, she would share it with the Personnel Commission.

Both Mr. Mullin and Mrs. Davis said they enjoyed the thorough report.

Mr. McCombs moved to approve the 2023-2024 Personnel Commission Annual Report. Mrs. Davis seconded the motion. Mr. Mullin asked if there were any further questions or comments regarding the report. Mr. McCombs stated the report looked great and thanked Mrs. Serna. Motion carried.

Election of Personnel Commission Officers

Mr. Mullin asked if there were any nominations. Mr. McCombs nominated Mrs. Davis for Chairperson. Mr. Mullin seconded the motion. Motion carried and Mrs. Davis thanked the Commission.

Mr. Mullin nominated Mr. McCombs for Vice Chairperson. Mrs. Davis seconded the motion. Motion carried and Mr. McCombs thanked the Commission.

Mrs. Davis nominated Mr. Mullin for Member. Mr. McCombs seconded the motion. Motion carried.

Certification of Eligibility Lists

Mrs. Davis motioned to approve the Certification of Eligibility lists for Behavior Intervention Assistant and Bus Driver. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

Ms. Madison shared that the Office Assistant job posting garnered eighty-five applications. The interviews for the passing candidates were conducted on December 18, 2024. The other posting was for the Preschool Instructor position.

Mr. Mullin asked if any candidates for the Office Assistant position were internal applicants. Mrs. Serna and Ms. Madison estimated there were five internal applicants.

FINANCIAL

No items were presented.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 4:12 p.m. for the Classified Human Resources Director's job performance evaluation.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
January 23, 2025, at 3:30 p.m.
PDC Room**

ADJOURNMENT

The December 14, 2024, regular meeting of the Personnel Commission adjourned at 5:14 p.m.

Mr. Mullin, Chairperson

Mrs. Davis, Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF NOVEMBER 14, 2024**

DATE: December 30, 2024

Attached for your information are the minutes of the Board of Trustees regular meeting of November 14, 2024.



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

Board of Trustees Regular Meeting - Nov 14 2024 Minutes

Thursday, November 14, 2024 at 6:00 PM

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

A. CALL TO ORDER- 6:00 P.M.

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

B. APPROVAL OF AGENDA

1. Agenda for November 14, 2024 Regular Board of Trustees Meeting

ACTION:

Moved by: Phu Nguyen

Seconded by: Steve Schultz

Carried 5:0

C. BOARD MEMBER REPORTS

Mr. Nguyen was able to attend the CSBA/ACSA Joint Dinner and attended two Veteran's Day Celebrations at Courreges and Masuda.

Mrs. Galindo had the opportunity to walk the perimeter of Plavan School to view both the fencing and the brand-new play equipment there. She was delighted to see how whimsical it looked.

Mr. Cole attended a legislative review session to learn about new legislation and its impact on our schools. He was also able to attend the OCDE Teacher of the Year Awards Gala to celebrate FVSD's Teacher of the Year, Michelle Cruz, who was one of the semi-finalist honorees.

Mrs. Crandall thanked all the teachers who taught lessons on Veteran's Day and put together celebrations and presentations for our veterans. She attended two Rotary school award meetings and Assistance League Huntington Beach grant presentations to 42 FVSD teachers for a total of \$24,664. She was able to hear the speaker from the student-free day Dr. Carlos Alvarez from LAIRP. Finally, she attended the CSBA/ACSA joint dinner meeting and heard Joelle Hood speak about empowering individuals and organizations to thrive.

Mr. Schultz attended the OCDE Teacher of the Gala at the Disneyland Hotel and the Veteran's Day celebration at Gisler. He commented on the new playgrounds and thanked those who helped make them happen. Lastly, he thanked current and past teachers for all they do to connect with students.

D. RECOGNITION/ANNOUNCEMENT

1. Piece of Praise

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

On behalf of the board Mrs. Galindo announced the FVSD veterans are the recipients of this meetings Piece of Praise.

E. PUBLIC COMMENTS

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

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

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

There were no requests to address the Board of Trustees.

F. LEGISLATIVE ITEMS

1. Board Policy 0510 School Accountability Report Card (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 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 0510 School Accountability Report Card requires updates to reflect changes and updates to language regarding translation requirements and accessibility for families with primary languages other than English. BP 0510 is being brought to the Board of Trustees for first reading.

Submitted By:

Educational Services

Attachment:

[0510 School Accountability Report Card.docx](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 0510 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: Dennis Cole

Carried 5-0

2. Board Policy 3515.21 Unmanned Aircraft Systems (Drones)

(First Reading)

Background:

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

Board Policy 3515.21 Unmanned Aircraft Systems (Drones) is an optional policy that staff believes should be added to the current policies of the District. BP 3515.21 provides guidance on the used of unmanned aircraft at the school sites. BP 3515.21 is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[BP 3515.21 Unmanned Aircraft Systems.docx](#) 

It is recommended that the Board of Trustees approves Board Policy 3515.21 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: Jeanne Galindo

Carried 5-0

3. Board Policy 3517 Facilities Inspections (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 3517 Facilities Inspection requires updates to reflect changes and updates to language. The specific items in the inspection tool have been moved to an Administrative Regulation (AR) and removed from the Board Policy. BP 3517

is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[3517 Facilities Inspection](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 3517 for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

Moved by: Phu Nguyen

Seconded by: Steve Schultz

Carried 5-0

4. Board Policy 5121 Grades/Evaluation of Student Achievement (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 revisions. Board Policy 5121 requires revision due to the work completed by the Elementary Report Card Review Committee. BP 5121 Grades/Evaluation of Student Achievement is being brought to the Board of Trustees for approval.


Submitted By:

Educational Services

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 5121 Grades/Evaluation of Student Achievement for adoption.

Attachment:

[5121 Grades Evaluation of Student Achievement - Draft Revisions 11082024.docx](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 5121 Grades/Evaluation of Student Achievement for second reading and move the policy forward for third reading, with any changes as indicated by the Board

of Trustees.

Moved by: Jeanne Galindo

Seconded by: Sandra Crandall

Carried 5-0

5. Board Policy 6112 Instruction (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 6112 Instruction requires updates to reflect changes and updates to language regarding recess periods, and length of the school day for all students. BP 6112 is being brought to the Board of Trustees for first reading.

Submitted By:

Business Services

Attachment:

[6112 BP School Day](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 6112 for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

Moved by: Steve Schultz

Seconded by: Dennis Cole

Carried 5-0

6. Resolution 2025-14: Memorandum of Understanding Between Fountain Valley School District and Orange County Department of Education for the 2024-2025 Induction Program

Background:


The Orange County Department of Education's Induction

Program was established to support teachers holding a preliminary educational specialist, multiple and/or single subject credential, issued by the Commission on Teacher Credentialing. All preliminary credentials require teachers to complete an Induction Program to obtain their clear credentials. The Memorandum of Understanding maintains a formal working relationship between the District and OCDE to provide new teachers with the Induction Program.

Submitted by:

Personnel Services

Attachments:

[Resolution 2024-14: MOU for 2024-2025 OCDE Induction Program](#) 

It is recommended that the Board of Trustees approve the Memorandum of Understanding between Fountain Valley School District and Orange County Department of Education dated October 24, 2024.

Moved by: Phu Nguyen

Seconded by: Sandra Crandall

Carried 4-0 (Mr. Cole requized himself from the vote)

7. 2024-25 Proposition 28 VAPA Plans

Background

In November 2022, California voters approved Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act (AMS). Proposition 28 provides an ongoing funding source to support Arts and Music education, which will vary in each fiscal year in an amount equivalent to 1% of the K-12 portion of Proposition 98 funding. Each school must submit an annual Proposition 28 Plan for Board approval, which must also be posted to the school district's website.

School Site Councils have reviewed and approved plans for FVSD's seven elementary and three middle schools.

Highlights of the school-level plans include (1) an itinerant art teacher program to support all seven elementary schools, (2) a part-time Visual and Performing Arts coordinator position, (3) three elective periods per middle school, (4) funding to

support before/after school arts programming for middle schools, (5) funding to support additional duty hours for productions outside of the school day, and (6) instructional materials to support music and arts programming at all sites.

Submitted By:

Educational Services

Attachments:

[24-25 Courreges Prop 28 w Signatures.pdf](#) 

[24-25 Cox Prop 28 w Signatures.pdf](#) 

[24-25 Fulton Prop 28 w Signatures.pdf](#) 

[24-25 Gisler Prop 28 w Signatures.pdf](#) 

[24-25 Masuda Prop 28 w Signatures.pdf](#) 

[24-25 Newland Prop 28 w Signatures.pdf](#) 

[24-25 Oka Prop 28 w Signatures.pdf](#) 

[24-25 Plavan Prop 28 w Signatures.pdf](#) 

[24-25 Talbert Prop 28 w Signatures.pdf](#) 

[24-25 Tamura Prop 28 w Signatures.pdf](#) 

It is recommended that the Board of Trustees approve the 2024-25 Proposition 28: The Arts and Music in Schools Funding Guarantee and Accountability Act Plans.

Moved by: Jeanne Galindo

Seconded by: Phu Nguyen

Carried 5-0

G. CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

ACTION: Approval of Consent Agenda Items 1-15 & 17


Moved by: Dennis Cole

Seconded by: Steve Schultz

Carried 5-0

1. Minutes of October 1, 2024 Board of Education Meeting
[Board of Trustees Special Meeting - Oct 01 2024 - Minutes -](#)

[Html](#) 

2. Minutes of October 10, 2024 Board of Education Meeting
[Board of Trustees Regular Meeting - Oct 10 2024 - Minutes -](#)
[Html](#) 

3. Certificated Personnel Items

Background:

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

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

Submitted by:

Personnel Services


Recommended Action:

Approval/Ratification of the Certificated Personnel items.

Attachments:

[Certificated Personnel Items](#) 

[Azusa Pacific University MOU for Adapted Physical Education](#)
[Fieldwork exp. 6/30/2029](#) 

[Chapman University Master Agreement for Student Teacher,](#)
[School Counselor, & School Psychologist Fieldwork & Intern](#)
[Credentials exp. 9/5/2029](#) 

4. Ed Services Personnel Items

Background:

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

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

Submitted by:

Educational Services

Recommended Action:

Approval/Ratification of the Educational Services Personnel items.

Attachments:

[Educational Services Personnel Items 2024 NOV 14.pdf](#) 

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 Repor 11142024.pdf](#) 

6. Donations

Background:

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

Attachments:

[Donations.pdf](#) 

7. Warrants 2024 - November 14 Board Meeting

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.pdf](#) 

8. Purchase Orders

[PO CHANGE REPORT 9-19-24 thru 10-25-24.pdf](#) 

[PO REPORT 9-19-24 thru 10-25-24.pdf](#) 

9. Resolution 2025-13: Approval of Local Agreement for Child Development Services Contract and Authorization of Signature for the California State Preschool Program

Background:

This resolution is adopted to certify approval of the Governing Board to submit the Continued Funding Application (CFA) to the California Department of Education (CDE). If the CFA is approved by the CDE, the agency's current California State Preschool Program contract and Prekindergarten and Family Literacy Support contract, if applicable, will be automatically renewed for fiscal year (FY) 2025–26. This resolution further authorizes the designated representative(s) below to sign the CFA and all related FY 2025–26 contract documents.


Submitted By:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approves the Local Agreement for Child Development Services Contract with the California Department of Education and that sign on the Board's behalf for the contract documents related to the 2025-26 school year.

Attachments:

[Resolution for Authorizing Continued Funding Application NOV 14 2024.pdf](#) 

10. Board Policy 3555 Nutrition Program Compliance (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 3555 Nutrition Program Compliance requires updates to reflect changes and updates to language regarding civil rights notification, compliance and complaint procedures. BP 3555 is being brought to the Board of Trustees for second reading and adoption.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 3555 for adoption.

Attachment:

[3555 Nutrition Program Compliance](#) 

11. Board policy 5030 Student Wellness (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 5030 Student Wellness requires updates to reflect changes and updates to language regarding the USDA non-discrimination policy. BP 5030 is being brought to the Board of Trustees for second reading and adoption.

Submitted By:

Business Services

Recommendation:

It is recommended that the Board of Trustees approves the revisions to Board Policy 5030 for adoption.

Attachment:

[5030 Student Wellness](#) 

12. Approve MOU with WestEd to Administer the California Healthy Kids Survey (CHKS)

Background:

As part of our Tobacco Use Prevention Grant, Fountain Valley School District is required to participate in the California Healthy Kids Survey during this school year 2024-2025. This comprehensive survey is sponsored by the California Department of Education.

The California Healthy Kids Survey is an anonymous, confidential survey of youth resiliency, protective factors, and risk behaviors. It is administered to students in grades five and seven, however parents/guardians may opt their child(ren) out of participating in the survey. Schools and communities collect and analyze data regarding local youth health risks and behaviors, school connectedness, protective factors, and school violence. The CHKS is part of a comprehensive data-driven decision-making process on improving school climate and student learning environments for overall school improvements. The CHKS is a research-based core module that provides valid indicators to promote student engagement and achievement, safety, positive development, health, and overall well-being for the students.

WestEd will be proctoring the California Healthy Kids Survey to Fountain Valley School District students.

Fiscal Impact:

There is no fiscal impact. Tobacco-Use Prevention Education (TUPE) funds the cost of administration and data collection.

Recommended Action:

It is recommended that the Board of Trustees approves the California Healthy Kids Survey MOU between FVSD and WestEd for the 2024-2025 School Year.

Submitted by:

Education Services

Attachment:

[CHKS MOU 24-25.pdf](#) 

13. Comprehensive School Safety Plans for Courreges Elementary School, Cox Elementary School, Fulton Middle School, Gisler Elementary School, Newland Elementary School for the 2024-25 school year.

Background:

On an annual basis, all California public schools are required to develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process. In Fountain Valley School District, each school's comprehensive safety plan is developed by the School Site Council prior to being presented to the Board of Trustees for approval. The Comprehensive School Safety Plan must include all elements of school safety, including operations at the school such as climate and physical environment, safe ingress and egress of pupils, parents, and school employees to and from school, and all on and off-campus school activities.

Submitted by:

Student Services & Safety

Recommended Action:

It is recommended that the Board of Trustees approves the Comprehensive Safety Plans of Courreges Elementary School, Cox Elementary School, Fulton Middle School, Gisler Elementary School, and Newland Elementary School for the 2024-25 school year.

Attachments:

[2024 Courreges Comprehensive School Safety Plan.pdf](#) 

[2024 Cox Comprehensive School Safety Plan.pdf](#) 

[2024 Fulton Comprehensive School Safety Plan.pdf](#) 

[2024 Gisler Comprehensive Safety Plan.pdf](#) 

[2024 Newland Comprehensive School Safety Plan.pdf](#) 

14. Approve the Use of CMAS No.3-18-70-3569A for the Purchase of Information Technology Goods and Supplies

Background:

The California Multiple Award Schedules (CMAS) offers a wide variety of commodities, non-IT services and information technology products and services at prices which have been assessed to be fair, reasonable, and competitive by the California Department of General Services (DGS). The District purchases large quantities of technology equipment and

supplies. By purchasing through CMAS the District will take advantage of cost savings through the multiple award schedule. In June 2019, CMAS NO. [3-18-70-3569A](#) was issued to Lenovo, Inc. by the State, and was later extended through August 20, 2026. Board approval is required to utilize the contracts and take advantage of the substantial cost savings.

As part of our ongoing effort to enhance the educational experience and facilitate digital learning across our district, the IT Department recommended purchasing Lenovo Chromebooks. This decision is based on multiple factors that align with our district's educational needs, budget constraints, and long-term technology goals.

Key Considerations

1. **Durability and Build Quality** Lenovo Chromebooks are well-known for their robust build quality. They are suitable for school environments where devices are subject to frequent handling. Lenovo models are often built to military-grade specifications, ensuring durability and longevity.
2. **Battery Life** Battery life is a significant factor for students, who use these devices throughout the school day. Lenovo Chromebooks typically offer slightly longer battery life compared to other models in the same price range.
3. **Customer Support and Warranty** Lenovo offers a program allowing FVSD to repair Lenovo Chromebooks in-house, thus saving time and money.

Fiscal Impact:

No ongoing costs to utilize CMAS. Cost of materials as purchased are paid directly to the approved vendor.

Submitted By:

Business Services

Recommended Action:

It is recommended that the Board of Trustees approve the District use of the 2029 -2026 CMAS contract No.3-18-70-3569A and any extensions to purchase Information Technology goods and services from Lenovo, Inc, to meet the needs of the District.

Attachment:

[CMAS Contract 3-18-70-3569A,.pdf](#) 

15. Affiliation Agreement with University of California, Irvine for Pediatric Vision Project for 2024-25 school year

Background:

The Fountain Valley School District (FVSD) is entering into an affiliation with The Regents of the University of California, Irvine's Department of Ophthalmology. This partnership supports the Pediatric Vision Project, funded by the Children's and Families Commission of Orange County (CFCOC).

UCI's Pediatric Eye Mobile will visit FVSD schools to conduct vision screenings and provide follow-up care for students who do not pass annual screenings. Trained ophthalmologists and optometrists will deliver these services, including corrective lenses as needed.

FVSD will assist by providing space and scheduling support during the school day. This initiative aims to enhance access to pediatric vision care for FVSD students, improving their educational experience and well-being. The agreement is effective for the 2024-2025 school year.

Fiscal impact:

There is no financial cost to Fountain Valley School District associated with this agreement.

Recommended action:

It is recommended that the Board of Trustees approves the affiliation agreement between University of California, Irvine's Department of Ophthalmology and Fountain Valley School District for the 2024-2025 school year.

Submitted by:

Student Services & Safety

Attachments:

[AFFILIATION AGREEMENT_FOUNTAINVALLEYSCHOOLDISTRICT_2024-25.pdf](#) 

16. Reappointment of William Mullin as Board Appointee to the

Personnel Commission

Background:

The three-year term of Mr. William Mullin as the Board of Trustees appointee to the Personnel Commission is due to expire at the end of November 2024. Mr. Mullin is interested in continuing in this role if it is in the interest of the Board. He has been on the Commission since December 1, 1988.

Per Education Code sections 45245-45246, the Board “must publicly announce the name of the person it intends to appoint or reappoint.” The Personnel Department requests that the reappointment be considered at the November 14, 2024, meeting of the Board of Trustees.

Submitted by:

Human Resources

Recommended Action:

It is recommended that the Board of Trustees approve the reappointment of Mr. William Mullin as Board Appointee to the Personnel Commission for a three-year term- December 1, 2024 through November 30, 2027.

ACTION

Moved by: Sandra Crandall

Seconded by: Steve Schultz

Carried 5-0

17. Approve/Ratify Non-Public Agency Contracts

Background:

Under current consortium budget agreements, any unfunded cost of non-public agency placement is a cost to the general fund of the resident district.

Submitted by:

Educational Services

Recommended Action:

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

Attachments:

[11-14-24 Board NPA-S Contracts Approval FVSD - B.pdf](#) 

H. SUPERINTENDENT'S REPORT/ NEW BUSINESS

Dr. Stopp shared that the FVSD's Professional Development Day was last Friday, November 1. She thanked Dr. Gargus, the Ed Services team, and all the instructors, coordinators, and session hosts for planning and facilitating an excellent day of learning for our staff..

At the middle school level, Dr. Carlos Alvarez and his team from LAIRP shared information related to relationship-building and social-emotional awareness as essential pathways to academic success. Dr. Stopp noted that the information was relevant and that many teachers expressed being inspired to take action, which will support students, families, and elevate the overall culture and climate of their middle school communities.

Dr. Stopp shared that the elementary staff focused on the components of Balanced Literacy. They had the opportunity to collaborate with peers and plan instructional units together. They expressed appreciating having the time to roll up their sleeves and do the work together.

She was able to attend four of the Veteran's Day celebrations at our FVSD schools. One of the things that stuck with her was meeting and thanking the veterans and learning how excited they were to be there to support their FVSD family, grandchildren, children, etc.

She reflected on her gratitude for being in FVSD and all the things we have to be grateful for, and she wished everyone a very Happy Thanksgiving.

I. 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. Pending litigation pursuant to Government Code section 54956.6: B. Smith
6. Anticipated litigation pursuant to Government Code section 54956.9(d)(2): Cases Number 24-25-99-5 and 24-25-99-6.

J. REPORT OF CLOSED SESSION

1. The Board President report out on action taken.
The Board of Trustees voted to approve the following:
Case Number# 24-25-99-5 by a vote of 5-0
Case Number #24-25-99-6 by a vote of 5-0
Claim number 01-22/23 Smith vs. FVSD by a vote of 5-0

K. ADJOURNMENT

1. Meeting Adjourned at 6:59 pm
ACTION:

Moved by: Phu Nguyen

Seconded by: Dennis Cole

Carried 5-0

2. Next Meeting December 12, 2024

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: December 30, 2024

Attached are the eligibility lists for:

Extended School Program Assistant

Instructional Assistant Mild/Moderate

Instructional Assistant Moderate/Severe

Office Assistant

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

**Eligibility List
ESP Assistant
Merged (Updated 12-12-24)**

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
4	Heidy Gutierrez	02-27-25
4	Lori Rohrmoser	09-11-25
4	Susan Saito	12-12-25
5	Zina Pacheco	02-27-25
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	Cynthia Armenta	02-27-25
7	Megan Singer	11-08-25
7	Haley Crowder	10-02-25
8	Marie Reither	08-09-25
8	Alexis Robles	10-02-25
9	Son Tan	09-11-25
9	Cynthia Fuentes	09-11-25
10	Jae Choe	10-02-25
11	Jaclyn Yamasaki	02-27-25
11	Monica McDonnell	10-30-25

11	Robyn Wernberg	10-30-25
12	Hannah Rangel	08-09-25
12	Isabella Horne	10-30-25
12	Cina Wilsom	10-30-25
13	Taha Marwa	09-11-25
14	Stefani Penn	02-27-25
14	Leah Lopez	09-11-25
14	Edith Castillo	10-30-25
15	Julie Tang	02-27-25
15	Jennifer McGuire	02-27-25
15	Stephanie Diaz Jimenez	10-30-25
16	Kim Louie	12-12-25
17	Monica Orozco	02-27-25

ELIGIBILITY LIST
Instructional Assistant Mild/Moderate
Merged (Updated 01-07-25)

RANK	NAME	EXPIRES
1	Jennifer Arellano	01-07-26
2	Torrence Woodson	09-30-25
3	Uyen Tran	09-03-25
4	Carsan Ciarocchi	09-03-25
5	Isabella Llanos	09-30-25
5	Jennifer Weld	09-30-25
6	Heather Holbrook	09-30-25
7	Steven Montes	01-07-26
7	Thi My Tien Truong	10-24-25
8	Brisa De Rios	09-03-25
9	Linda Brackley	07-30-25
10	Jessica Garcia	09-30-25
11	Stefanie Penn	09-03-25
12	Jennifer Miller	07-30-25
13	Jordynn Peshke	09-03-25
14	Maya Basham	01-07-26
15	Brianna Herrera	01-07-26
16	Jill De La Torre	09-30-25
17	Diane Palermo	07-30-25
18	Michael Nomura	10-24-25

ELIGIBILITY LIST
IA Moderate/Severe
Merged (Updated 01-07-25)

RANK	NAME	EXPIRES
1	Jennifer Arellano	01-07-26
2	Torrence Woodson	09-30-25
3	Isabella Llanos	09-30-25
3	Jennifer Weld	09-30-25
4	Heather Holbrook	09-30-25
5	Steven Montes	01-07-26
6	Linda Brackley	07-30-25
7	Jessica Garcia	09-30-25
8	Jennifer Miller	07-30-25
9	Maya Basham	01-07-26
10	Brianna Herrera	01-07-26
11	Jill De La Torre	09-30-25
11	Cirilo Duarte	03-08-25
12	Diane Palermo	07-30-25
13	Cheyenne Cantrell	09-30-25

**Eligibility List
Office Assistant
Merged (Updated 12-18-24)**

RANK	NAME	EXPIRES
1	Allie Schulze	02-20-25
2	Christina Collins	12-18-25
2	Jonathan Dockery	12-18-25
3	Maria Maningding Ko	02-20-25
4	Marquis Alvarado	02-20-25
4	Anisha Khatri	08-02-25
4	Rebecca Serna	12-18-25
5	April Bandy	12-18-25
6	Alexis Buelna	08-02-25
7	Natalie Reyes	02-20-25
8	Anna Aguilar	12-18-25
8	Tobin Clancy	12-18-25
9	Lindsey Soderberg	08-02-25
9	Jeanine Mandrup	08-02-25
9	Lourdes Cantore	12-18-25
9	Faith Kington	12-18-25
10	Erika Lieu	08-02-25
11	Mindy Nguyen	08-02-25
11	Tracie Wadsworth	08-02-25
12	Monica Buelna	08-02-25
13	Denise Iles	08-02-25
14	Holly Castillo	08-02-25
15	Denise Isles	12-18-25
16	Theresa King	08-02-25

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: December 30, 2024

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

Dual Certification:

Instructional Assistant, Deaf and Hard of Hearing - Substitute



Instructional Assistant, Deaf and Hard of Hearing - Substitute at Fountain Valley Elementary School District

Application Deadline

Continuous

Date Posted

12/18/2024

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$22.63 per hour (Range 28, Step 1) - \$22.63 per hour (Range 28, Step 1) Per Hour

Length of Work Year

9.6 months/year

Employment Type

Part Time

Requirements / Qualifications

An Instructional Assistant (DHH) Substitute.

Experience: Job-related experience is required.

Education: Community college and/or vocational school degree with job-related studies.

All applicants are invited to the written test, date to be determined. Please watch your email for further testing dates.

Candidates who have already passed the No Child Left Behind (NCLB) test will not need to retake it, but they must contact Lisa at ocainl@fvsd.us to verify their scores.

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 add to our substitute list. Candidates who pass each part of the written test will be vetted for qualifications utilizing American Sign Language.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)