

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

November 20, 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, October 23, 2025** *Action*
(Attachment #1)
4. **Minutes, Regular Meeting of the Board of Trustees, October 9, 2025** *Information*
(Attachment #2)
5. **Director's Report** *Information*
6. **Commissioner's Comments** *Information*
7. **Public Comments**
Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

8. Certification of Eligibility Lists: *Action*
Behavior Intervention Assistant
Bus Driver
Bus Aide Special Education
Instructional Assistant Moderate/Severe
(Attachments #3-5)

9. Selection of Personnel Commission Dates for 2026 *Action*
(Attachment #6)

10. Classification Plan Amendment – New Job Description and Essential Duties for Maintenance and Operations Supervisor *Action*
(Attachment #7)

11. Classification Plan Amendment – New Job Description and Essential Duties for Transportation Dispatcher *Action*
(Attachment #8)

PERSONNEL

12. Job Announcements *Information*
(Attachments #9-11)

FINANCIAL

13. Personnel Commission Budget – Year to date *Information*
(Attachment #12)

14. 2026 CSPCA Annual Conference Approval *Action*
(Attachment #13)

Closed Session

15. Closed Session *Information*

The Commission will discuss, pursuant to Government Code 54957, the Classified Human Resources Director's job performance evaluation.

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

December 18, 2025

3:30 p.m.

PDC Room

ADJOURNMENT

17. 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 OCTOBER 23, 2025**

DATE: October 22, 2025

Attached for your approval are the minutes of the Personnel Commission regular meeting of October 23, 2025.

RECOMMENDATION

The Personnel Commission approve the minutes of the October 23, 2025 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting
MINUTES
October 23, 2025
3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:33 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Danette Madison led the Pledge of Allegiance. Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests were in attendance.

Introduction of Staff

In attendance was Ms. Danette Madison, Classified Personnel Technician.

Minutes, Regular Meeting of the Personnel Commission, September 25, 2025

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

Minutes, Regular Meeting of the Board of Trustees, September 9, 2025

Presented as an information item only.

Director's Report

Mrs. Serna shared with the Personnel Commission a copy of the Personnel Report that was presented to the Board of Trustees on October 9th, stating she was thankful for the hard work both Danette Madison and Lisa O'Cain have completed with the numerous new hires, onboarding, and processing of resignations. Personnel was still trying to fill vacancies, especially for Special Education, Instructional Assistants Moderate/Severe and bus drivers. Mrs. Serna explained the difficulties of being short a bus driver and the impact it has servicing the children and the bus routes. Recruitment for the Bus Driver position is being looked for outside of the box thinking (advertising, community events, etc).

She shared the soccer tournament was held at Talbert Middle School where all the middle schools participated. It was a great event with beautiful weather. However, there was a challenge with bussing the students back to their school sites in a timely manner as well as running the regular routes. Moving forward, Personnel will focus on how to improve the search for Bus Drivers.

Mrs. Serna shared with the Personnel Commission a copy of the most recent School News. She reviewed the fun events held at the school sites and reintroduced the new Plavan School Principal, Kyle Ruiz. She also advised that the District Central Office participated in a Great Shake Out preparation meeting presented by Director of Business, Isidro Guerra and held a Great Shake Out exercise on October 16, 2025. The purpose of the exercise was to help employees prepare for an emergency incident, but was also used for determining how to improve the processes, check equipment, update forms, and order additional supplies. Kudos to the Business Services staff, Mr. Isidro Guerra and Ms. Kim Fogarty in addition to Education Services staff members Ms. Tammy Acevedo and Ms. Dominique Riutort.

Additionally, Mrs. Serna invited the Personnel Commission to a fun event the District Central Office's Fall Potluck being held at the District Office on Halloween. The other fun event was a new opportunity brought to our sites by the Food Services Department. On October 28th and October 29th, there will be a Farmers Market being held at Newland, Cox, and Oka. The program was an opportunity for the students to engage with the vendor in conversation, allowed the student to use their Farmer's Market "pretend money bucks" to make nutritious choices, and allowed the students to feel empowered while using their bucks and buy healthy fruits and/or vegetables.

Commissioners' Comments

Mrs. Davis commented the Farmers Market idea brought a smile to her face.

Mr. Mullin shared he was reminded of an experience he had in Tahiti where a farmer took the time to teach children about pineapples, which included how to select and cut them from the tree. And when he finished, the children were allowed to take their pineapples home to share with family.

Mr. McCombs had no comments.

Public Comments

None were received.

ADMINISTRATION

Certification of Eligibility Lists

Mr. McCombs motioned to approve the Certification of eligibility lists for Certified Occupational Therapist Assistant, Speech/Language Pathology Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, and Extended School Program Assistant. Mr. Mullin seconded the motion. Motion carried.

Mrs. Davis commented there appeared to be several candidates on the Instructional Assistant Mild/Moderate list. Mrs. Serna shared that many on the list provided were due to expire, but that candidates were kept on the list regardless if they were hired. She explained the reason for doing so was that it assisted with tracking personnel and if they were hired and resigned but decided to return, they could be found on the eligibility list.

Mrs. Serna provided further explanation for the eligibility lists approved. She commented the Certified Occupational Therapist Assistant, the prior incumbent was with the district for a long period of time, so a new exam and oral panel interview questions were created. There were some good candidates which allowed for finding Carmen Do, who was slated to start at the beginning of November. Mrs. Serna continued stating the new Speech/Language Pathology Assistant was also chosen, Kacie Ramirez-Duque. Mrs. Serna also explained that the Instructional Assistant Mild/Moderate position was easier to fill than the Instructional Assistant Moderate/Severe position.

Candidates who wanted to work with children in the Transitional Kindergarten/Kindergarten realm, were open and willing to use Instructional Assistant Mild/Moderate as a stepping stone into the classroom. Mrs. Serna shared that the search continued for Instructional Assistant Moderate/Severe, as it did for neighboring districts, but FVSD was in a better position than most. Although positions had been filled, even if there was one vacancy, the need had to be filled to serve the children. The Extended School Program Assistant had several students on the waiting list. Ms. Mona Green, Director, Early Learning and Extended School Programs was able to work with the school site administrators and located space for additional ESP programs to serve the students on the waiting list. Additional staff was needed for these new classes. ESP was a great opportunity for college students or candidates who wanted to work part-time in the afternoons.

PERSONNEL

The Personnel Commission reviewed the dual certification job postings for Food Services Worker, Behavior Intervention Assistant, and Instructional Assistant – Bilingual (Vietnamese).

Mrs. Davis asked if there seemed as though there would be sufficient candidates to test for the positions posted. Ms. Madison advised that the Food Services Worker position did not close until October 29, 2025, but there were several applications received. Additionally, a candidate on the eligibility list had reached out to inquire if the position was still available. Since there were vacancies, a final interview was scheduled and an offer was made and accepted. There was still one vacancy for Food Services Worker.

Mrs. Davis asked for additional information pertaining to Behavior Intervention Assistant. Mrs. Serna shared the BIA position was for special education and interviews were scheduled for Monday.

Mrs. Serna explained there was a resignation for the Instructional Assistant – Bilingual (Vietnamese) position. Any time there was a bilingual position, a student assessment was conducted to determine if there was a need to fill the position. In this case, there was student need, so the position needed to be filled. There are several applicants for this position.

Mrs. Serna provided a heads up to the Personnel Commission that at the November regular meeting, they would have the opportunity to review and approve a revised job description, for the Supervisor of Maintenance and Operations since former Supervisor of Operations, Frank Diaz resigned. In addition, a job description to support the Transportation Department is also being discussed.

Mr. McCombs asked if there were dates ready for the 2026 Personnel Commission meetings. Ms. Madison advised the calendar was scheduled for the November regular meeting agenda. Mrs. Serna would provide the dates to the Commissioners so they could review and have dates ready for the November meeting.

Mr. Mullin conveyed that if the Personnel Commission was wanting additional participation for the Personnel Commission meetings, that in the past, the Commission would bring in a Principal from one of the school sites, at least once per year so they could share about their Classified staff and their service.

FINANCIAL

Nothing at this time.

Mr. Mullin asked if the Personnel Commission was going to have a financial update.

Mrs. Serna shared, generally, there were financial updates every year, but she would check with Isidro Guerra to see when a presentation could be provided for the Commission. Mr. McCombs added he

believed the interim report was due after the first of the year, so he believed the report would come shortly thereafter.

Mrs. Serna advised that there would be a budget update for the Personnel Commission at the November meeting and she would check with Mr. Isidro Guerra when a financial presentation would be available.

CLOSED SESSION

No closed session was required.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:
November 20, 2025, at 3:30 p.m.
PDC Room

ADJOURNMENT

The October 23, 2025, regular meeting of the Personnel Commission adjourned at 3:53 p.m.

Mrs. Davis, Chairperson

Mr. McCombs, Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF OCTOBER 9, 2025**

DATE: October 23, 2025

Attached for your information is the minutes of the Board of Trustees regular meeting of October 9, 2025.

Attachment #2



**FOUNTAIN VALLEY
SCHOOL DISTRICT**

Board of Trustees Meeting

Board of Trustees Regular Meeting - Oct 09 2025 Minutes

Thursday, October 9, 2025 at 5:00 PM

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

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

1. Roll Call

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

B. APPROVAL OF AGENDA

1. Agenda for October 9, 2025 Regular Board of Trustees Meeting

ACTION:

Moved by: Steve Schultz

Seconded by: Dennis Cole

Carried 5-0

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

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

1. The Pledge of Allegiance was led by Mr. Cole

F. REPORT OF CLOSED SESSION

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

G. RECOGNITION/ANNOUNCEMENT

1. Through the Eyes of a Student

It is the interest of the Board of Trustees to learn about our students' perspectives on our schools, as experienced and shared by them.

Mr. Schultz spoke the words of Madeleine Tran, a Tamura Elementary Kindergartener Grader.

H. STAFF REPORTS

1. 2025 Fall Educational Services Update

Assistant Superintendent of Educational Services, Dr. Jerry Gargus, and Director of Educational Services, Dr. Kiva Spiratos provided the Board of Trustees with an update related to the 2024-25 English Learner Annual Report and 2024-25 Student Achievement on CA State Testing.

I. PUBLIC HEARING

1. Public Hearing: Board Policy 6158 - Independent Study

Background:

The Board of Trustees conducted a public hearing for the purpose of receiving public comments on updates to Board Policy 6158 - Independent Study, prior to presentation for final adoption as required by 5 CCR 11701. Public input is welcome.

Attachment:

[Public Hearing Notice Independent Study -- 2025-2026.docx](#)



There were no requests to address the Board.

2. Public Hearing on Certification of Provisions of Standards-Aligned Instructional Materials

Background:

The Board of Trustees conducted a public hearing for the purpose of receiving public comments on the certification of provisions of standards-aligned instructional materials for the Fountain Valley School District. Public input is welcome.

Attachment:

[Public Hearing Notice 2025-26.pdf](#)



There were no requests to address the Board.

J. BOARD MEMBER REPORTS

Mr. Nguyen shared that he attended school site tours at Oka, Courreges, Plavan, and Masuda. He was impressed by several of the district's new hires and noted that Plavan's new principal, Mrs. Ruiz, has been doing an outstanding job leading her campus. Mr. Nguyen also attended the School Parent Council (SPC) meeting, where a highlight was hearing Dr. Stopp share about FVSD's upcoming 150-year anniversary. In addition, he attended Fountain Valley High School's first-ever Lunar Legacy event, organized by high school seniors. Finally, he participated in a two-day Vietnamese-focused conference hosted by OCDE, which brought together 13 districts to explore ways educators can incorporate more cultural learning about Asian communities into their classrooms.

Mr. Schultz visited Tamura Elementary, where he toured the Book Fair and enjoyed seeing families participate in Lunch on the Lawn. He witnessed Tamura's thoughtful buddy system in action, with fifth graders paired with

younger students for reading time. He also attended the recent Meet & Greet for students with additional needs, where he had the opportunity to meet two former FVSD students—now proud fathers—as well as a grandmother who shared her family’s multigenerational connection to our schools. Mr. Schultz expressed his appreciation to Mrs. Abdel and her team for welcoming so many wonderful new teachers to the district.

Mr. Cole shared an update on the three-year labor of the Orange County Department of Education’s Vietnamese-American Experience curriculum. Three years ago, the State of California selected OCDE to lead this important work. The VAEMC supports educators in teaching about the histories, cultures, traditions, and refugee experiences of Vietnamese Americans as part of the Education Finance Bill AB 167. To date, nine conferences have been planned across the state to share information about this optional curriculum.

Mr. Cole also attended the Health & Wellness Committee, where Food Services Director Suzanne Brown highlighted popular menu items—tacos and garlic sticks remain student favorites. In addition, he participated in Back-to-School Night at Fulton and site tours at Cox and Masuda, where he expressed appreciation for the thoughtful, high-quality teaching taking place. He shared how reassuring it is to see, alongside Dr. Stopp, the gratitude and respect students and staff have for the District’s leadership team.

Mrs. Ramirez attended Talbert’s Back-to-School Night, where the core room was standing-room only. She thanked teachers and staff for the wonderful site tours, especially the seven she visited that evening, and appreciated the chance to connect with families.

She also joined the Special Education Meet & Greet, where she enjoyed hearing staff share their personal stories and motivations for the work they do.

Over the weekend, Mrs. Ramirez participated in the Hyundai 5K Color Fun Run alongside many FVSD teachers, students, and families. More than 2,200 people took part in this spirited community event.

Hyundai recently rolled out the red carpet for our middle school STEM students to attend the Youth Automotive Career Day, offering hands-on opportunities to explore future career paths.

In addition, Mrs. Ramirez attended the OCSBA Legislative and Budget Update Workshop and the Health & Wellness Committee Meeting, where she was especially impressed by Nutrition Services Director Suzanne

Brown, who creates meal plans for more than 6,000 students, considers their feedback, and always keeps their favorites in mind.

She also attended the Huntington Beach City & Districts Meeting, where leaders discussed new funding to improve pedestrian safety and explored additional measures to support safe e-bike practices in the community.

Mrs. Crandall toured all ten FVSD schools, thanking staff for the meaningful impact they have on students each day. She attended Back-to-School Night at Masuda, where Counselor Bailey Adling created an opportunity for students to enjoy outdoor games while their parents attended classroom sessions.

Mrs. Crandall also participated in the Fountain Valley Schools Foundation meeting, where members discussed the upcoming State of the Schools Breakfast and shared plans to launch a new way to donate through Facebook's birthday fundraiser feature.

She attended the OCSBA Fiscal Crisis Management Team (FiCMAT) webinar on school budgets and the district's SPED Meet & Greet, where Dr. Stopp moved the audience with her personal story as a parent. Mrs. Crandall commended Executive Director Cara Robinson and her team for organizing such a heartfelt and well-executed event.

Additionally, Mrs. Crandall joined students at Hyundai's Youth Automotive Career Day and expressed her appreciation for Hyundai's ongoing partnership and investment in FVSD students since the program began in 2001. This year's event even featured a visit from two engineers from Montgomery, Alabama, along with Hyundai's robot dog, who demonstrated how it helps diagnose issues on their assembly line.

K. 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:

Oliver, an FVSD parent, made comments on the state of the school fields.

L. LEGISLATIVE ITEMS

1. Memorandum of Understanding Between Fountain Valley School District and Fountain Valley Education Association (FVEA) for ELOP Academic Tutoring

Background:

Fountain Valley School District (FVSD) and the Fountain Valley Education Association (FVEA) have reached a Memorandum of Understanding (MOU) to provide academic tutoring through the Expanded Learning Opportunities Program (ELOP). Under this agreement, certificated teachers will provide small-group tutoring at all seven elementary schools (Courreges, Cox, Gisler, Newland, Oka, Plavan, and Tamura). Tutoring will occur twice weekly (Mondays and Wednesdays, 3:00-4:30 PM) from October 20, 2025 through May 27, 2026. Teachers will be paid \$75 per hour, with additional limited preparation time at the extra-duty rate. A maximum of 14 teachers districtwide will participate.

Funding will be provided through the Expanded Learning Opportunities Program (ELOP) funds.

Submitted by:

Personnel Services

Attachments:

[2025-26 FVSD-FVEA MOU ELOP Academic Tutoring](#) 

It is recommended that the Board of Trustees approve the Memorandum of Understanding between Fountain Valley School District and the Fountain Valley Education Association (FVEA), dated September 11, 2025, regarding Expanded Learning Opportunities Program (ELOP) academic tutoring.

Moved by: Phu Nguyen

Seconded by: Ashley Ramirez

Carried: 5-0

M. CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

ACTION: Approval of Consent Agenda Items

Moved by: Dennis Cole

Seconded by: Sandra Crandall

Carried: 5-0

1. Minutes of September 9, 2025 Board of Education Meeting
[Board of Trustees Regular Meeting - Sep 09 2025 - Minutes - Html](#) 
2. Certificated Personnel Items

Background:

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

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

Submitted by:

Personnel Services

Recommended Action:

Approval/Ratification of the Certificated Personnel items.

Attachments:

[Certificated to Personnel Items](#) 

[Concordia University School Counselor and Psychology](#)

[Student Practicum and Fieldwork Agreement \(MOU\) exp.](#)

[11/11/2030](#) 

[Concordia University School Nurse Clinical Training](#)

[Agreement \(MOU\) exp. 10/09/2028](#) 

3. Ed. Services Personnel Items

Background:

Approval of the consent calendar will approve the Educational Services Personnel items, including various actions required to meet the district's needs.

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

Submitted by:

Educational Services

Recommended Action: Approval/Ratification of the Educational Services Personnel items.

Attachment:

[Educational Services Personnel Items 2025 OCT 09.pdf](#) 

4. Classified Personnel Report

Background:

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

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

Submitted by:

Human Resources

Recommended Action:

Approval/ratification of the Classified Personnel Report

Attachment:

[Classified Personnel Report 10-09-2025.pdf](#) 

5. Donations

Background:

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

Attachments:

[Donations.pdf](#) 

6. Warrants

Background:

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

Submitted by:

Business Services

Attachments:

[10.09.25 Board Report.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 8-25-25 thru 9-24-25.pdf](#) 

[PO REPORT 8-25-25 thru 9-24-25.pdf](#) 

8. Resolution 2026-09: Certification of Provision of Standards-Aligned Instructional Materials

Background:

The Board of Trustees of the Fountain Valley School District shall hereby certify that as of October 09, 2025, each pupil in the District in Transitional Kindergarten through 8th Grade has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas: mathematics, science, history-social science, English language arts/English language development, and visual and performing arts.

Submitted by:

Educational Services

Recommended Action:

It is recommended that the Board of Trustees approve

Resolution 2026-09: Certification of Provision of Standards-Aligned Instructional Materials for the 2025-26 school year per Education Code 60119.

Attachment:

[Resolution 2026-09: 2025-26 Certification of Instructional Materials per EC 60119.pdf](#) 

9. Board Policy 6158 Independent Study (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 6158 requires updates to reflect changes in state laws, including Senate Bill 153 (2024) and Assembly Bill 176 (2024).

Submitted By:

Educational Services

Attachments:

[6158 Independent Study](#) 

Recommendation

It is recommended that the Board of Trustees approves the revisions to Board Policy 6158 - Independent Study.

10. Resolution 2026-10: Authorization of Signature for the California State Preschool Program and Approval of Local Agreement for Child Development Services Contract

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 CDE approves the CFA, 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) 2026–27. This resolution further authorizes the designated representative(s) below to sign the

CFA and all related FY 2026–27 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 the contract documents related to the 2026-27 school year be signed on the Board's behalf.

Attachments:

[Resolution 2026-10: Authorization of Signature for the California State Preschool Program.docx](#) 

11. Annual Organizational Meeting

Background:

In accordance with Education Code Sections 35143 and 72000, the governing board of each school district, community college district, or regional occupational program must hold an annual organizational meeting within a prescribed 15-day period commencing with the date upon which a governing board member elected at that election takes office. In a year which no regular election is conducted, the organizational meeting shall be held during the same 15-day period on the calendar. The board shall notify the county superintendent of school of the day and time selected for the meeting.

Submitted by:
Superintendent's Office

Recommended Action:

It is recommended that the Board of Trustees select Thursday, December 11, 2025, as the date of the annual organizational meeting, following the provisions of Education Code Sections 35143 and 72000. The meeting shall begin at 5:00 p.m.

12. Contract with Huntington Valley Boys and Girls Club to Provide Transportation Training Services

Background

Bus drivers are required to attend periodic training to keep their licenses current. This includes both in-class and behind-the-wheel training. The Boys and Girls Club has a certified school bus driver training instructor who will provide the required classroom and in-service training for the District's bus drivers.

Fiscal Impact

The monthly fee for the standard services outlined in the contract is \$1,000. The district will be billed at a rate of \$125 per hour for any additional services requested. The total cost will not exceed \$12,000.

Submitted By

Business Services

Recommendation

It is recommended that the Board of Trustees approve the contract with Huntington Valley Boys and Girls Club to provide transportation training services.

Attachment

[25-26 FVSD BGCHV Transportation Training Proposal.docx.pdf](#)



13. Approval of Contract with Elevo, Inc. for 2025-26 School Year

Background:

Elevo, Inc., is an educational service provider with 17 years of experience in supporting school districts with in-school and out-of-school programming related to student health and wellness. The organization offers a wide range of services, including fitness activities integrating social-emotional learning for students during recess, after-school programming, and summer school. FVSD staff have worked with Elevo, Inc. since the inception of the Expanded Learning Opportunities Program (ELOP) to provide health and wellness-related enrichment activities for students in the District's afterschool programs. For the 2025-26 school year, the Educational Services Division seeks to continue partnering with the Elevo, Inc. team to provide activities at each elementary school site every week and on designated early release days within the school year calendar.

Fiscal Impact:

The total cost of Elevo, Inc.'s proposed contract to provide programming for all seven FVSD elementary sites is \$144,193.98. This proposal includes costs associated with providing two Elevo coaches per school, one day per week, for three hours per day, through June 8, 2025. This expense would be supported with funding received by FVSD specifically to support the Expanded Learning Opportunities Program.

Recommended Action:

It is recommended that the Board of Trustees approves the agreement with Elevo, Inc. for the 2025-26 school year in the amount of \$144,193.98.

Attachments:

[Elevo Proposal - 2025_26.pdf](#) 

14. APPROVE/RATIFY NON-PUBLIC AGENCY CONTRACTS

Background:

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

Recommended Action:

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

Submitted by:

Educational Services

Attachments:

[10-09-25 Board NPA-S Contracts Approval FVSD -B.pdf](#) 

N. SUPERINTENDENT'S REPORT/ NEW BUSINESS

Dr. Stopp shared three key updates.

First, she discussed the District's strategic objective to revisit technology use in the early grades. The District is partnering with TK-1 teachers to ensure technology is developmentally appropriate. Chromebooks previously assigned to individual students have been collected, and sets of iPads will now be available in classrooms for shared use. Dr. Spiratos

collaborated with IT Director Parham Sadeigh to implement this change. Dr. Stopp also noted that some districts follow a “Wait Until 8” approach, waiting until eighth grade to provide 1:1 student devices.

Next, she shared results from a survey of staff and leaders participating in school site tours, identifying the top ten reasons FVSD’s site tours are so valuable:

1. Demonstrates to site staff that leaders care about what’s happening on campuses
2. Builds relationships as staff meet district leaders
3. Provides first-hand insight into what students and staff experience each day
4. Highlights each school’s unique culture
5. Strengthens relationships among trustees
6. Exposes trustees to current educational environments and practices
7. Shows how policies are being implemented in real time
8. Offers perspective on the time and effort devoted to supporting students with the greatest needs
9. Underscores the vital role classified staff play in district operations
10. Creates opportunities to connect with and thank staff personally

Dr. Stopp commended the District for completing tours of all ten schools, visiting nearly every classroom and exploring each campus, remarking that this is a practice not all districts undertake.

Finally, Dr. Stopp reflected on student growth and achievement, emphasizing the District’s intentional vertical articulation and continuity of learning from grade to grade. She expressed appreciation to Dr. Spiratos and Dr. Gargus for their presentations, and to all students, families, and staff for their collective contributions.

In closing, Dr. Stopp thanked the Board for their shared moral imperative—*a relentless commitment to the learning of all students, no exceptions*—and for providing the leadership and focus that guide the District’s work.

O. CLOSED SESSION (IF NECESSARY)

A second closed session was not necessary.

P. ADJOURNMENT

1. Meeting Adjourned at 7:07 pm

ACTION:

Moved by: Steve Schultz

Seconded by: Dennis Cole

Carried 5-0

2. Next Meeting November 13, 2025

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: October 22, 2025

Attached are the eligibility lists for:

Behavior Intervention Assistant

Bus Driver

Bus Aide Special Education

Instructional Assistant Moderate/Severe

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #3-5

ELIGIBILITY LIST
Behavior Intervention Assistant
Merged (Updated 10-27-25)

RANK	NAME
1	Alyssa Leilani Lee
2	Alexis Robles
3	Pedro Cortes Ortiz
4	Jocelyn Nelson
5	Son Trieu
6	Jade Vandervort Daniels
7	Frank Drechsler

ELIGIBILITY LIST
Bus Driver
Updated (10-24-25)

RANK	NAME
1	Christine Wright
1	Shane Demendoza
2	Vicki Angelosanto

ELIGIBILITY LIST
Bus Aide-Special Education
Updated (11-06-25)

RANK	NAME
1	Maria Ruiz
2	Karissa Sanchez
3	Savannah Alday
3	Isaak Flores
3	Giselle Robles
3	Daniel Smith
4	Damian Morales

ELIGIBILITY LIST
IA Moderate/Severe
Merged (11-04-25)

RANK	NAME
1	Jennifer Arellano
2	Jayne West
3	Jennifer Douglas
4	Michele Schmitz
5	Hayley Brown
6	Steven Montes
7	Raylee Hayes
7	Jessica Leach
8	Christeen Attalla
9	Maya Basham
9	Tammy Dorchak
10	Beverly Love Grahn
11	Brianna Herrera
11	Michelle Vo
12	Cecilia Brown
12	Adilene Manjudano
12	Laura Aguiluz
13	Ashley Ledezma

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Personnel Commission Meeting Dates for 2026**

DATE: October 22, 2025

Below are the proposed Personnel Commission meeting dates for 2026.

- January 22
- February 26
- March 26
- April 23
- May 21
- June 25
- July – DARK
- August 27
- September 24
- October 22
- November 19
- December 17

For any conflicts with the proposed Board of Trustees' meetings, we will use the PDC or Harper Room as an alternate meeting place.



FOUNTAIN VALLEY SCHOOL DISTRICT
10055 Slater Avenue Fountain Valley, CA 92708 (714) 843-3200
www.fvsd.us

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT- NEW JOB DESCRIPTION AND ESSENTIAL DUTIES FOR MAINTENANCE AND OPERATIONS SUPERVISOR AND PLACEMENT ON RANGE 9 OF THE MANAGEMENT CLASSIFIED SALARY SCHEDULE EFFECTIVE NOVEMBER 21, 2025

DATE: November 13, 2025

Following the recent resignation of the incumbent Operations Supervisor, the vacancy provided an opportunity for the Assistant Superintendent of Business Services, the Director of Maintenance and Operations, and the Director of Human Resources to review the current classification. Upon review, it was determined that the existing job title and description no longer fully reflect the current scope, responsibilities, and operational needs of the custodial and Maintenance and Operations Department.

The review revealed that the position has evolved significantly beyond traditional “operations” oversight to encompass the comprehensive supervision of maintenance, custodial, and grounds operations, as well as the coordination of preventive maintenance programs, warehouse and mailroom operations, and safety compliance.

The proposed title change to Maintenance and Operations Supervisor reflects the scope of the position, which now oversees custodial, grounds, maintenance, and warehouse operations across all district facilities. In addition to supervising staff, the incumbent coordinates repairs, renovations, and preventive maintenance programs, ensures safe work practices, conducts inspections, responds to emergencies, and continues supporting energy management initiatives. This revised title more accurately captures the technical and operational responsibilities of the role and aligns it with the organizational structure and comparable classifications in other districts.

The recommendation to place on Range 9 of the Management Classified Salary Schedule is to align our compensation structure more closely with market standards, particularly in comparison to similar roles in surrounding districts.

Recommendations:

1. It is recommended that the Personnel Commission approve the new job description and the Essential Duties for Maintenance and Operations Supervisor.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the Maintenance and Operations Supervisor at Range 9 on the Management Classified salary schedule effective November 21, 2025.

Attachment #7

JOB DESCRIPTION
Fountain Valley School District
Maintenance and Operations Supervisor

Purpose Statement

The job of Maintenance and Operations Supervisor is done for the purpose/s of assisting in the planning, organizing, coordinating, scheduling and supervising the day-to-day activities of the District's maintenance, groundskeeping, custodial, and warehouse/mail operations; assuring the proper care, cleaning, and routine maintenance of District buildings, grounds, and facilities; supervising and evaluating the performance of assigned personnel; monitoring, programming, and maintaining energy systems; scheduling work assignments within established time frames and standards.

This job reports to the Director of Maintenance, Operations & Facilities.

Essential Functions

- Assists in the coordination of maintenance, renovation and repair projects and preparation of specifications and cost estimates (e.g. maintenance and operations products and equipment, preventative maintenance, etc.) for the purpose of implementing repairs and improvement projects.
- Communicates with vendors, contractors, engineers and inspectors regarding routine maintenance, custodial, and grounds operations and activities, materials, specifications, scheduling and District policies and procedures; follow-up on work orders with District personnel to assure timely and proper payment for supplies and services purchased.
- Conducts inspections and recommends the removal/correction of fire, safety or health hazards; instructs staff in safe and proper work practices.
- Conducts inspections of District buildings, grounds, and facilities; determines needed custodial, routine maintenance and grounds needs; assigns and inspects work of crews to assure completion of assigned projects for the purpose of ensuring site safety, maintaining cleaning standards, organizing and scheduling needed maintenance.
- Coordinates with energy management providers and District personnel (e.g. remote thermostat software provider, energy solutions company, maintenance department, custodial staff, etc.) for the purpose of implementing and maintaining services and/or programs.
- Consults with District custodial, maintenance, and grounds personnel, administrators and outside contractors to oversee, coordinate, prioritize and schedule site maintenance and repair work projects (e.g. coordinates with school site personnel during school year and with head custodians during summer/school breaks, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Develops and prepares work schedules; reviews buildings, grounds, and maintenance reports and work orders to determine materials, labor and time requirements; prioritizes and coordinates duties and assignments to assure effective work flow and facilitate operations.
- Maintains and inspects District buildings, equipment, utility systems, facilities and grounds to determine needed cleaning, routine maintenance, renovation, and repairs and ensure the availability of equipment in safe operating condition to allow for the proper completion of

work orders and contracts; manages the District's corrective and preventive maintenance programs.

- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Monitors remote thermostat system for the purpose of assuring proper function and maximum efficiency.
- Oversees District warehouse and mail operations (e.g. coordinating substitute staff, completion of work order requests, etc.) for the purpose of ensuring that deliveries and distribution are completed in a safe and efficient manner in compliance with established guidelines.
- Participates in a variety of meetings (e.g. monthly safety, energy management, and in-services meetings, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Plans, organizes, coordinates, and schedules the custodial, grounds, and maintenance activities of District sites, buildings, grounds, and facilities. Oversees day-to-day maintenance, custodial, and grounds activities; assure the proper and efficient cleaning, routine maintenance, renovation and repair of District buildings, grounds and facilities.
- Prepares and maintains a variety of materials and records, files, logs and reports related to personnel, inventory, supplies, work order requests, work performed and safety issues, energy use reports, energy policy memos, training materials, etc., for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures equipment and materials for the purpose of recommending and assisting in the selection of supplies and equipment to be stocked in the district warehouse for use by maintenance and operations staff.
- Reads and interprets building plans, blueprints and specifications and assures conformance with building and safety codes, regulations and requirements.
- Researches a variety of topics (e.g. alternative energy sources, energy management measures, maintenance and operations processes/products/equipment, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to emergency situations both during and outside regular work hours (e.g. vandalism, break-ins, fires, etc.) for the purpose of addressing immediate safety concerns.
- Schedules maintenance and operations staff training for the purpose of ensuring adherence to District protocols, techniques, and processes and to ensure injury prevention and legal compliance are being met by District personnel.
- Supervises and evaluates the performance of assigned staff; assign and review work and participates in the hiring/termination, disciplinary action, transfers, reassignments, planning/scheduling/coordinating activities, training, etc., of personnel, for the purpose of ensuring that the department functions in a safe and efficient manner.
- Supports all department staff for the purpose of completing routine and other maintenance and operations activities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; developing effective working relationships; budgeting and financial management; and operating standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, materials, and equipment used in the building maintenance trades, custodial, and grounds work; building construction practices and laws governing the construction, routine maintenance and repair of schools and public buildings; warehouse/mail operations work; principles, processes, and procedures of preventative maintenance; appropriate safety precautions and procedures; health and safety regulations; applicable State, County and City laws, codes and regulations related to fire, safety and maintenance operations, including custodial, and grounds maintenance; principles and practices of supervision, training, and providing work direction; proper methods of storing equipment, materials and supplies; oral and written communication skills; record-keeping techniques; applicable federal, state, and local laws, regulations, and codes (e.g., OSHA, Education Code, Health and Safety Code); principles and practices of supervision, training, and performance evaluation; budget management; and personnel processes.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using job-related equipment. Flexibility is required to work independently with little direction and to establish and maintain cooperative and effective working relationships with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; communicate effectively both orally and in writing; and utilize a variety of job-related equipment. Problem solving is required to analyze issues, create action plans and to analyze situations accurately and adopt an effective course of action. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; training, supervising, and evaluating personnel; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting (up to 50 pounds), carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required with increasing levels of responsibility. Any combination equivalent to six years journeyman level experience in one or more of the building trades; a contractor's license and or like certificates; two years supervisory experience in a business or education setting, plus two years' experience in construction, maintenance, building repair/remodeling, custodial and grounds

Education High school diploma or equivalent.

Equivalency Graduation from high school and one year experience in the operation of a motor vehicle.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Forklift and Pallet Jack Operators

Valid CA Class C Drivers License

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

11/20/2025

Salary Range

9



FOUNTAIN VALLEY SCHOOL DISTRICT
10055 Slater Avenue Fountain Valley, CA 92708 (714) 843-3200
www.fvsd.us

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT- NEW JOB DESCRIPTION AND ESSENTIAL DUTIES FOR TRANSPORTATION DISPATCHER AND PLACEMENT ON RANGE 54 OF THE CLASSIFIED SALARY SCHEDULE EFFECTIVE NOVEMBER 21, 2025

DATE: November 13, 2025

The Transportation Department has experienced a significant increase in operational demands due to the expansion of school programs, additional routes for special education services, and extracurricular activities requiring transportation coordination. These factors have created a need for a dedicated position responsible for the daily coordination and dispatching of buses to ensure safe, efficient, and cost-effective transportation services for students and staff.

Establishing a Transportation Dispatcher classification will provide the necessary support to maintain smooth operations, improve communication between drivers, school sites, and the Supervisor of Transportation, and ensure continuity of services in the Supervisor's absence. The previous Driver Trainer/Dispatcher classification will no longer be used. Instead, the Transportation Dispatcher classification will enable FVSD to recruit a more suitable candidate to support the Transportation Department.

Under the supervision of the Supervisor of Transportation, the Transportation Dispatcher assists in coordinating bus schedules for daily routes, field trips, events, and other District functions. The Transportation Dispatcher evaluates and resolves scheduling and operational issues and responds to emergencies or accidents. In addition, the Transportation Dispatcher will be available to drive a bus as needed.

The recommendation to place on Range 54 of the Classified Salary Schedule is to align our compensation structure more closely with market standards, particularly in comparison to similar roles in surrounding districts.

Recommendations:

1. It is recommended that the Personnel Commission approve the new job description and essential duties for Transportation Dispatcher.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Transportation Dispatcher at Range 54 on the classified salary schedule effective November 21, 2025.

Attachment# XX

JOB DESCRIPTION
Fountain Valley School District
Transportation Dispatcher

Purpose Statement

Under general supervision of the Director of Transportation, assists in coordinating bus schedules for daily routes, field trips, sporting events and other District functions; evaluates, resolves, and/or makes recommended solutions to accidents; may act to facilitate operations in the absence of the Supervisor. The incumbent is expected to work independently in concert with the requirements and general procedures established by the Supervisor of Transportation. May drive a school bus route. This position is routinely designated to act in the absence of the Transportation Supervisor.

This job reports to the Transportation Supervisor

Essential Functions

- Assists with creating daily bus schedules for the regular school year bus routes and summer routes.
- Communicates with department employees; receives requests, questions, concerns and suggestions; provides routine information and assistance and/or forward to appropriate personnel.
- Compiles and analyzes data and prepares reports with appropriate software and other office equipment.
- Computes transportation mileage and hours for sporting events, charters, field trips and other special trips for billing purposes.
- Drives school bus/es for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner as necessary and/or required.
- Handles daily departmental inquires including processing of field trips, sports, and after school activities.
- Handles phone calls from the general public and parents regarding bus service and responds in a professional manner assisting the Transportation Supervisor with concerns.
- Maintains accurate records of drivers regular hours and a variety of other records related to the operation of the Transportation Department.
- Maintains current knowledge of California laws and regulations relating to pupil transportation.
- Maintains updated list of students services and records of parent and/or guardian information to ensure ability to contact as necessary.
- Opens facilities as necessary in the Transportation and Maintenance and Operations Department as necessary.
- Operates a two-way radio to dispatch drivers and vehicles in accordance with established schedules and to fulfill transportation requests; communicates with drivers regarding schedule or route changes.
- Plans bus evacuation programs in accordance with the California Highway Patrol requirements.
- Prepares bid sheets on regular, overload, field trips and other special assignments to determine which driver gets the assignment, based on seniority.
- Participates in meetings; attends workshops and trainings for the purpose of gathering and/or disseminating information required to perform job functions.

- Reports observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of complying with applicable laws and district guidelines.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and utilizing wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment); standard record keeping and filing system procedures including understanding of word processing, database, and software applications.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; Ability is also required to work with diverse individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions; plan, organize and prioritize work of self and coordinate the work of others; operate various office equipment; understand, carry out and give oral and written instructions.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, significant climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally

the job requires 50% sitting, 10% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency Graduation from high school and one year experience in the operation of a motor vehicle.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid CA Class B Drivers License with Passenger + S Endorsements

School Bus Drivers Certificate Restriction #1 only

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

Post-Offer DOT Screening

FLSA Status

Non Exempt

Approval Date

11/20/2025

Salary Range

54

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: October 22, 2025

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

Dual Certification:

Preschool Assistant

Preschool Instructor

Head Custodian Substitute Pool



Fountain Valley School District

Preschool Assistant at Fountain Valley Elementary School District

Application Deadline

11/12/2025 3:30 PM Pacific

Date Posted

10/23/2025

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$20.48 (Range 18, Step 1) - \$24.90 (Range 18, Step 5) Per Hour

Add'l Salary Info

Hiring may be made up to step 3, per CSEA contract.

Length of Work Year

9.6 months per year

Employment Type

Part Time

Requirements / Qualifications

The minimum requirements must be met in order to be hired.

Minimum Requirements: Experience working with preschool-aged children. Targeted, job-related education with study in the job-related area with a minimum of 12 college-level semester units in early childhood education or child development, which includes three core courses – Child Growth & Development; School, Family & Community; and Program/Curriculum.

Valid Pediatric First Aid Certificate and CPR certificate

Comments and Other Information

Please attach a copy of the transcripts or report cards showing completion of the required units and a valid Pediatric First Aid and CPR certificate.

Those candidates meeting the minimum qualifications listed above will be invited to the test at a date to be determined and held at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley. Please bring a valid ID and allow 1 1/4 hours for the test and instructions. Please watch your email for an invitation to attend.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Fountain Valley School District

Preschool Instructor at Fountain Valley Elementary School District

Application Deadline

11/12/2025 3:30 PM Pacific

Date Posted

10/23/2025

Contact

[Danette Madison](#)

7148433228

Number of Openings

1

Salary

Pay Range

\$23.78 (Range 33, Step 1) - \$28.91 (Range 33, Step 5) Per Hour

Add'l Salary Info

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

Length of Work Year

9.6 months per year

Employment Type

Full Time

Requirements / Qualifications

Education and Experience Requirements:

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

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

Certificates and Licenses:

Early Childhood Education Certificate - Site Supervisor or higher.

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

Comments and Other Information

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

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)



Fountain Valley School District

Head Custodian SUBSTITUTE Pool at Fountain Valley Elementary School District

Application Deadline

11/14/2025 3:30 PM Pacific

Date Posted

11/7/2025

Contact

[Danette Madison](#)

7148433228

Number of Openings

5

Salary

Single Rate

28.74 (Range 52, Step 1) Per Hour

Length of Work Year

12 months

Employment Type

Part Time

Requirements / Qualifications

Job-related experience with increasing levels of responsibility is required, as well as a high school diploma or equivalent.

This position is being posted mainly for substitute custodian morning shifts. Must be able to work 6:30 AM - 3:00 PM.

Comments and Other Information

The first part of the examination process is a written test at the Fountain Valley School District, 10055 Slater Avenue, Fountain Valley. The date and time of the exam has yet to be determined. All applicants are invited to attend since there will be no screening of applications before the test. Please allow at least 1 hour and 30 minutes for check-in, instructions, and the test. Please bring a valid ID such as a driver's license or passport. Applicants are expected to meet the minimum qualifications stated above.

CalPERS Links

Not all postings qualify for CalPERS. Informational Only.

[CalPERS Retirement Benefits](#)

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **PERSONNEL COMMISSION BUDGET 2025-2026: YEAR TO DATE BUDGET REVIEW**

DATE: October 22, 2025

Attached is the year-to-date information for the Personnel Commission by budget number for 2025- 2026.

Attachment #12

FOUNTAIN VALLEY SD
Object Code Summary Report by Cost Center

Selected Criteria for GL470d Report

Enter The Default Ledger:

20

Enter The Month Ending Date:

10/31/2025

Enter Budget Code for Column 1:

AB

Enter Budget Code for Column 2:

CB

Enter (R) for Restricted, (U) for Unrestricted, or (A) for All:

A

Print Subfund Total Page?:

Y

Enter Object Type:

%

Enter Object Code:

%

Enter Pseudo Code:

%

Enter Subfund Code:

%

Enter Cost Center Code:

4281%

Enter Manager Code:

%

Enter Site Code:

%

Enter Function Code:

%

Enter Resource Code:

%

FOUNTAIN VALLEY SD

Object Code Summary Report by Cost Center

As of: 10/31/2025

Object	Description	ADOPTED BUDGET	CURRENT BUDGET -	To Date	Enc	Actual	=	Balance	% Used
					-	To Date			
2320	Supervisors & Administrators	87,220.00	87,220.00	0.00	29,123.32	58,096.68	33	3 %	
	Total for: 2300	87,220.00	87,220.00	0.00	29,123.32	58,096.68	33	3 %	
2410	Sch Off Mgr.,Off/Admin Assist.	46,743.00	46,743.00	0.00	15,222.92	31,520.08	32	3 %	
2430	Confidential Salaries	80,205.00	80,205.00	0.00	26,101.00	54,104.00	32	3 %	
2470	Overtime - Clerical,Tech,Off	300.00	300.00	0.00	0.00	300.00	0	0 %	
	Total for: 2400	127,248.00	127,248.00	0.00	41,323.92	85,924.08	32	3 %	
	Total for: 2000	214,468.00	214,468.00	0.00	70,447.24	144,020.76	32	%	
3202	PERS-CLASSIFIED	57,056.00	57,056.00	0.00	18,725.97	38,330.03	32	3 %	
	Total for: 3200	57,056.00	57,056.00	0.00	18,725.97	38,330.03	32	3 %	
3314	MEDICARE-CLASSIFIED	3,109.00	3,109.00	0.00	1,017.32	2,091.68	32	3 %	
3354	ALTERNATIVE RETIRE-	14.00	14.00	0.00	5.20	8.80	37	3 %	
3356	OASDI-CLASSIFIED	13,229.00	13,229.00	0.00	4,324.83	8,904.17	32	3 %	
	Total for: 3300	16,352.00	16,352.00	0.00	5,347.35	11,004.65	32	3 %	
3402	HEALTH & WELFARE-CLASSIFIED	70,520.00	70,520.00	0.00	23,506.56	47,013.44	33	3 %	
	Total for: 3400	70,520.00	70,520.00	0.00	23,506.56	47,013.44	33	3 %	
3502	SUI-CLASSIFIED	106.00	106.00	0.00	34.79	71.21	32	3 %	
	Total for: 3500	106.00	106.00	0.00	34.79	71.21	32	3 %	
3602	WORKERS'COMP-CLASSIFIED	4,466.00	4,466.00	0.00	1,494.12	2,971.88	33	3 %	
	Total for: 3600	4,466.00	4,466.00	0.00	1,494.12	2,971.88	33	3 %	
3954	Long Term Disability-Class	379.00	379.00	0.00	126.42	252.58	33	3 %	
	Total for: 3900	379.00	379.00	0.00	126.42	252.58	33	3 %	
	Total for: 3000	148,879.00	148,879.00	0.00	49,235.21	99,643.79	33	%	
5215	Staff Development	0.00	0.00	0.00	58.77	-58.77	0	0 %	
5290	Mileage Non Taxable	0.00	500.00	0.00	0.00	500.00	0	0 %	
	Total for: 5200	0.00	500.00	0.00	58.77	441.23	11	3 %	
5390	Dues and Membership Non Taxabl	0.00	3,800.00	0.00	3,650.00	150.00	96	96 %	
	Total for: 5300	0.00	3,800.00	0.00	3,650.00	150.00	96	96 %	
5813	Consultant	0.00	895.00	0.00	1,895.00	-1,000.00	211	3 %	
5820	Physical Exam, Drug testing	0.00	800.00	0.00	0.00	800.00	0	0 %	
5825	Advertising	0.00	100.00	0.00	0.00	100.00	0	0 %	
5828	Staff Recognition	0.00	1,800.00	0.00	101.55	1,698.45	5	5 %	
	Total for: 5800	0.00	3,595.00	0.00	1,996.55	1,598.45	55	55 %	

Cost Center: 4281 Personnel Commission

Subfund: 0101 GENERAL FUND

FOUNTAIN VALLEY SD

Object Code Summary Report by Cost Center

As of: 10/31/2025

Object	Description	ADOPTED BUDGET	CURRENT BUDGET -	Enc	Actual	=	Balance	% Used
			To Date	-	To Date			
	Total for: 5000	0.00	7,895.00	0.00	5,705.32		2,189.68	72 %
Total Object Type:XP	Expenses	363,347.00	371,242.00	0.00	125,387.77		245,854.23	33 %

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **CSPCA State Conference Approval**

DATE: October 22, 2025

Attached is the information for the 2026 CSPCA State Conference - March 15-17, 2026.

RECOMMENDATION

The Personnel Commission approve the reasonable and necessary expenses for the 2026 CSPCA conference.

Attachment #13



SAN DIEGO

2026 CSPCA ANNUAL *Conference*

Riding the Wave of Change:
Innovation, Growth and Leadership

MARCH 15-17, 2026

