

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

October 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, September 25, 2025** *Action*  
(Attachment #1)
4. **Minutes, Regular Meeting of the Board of Trustees, September 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*

Certified Occupational Therapist Assistant  
Speech/Language Pathology Assistant  
Instructional Assistant Mild/Moderate  
Instructional Assistant Moderate/Severe  
Extended School Program Assistant

*(Attachments #3-7)*

## PERSONNEL

### 9. Job Announcements

*Information*

*(Attachments #8-10)*

## FINANCIAL

### 10. Nothing at this time.

*Information*

## Closed Session

### 11. Closed Session

Nothing at this time.

## NEXT MEETING

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

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

## ADJOURNMENT

### 14. 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 SEPTEMBER 25, 2025**

DATE: October 15, 2025

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Attached for your approval are the minutes of the Personnel Commission regular meeting of September 25, 2025.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the September 25, 2025 Personnel Commission regular meeting.

**Attachment #1**

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting  
**MINUTES**  
September 25, 2025  
3:30 p.m.

Mrs. Davis 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. Mr. Bill Mullin 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. Cathie Abdel, Assistant Superintendent, Personnel Services and Ms. Danette Madison, Classified Personnel Technician.

### Minutes, Regular Meeting of the Personnel Commission, August 28, 2025

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

### Minutes, Regular Meeting of the Board of Trustees, August 14, 2025

Presented as an information item only.

### Director's Report

Mrs. Serna shared she reflected and was grateful for the Personnel team. With the new school year just beginning, the Personnel Department was busy hiring. It was a whirlwind of movement with staff, but having the support of Personnel Technicians, Danette Madison and Lisa O'Cain, their work was to be commended. Mrs. Serna also stated she was thankful for having the support of Assistant Superintendent, Personnel Services, Mrs. Cathie Abdel.

She continued sharing that Transitional Kindergarten (TK) was a position that there was a lot of hiring and continued to be an opportunity to fill all the positions, especially for Special Education. There was growth, change of staff, and resignations that needed to be filled. In addition to School Bus Drivers, Food Services Worker, and Noon Duty Aides.

Mrs. Serna gave kudos to Ms. Erin Bains, Director of Student Safety and Joe Hastie, Director of Maintenance and Operations. They gave an amazing presentation to all District Office staff on procedures for an emergency. They created a quick reference guide for response, assistance for using the PA system, and guide providing a layout of the office and pertinent details needed to report an emergency.

Ms. Cathie Abdel commended Classified Personnel for staffing 18 TK classrooms that have to be staffed at the ratio of 20:2. It was amazing it was accomplished in the short amount of time. Ms. Abdel shared she was able to be on site for the first couple days of school and seeing the little babies with the new staff was priceless. Some of the TK children are three years old because we start in August, as long as they turn four years old by September 1<sup>st</sup> they were eligible to attend a TK class. The District provided great training to assist personnel with toileting practices. There needs to be more training since the children are so young and they grow at different rates which provides a learning curve for the staff.

Mrs. Davis asked how long the TK class was and Ms. Abdel advised they stay in all day long until 2:30 PM – 2:40 PM. Mrs. Abdel mentioned that the TK program needed to match the Kindergarten program so it was all day.

### **Commissioners' Comments**

Mr. Bill Mullins shared he may be late for the October 23, 2025 Personnel Commission meeting.

Mr. Tony McCombs did not have comment.

Mrs. Carol Davis commented she was in awe of having such little children in the TK program. She also mentioned the Board of Trustees minutes mentioned the work being completed with the modulars. Ms. Abdel shared that most of the modulars were for the Early Learning and Extended School Program led by Director, Ms. Mona Green. There was a module for Newland School and another for a preschool program at Tamura School.

Ms. Abdel stated the after-school program had expanded tremendously and there was approximately 200 students on the waiting list for the after-school program. Additional staffing was in progress as well as working with the school sites regarding the use of facilities to accommodate the additional classes. Mrs. Serna shared it was commendable the way the school site administrators work with the after school program. Mrs. Green is working diligently to accommodate the children on the wait list. Mrs. Serna stated it was anticipated that an additional ten staff would be hired.

Ms. Abdel shared that all over the state of California and in Orange County, districts are declining in enrollment. The average decline in Orange County is 3.4% and Fountain Valley was the only school district that grew (0.17%). FVSD grew and remained stable. She also shared that FVSD was the highest performing school district in Orange County in Math, ELA, and Science.

Mrs. Davis asked which grades tested that had these results. Ms. Abdel stated Math and ELA encompassed third through eighth grades while Science was fifth and eighth grades.

### **Public Comments**

None were received.

## **ADMINISTRATION**

### **Reappointment of Joint Appointee to the Personnel Commission**

Mr. Mullin addressed the Commission and Mrs. Carol Davis and thanked Mrs. Davis for her valuable input and for being a member of the Commission for so long. She was the heart of the Commission and putting employees of FVSD first. Mr. Mullin nominated Mrs. Carol Davis for reappointment to the Personnel Commission, effective December 1, 2025. Mr. McCombs seconded the motion and added he was thankful Mrs. Davis had the interest to keep coming back. Mrs. Serna commented Mrs. Davis added stability and calmness to the Personnel Commission. It was because of Mrs. Davis' willingness to serve was an example to all employees a desire to come to work and to serve. Mrs. Serna was thankful Mrs. Davis would be serving on the Personnel Commission for another three years.

Mr. Mullin and Mr. McCombs voted and the motioned carried.

### **Certification of Eligibility Lists**

Mr. Mullin motioned to approve the Certification of eligibility lists for Licensed Vocational Nurse, Custodian, Instructional Assistant Moderate/Severe, and Behavior Intervention Assistant. Mr. McCombs seconded the motion. Motion carried.

Mrs. Davis asked if the Behavior Intervention Assistant position was Schoolwide. Ms. Abdel and Mrs. Serna explained there are two positions, one for special education and schoolwide for general education. The eligibility list was for special education. Ms. Abdel shared that every elementary school has a Behavior Intervention Assistant to support the general education children. They work in collaboration with the counselor to provide strategies for the teacher to use with the children that need the extra support. And in addition, there were Behavior Intervention Assistants that worked in the special education classrooms.

Mrs. Davis commented this was exceptional and asked if other school districts were providing Behavior Intervention Assistants in their schools? Ms. Abdel shared they were and added the behaviors of the students had changed dramatically. She shared that she sat with a student, a Behavior Intervention Assistant and a counselor trying to get the her into class for an hour. They did amazing work. Some students are challenged with anxiety, depression, and school phobias. Ms. Abdel mentioned those positions were added and paid for with one time budget funding and it needed to be determined how to integrate them into the general budget to continue to support the students in our schools. The funding supports the positions through 2029.

Mrs. Davis asked if there were any hirings from the eligibility lists being approved. Mrs. Serna shared the Licensed Vocational Nurse position was filled, however, the candidate resigned shortly thereafter. Additional interviews were scheduled and in progress to fill the position. The Instructional Assistant Moderate/Severe was a difficult position to fill due to the essential functions of the position. However, there was some success with approximately 4-6 candidates being hired and still hiring. And the Behavior Intervention Assistant eligibility list, nearly all candidates were hired. The eligibility list was for special education that supports in the special education classroom.

## **PERSONNEL**

The Personnel Commission reviewed the dual certification job postings for Certified Occupational Therapist Assistant (COTA), Speech/Language Pathology Assistant (SLPA), and Bus Driver.

Mrs. Serna shared the exam was held for the Certified Occupational Therapist Assistant (COTA) due to the last incumbent leaving after seven years. It was anticipated that the process would be completed shortly. She also shared that student needs required an additional Speech/Language Pathology Assistant (SLPA).

Mr. Mullin asked why it was so difficult to find Bus Drivers. Mrs. Serna shared it was a part-time position and it had split shifts due to the drop off schedules. The district offers to Bus Drivers the opportunity to serve as a Noon Duty Aide substitute as needed to help supplement their hours and to fill the gap in their schedules.

Mr. McCombs asked if the Bus Driver position hours allowed for them to qualify for health benefits. Ms. Abdel confirmed the position is thirty hours a week and they qualify for the full cap for health benefits. That was how FVSD was able to attract candidates. She shared there were some districts that have moved their Bus Drivers to eight hour positions and making their positions Bus Driver/Utility Worker, having them perform custodial or landscaping in their split shift gap.

## **FINANCIAL**

Nothing at this time.

## **CLOSED SESSION**

No closed session was required.

## **NEXT MEETING**

The next meeting of the Personnel Commission will be:

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

## **ADJOURNMENT**

The September 25, 2025, regular meeting of the Personnel Commission adjourned at 3:55 p.m.

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Mrs. Davis, Chairperson

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Mr. McCombs, Vice-Chairperson

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

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

DATE: October 15, 2025

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

**Attachment #2**



**FOUNTAIN VALLEY  
SCHOOL DISTRICT**

*Board of Trustees Meeting*

## **Board of Trustees Regular Meeting - Sep 09 2025 Minutes**

Tuesday, September 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 September 9, 2025, Regular Board of Trustees Meeting

ACTION:

*Moved by:* Dennis Cole

*Seconded by:* Ashley Ramirez

**Carried 5-0**

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

### **D. CLOSED SESSION**

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

2. Pupil Personnel: Education Code 35146
3. Negotiations: Government Code 54957.6 Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.
4. Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: Government Code 54956.5
5. Anticipated litigation pursuant to Government Code Section 54956.9(d)(2): Case numbers 25-26-99-4, 25-26-99-5, and 25-26-99-6

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

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

**F. REPORT OF CLOSED SESSION**

1. The Board President reported the following action:  
By the motion of Mr. Shultz and seconded by Mr. Nguyen, the governing Board took action by a vote of 5-0 to approve settlement agreement #25-26-99-4.  
  
By the motion of Mrs. Ramirez and seconded by Mr. Cole, the governing Board took action by a vote of 5-0 to approve settlement agreement #25-26-99-5.  
  
By the motion of Mrs. Crandall and seconded by Mr. Nguyen, the governing Board took action by a vote of 5-0 to approve settlement agreement #25-26-99-6.

**G. RECOGNITION/ANNOUNCEMENT**

Through the Eyes of a Student

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.

The words of Daya Ivers, a 5th-grade Cox student, were read by Mr. Cole.

## **H. STAFF REPORTS**

### **1. Unaudited Actuals for Fiscal Year 2024-2025**

Assistant Superintendent, Business Services, Isidro Guerra, and Director, Fiscal Services, Pooja Shah, reviewed for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2024-2025.

## **I. BOARD MEMBER REPORTS**

Mrs. Ramirez shared how glad she was to attend last Thursday's Back to School Night at Gisler. She thanked everyone, commented on the collective energy of families, kids, and staff, and acknowledged the effort behind setting the year up for success. Even the Fountain Valley Library was out encouraging memberships.

Mr. Schultz was able to attend both Plavan and Tamura's Back to School Nights and noted how BTSNs of the past may have focused on the rules; he was delighted to see a focus on reading each night for at least 20 minutes. He noted all the creative writing that was already on display in the classrooms.

Before school started, he was able to attend the certificated professional development day and appreciated the way Dr. Stopp talked about teaching in such an educated way. Overall, he was glad to see such amazing things.

Mr. Cole attended the Fountain Valley Schools Foundation meeting on Monday, and highlighted the continuation of the annual Golf Tournament at Strawberry Farms. The 11th annual Marc Ecker Golf Tournament will be held on Wednesday, May 20, 2026. He shared that the Foundation intends to increase its donation to each of our 10 schools. He noted that the excitement in our district is palpable and thanked everyone: students, teachers, families, and administrators.

Mr. Nguyen attended the Plavan Back to School Night, his last BTSN there for his youngest, and shared how much he has enjoyed his time there over the last 13 years. He shared how much the community is seeing a special level of energy from the new principal, Mrs. Kyle Ruiz, who he said is "a

rockstar."

Mrs. Crandall thanked everyone who diligently worked to make the start of the 2025-2026 school year so successful and is excited for our 6,021 students and their FVSD educational experiences ahead. Last month, she spoke on behalf of the Board at the New Certificated Employee Orientation and shared that, in addition to all the information they received, they rode on a school bus to see our 10 schools. She attended the Cox Back-to-School Night and the Schools Foundation meeting, sharing that they are looking to increase their presence to highlight their work at the annual District Art Show. Additionally, plans are underway for the Foundation to host the State of the Schools Breakfast on Tuesday, October 28th. Lastly, she noted that the Fountain Valley Chamber of Commerce annual ball, "the Rose Gala," will benefit three local non-profits, including the FV Schools Foundation.

#### **J. PUBLIC COMMENTS**

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

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

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

There were no requests to address the Board.

#### **K. LEGISLATIVE ITEMS**

1. Board Policy 6158 - Independent Study (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 6158 requires updates to reflect changes in state laws, including Senate Bill 153 (2024) and Assembly Bill 176 (2024). BP 6158 is being brought to the Board of Trustees for first reading.

**Submitted By:**

Educational Services

**Attachments:**

[6158 Independent Study](#) 

It is recommended that the Board of Trustees conduct the first reading of Board Policy 6158, Independent Study, and consider any further suggested changes brought forth in discussion for a second reading.

*Moved by:* Steve Schultz

*Seconded by:* Dennis Cole

**Carried 5-0**

2. Resolution 2026-08: 2025-26 Authorization for Teaching Credentials

**Background:**

The Governing Board may, by resolution, authorize certificated employees to teach outside their credentialed area under specific provisions of the Education Code:

- **44256 (b):** Multiple Subject or Standard Elementary Credential holders may teach departmentalized classes below grade 9 with at least 12 semester (or 6 upper-division/graduate) units from an accredited institution in the subject to which they are assigned.
- **44258.2:** Single Subject or Standard Teaching Credential holders may teach departmentalized classes in grades 5–8 with at least 12 semester (or 6 upper-division/graduate) units in the subject to which they are assigned.

- **44258.7(c) & (d):** Full-time teachers with special skills/preparation may be assigned, with consent, to teach elective courses outside their credential area, subject to approval by the Committee on Assignments, whose membership shall include an equal number of teachers (selected by teachers) and school administrators (selected by school administrators). For purposes of this subdivision, an “elective course” is a course other than English, Mathematics, Science, or History/Social Science.

This resolution authorizes such assignments for the 2025–26 school year.

**Submitted by:**

Personnel Services

**Attachments:**

[Resolution 2026-08: 2025-26 Authorization for Teaching Credentials](#) 

It is recommended that the Board of Trustees adopt Resolution 2026-08, authorizing the teaching assignments as listed for the 2025–26 school year, as permitted under Education Code sections 44256 (b), 44258.2, and 44258.7 (c) & (d).

*Moved by:* Phu Nguyen

*Seconded by:* Ashley Ramirez

**Carried 5-0**

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

ACTION: Approval of Consent Agenda Items

*Moved by:* Steve Schultz

*Seconded by:* Sandra Crandall

**Carried 5-0**

1. Minutes of August 14, 2025 Board of Education Meeting

[Board of Trustees Regular Meeting - Aug 14 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](#) 

[Point Loma Nazarene University Student Teaching Clinical Practice Partnership Agreement exp. 8/31/2028](#) 

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 of the Educational Services Personnel items.

**Attachments:**

[Educational Services Personnel Items 2025 SEPT 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 09-09-2025 \(2\).pdf](#) 

5. 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 7-29-25 thru 8-25-25.pdf](#) 

[PO REPORT 7-29-25 thru 8-25-25.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:**

[09.09.25 Board Report.pdf](#) 

7. Budget Adjustments & Transfers

**Background:**

Education Code Sections 42600, 42601, 42602, and 42610 address conditions for budget transfers and revisions. Based on these code sections, the oversight agency of the District requires that all budget adjustments and budget transfers be

approved at official meetings of the District's Board of Education prior to submitting them to the County Superintendent of Schools for approval.

**Submitted by:**

Business Services

**Attachments:**

[Budget Adjustments-for board meeting 09.09.25.pdf](#) 

8. Board Policy 1312.1 Complaints Concerning District Employees (Second Reading)

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 quarterly updates and alerts.

Board Policy 1312.1 Complaints Concerning District Employees policy contains revisions and additions to provide clarification regarding the process used to address complaints brought against a district employee.

**Recommendation:**

It is recommended that the Board of Trustees approves the revisions to Board Policy 1312.1

**Attachments:**

[1312.1 Complaints Concerning District Employees](#) 

9. Board Policy 1312.3 - Uniform Complaint Procedures (Second Reading)

**Background:**

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

Board Policy 1312.3 - Uniform Complaint Procedures is consistent with the state's complaint procedures specified in 5 CCR 4600-4670 and shall be used to investigate and resolve complaints of district programs and activities that are subject

to the UCP. The following policy contains revisions and additions to reflect any changes in state and/or federal laws, and/or education code, including Title IX regulations.

**Recommendation:**

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

**Attachments:**

[1312.3 Uniform Complaint Procedures](#) 

10. Board Policy 4030 - Non-Discrimination in Employment (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 4030 Non-Discrimination in Employment requires updates to reflect changes and updates to state and/or federal laws and regulations as they relate to prohibited discrimination in employment.

**Recommendation:**

It is recommended that the Board of Trustees approves the revisions to Board Policy 4030.

**Attachment:**

[4030 Nondiscrimination in Employment](#) 

11. Board Policy 4033 Lactation Accommodation (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 quarterly updates and alerts.

Board Policy 4033 Lactation Accommodation policy contains

revisions and additions to reflect changes in state and/or federal laws, and regulations, including the process by which an employee can request an accommodation.

**Recommendation:**

It is recommended that the Board of Trustees approves the revisions to Board Policy 4033.

**Attachments:**

[4033 Lactation Accommodation](#) 

12. Board Policy 4119.11 Sexual Harassment (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 quarterly updates and alerts.

Board Policy 4119.11 Sexual Harassment policy contains revisions and additions to reflect changes in state and/or federal laws, and regulations regarding the changes in Title IX regulations.

**Recommendation:**

It is recommended that the Board of Trustees approves the revisions to Board Policy 4119.11.

**Attachments:**

[4119.11 4119.11 4219.11 4319.11 Sexual Harassment](#) 

13. Board Policy 5127 - Promotion Ceremonies and Activities (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 5127 - Promotion Ceremonies and Activities requires updates to reflect changes in district practices and

procedures. BP 5127 is being brought to the Board of Trustees for approval.

**Recommendation:**

It is recommended that the Board of Trustees approves the revisions to Board Policy 5127 - Promotion Ceremonies and Activities.

**Attachment:**

[5127 Promotion Ceremonies and Activities](#) 

14. Unaudited Actuals for 2024-2025 Fiscal Year Ending June 30, 2025

**Background:**

At unaudited actuals, the District compares actual results for the fiscal year ending June 30, 2025, to the estimated actuals presented at budget adoption. The total general fund ending balance is \$24.8 million, of which \$22.3 million is restricted, committed, and/or otherwise assigned.

The District has met all of the requirements outlined in AB1200, and all of the District's funds reflect a positive ending balance.

The 2025-26 adopted budget beginning fund balance has been adjusted to reflect updates to the 2024-25 ending fund balance.

**Submitted by:**

Business Services

**Recommendation:**

It is recommended that the Board of Trustees approves the unaudited actuals for fiscal year 2024-25 and the adjusted 2025-26 beginning balance.

**Attachment:**

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

15. Approve Additive Change Order #01 and Deductive Change Order #03 for the FVSD 24-01 – Fence & Gate Upgrades at Masuda, Plavan, and Tamura Schools

**Background:**

On June 13, 2024, the Board of Trustees awarded the FVSD 24-

01, Fence and Gate Upgrades project, to Everfence, Inc. During the course of the construction project, additions and deletions were requested by the District, resulting in the need for a change order.

**Fiscal Impact:**

The total for Change Order #1 and Change Order #3 is \$89,609 and will be taken from the total contingency budget for the project.

**Submitted By:**

Business Services

**Recommendation:**

It is recommended that the Board of Trustees approves Change Order #1 for the FVSD 24-01 - Fence & Gate Upgrades at Masuda, Plavan, and Tamura Schools

**Attachment:**

[FVSD - Change Order #1.pdf](#) 

[FVSD - Change Order #3.pdf](#) 

16. Approve the Contract with Everfence, Inc. for FVSD 24-01 Fence & Gate Upgrades project at Masuda, Plavan, and Tamura Schools and Authorize Staff to File the Appropriate Notice of Completion

**Background:**

On June 13, 2024, the Board of Trustees awarded the FVSD 24-01, Fence and Gate Upgrades project, to Everfence, Inc. The project is now substantially complete, including all approved change orders, and the Notice of Completion needs to be filed with the Orange County Clerk-Recorder. The Notice of Completion (NOC), once executed and recorded, serves to give formal notice to subcontractors, manufacturers, and material suppliers that they have 30 days in which to submit any claims to the District for payment due from the contractor. The NOC also triggers the start of warranty/guarantee periods, which generally run one year from the date

the NOC is recorded. The retention payment of 5% will be released no sooner than 35 days after the filing and recording of the Notice of Completion at the Orange County Clerk-Recorder's Office, in accordance with Public Contract Code

Section 7107.

**Fiscal Impact:**

There is no additional fiscal impact.

**Submitted By:**

Business Services

**Recommendation:**

It is recommended that the Board of Trustees approves the contract with Everfence, Inc. for FVSD 24-01 Fence and Gate Upgrades project at Masuda, Plavan, and Tamura Schools as complete and authorize the Superintendent or her designee to file the appropriate Notice of Completion on behalf of the District.

**Attachment:**

[NOC Fencing Phase 3 - Masuda Plavan and Tamura - change orders.pdf](#) 

17. Resolution 2026-07: GANN Amendment Appropriations Limitation

**Background:**

According to Education Code Sections 1629 and 42132, each year, governing boards shall adopt a resolution identifying their estimated appropriations limits for the current year and their actual appropriations limit for the prior year. The appropriations limit is the dollar amount that a District can expend in one fiscal year. The District did not exceed its appropriation limit of \$44.98 million for 2024-25. The estimated appropriation limit for 2025-26 is \$47.43 million. The calculation of the appropriation limit is available for public review in the Business Services Office.

**Submitted by:**

Business Services

**Recommendation:**

It is recommended that the Governing Board adopt RESOLUTION 2026-07, identifying the 2024-25 actual appropriation limit and the 2025-26 estimated appropriation limit.

**Attachment:**

[2024-25 GANN Limit Resolution.pdf](#) 

18. Ratify Award of Fountain Valley School District (FVSD) Bid #25-03 Computer Equipment and Supplies to Apple Inc.

**Background:**

The District's educational program has grown over the last few years, and the District's technology equipment and supplies have become outdated. There has been an identified need for the District to upgrade and update its computer equipment and supplies.

An advertisement to bid was placed in the Newport Harbor News Press combined with the Daily Pilot on July 18, 2025, and July 25, 2025, pursuant to Public Contract Code section 20111 and Government Code section 6066. One (1) bidder timely submitted a bid on August 12, 2025, at 1:00 p.m. The bidder was Apple Inc. The District's Bid # 25-03 for Computer Equipment and Supplies included a Bid Form Pricing Sheet. Apple Inc.'s Bid Form Pricing Sheet submitted on August 12, 2025, was approved by the Assistant Superintendent of Business Services. Due to the critical needs of the District's students and staff in preparation for the start of school, it is recommended that the Board of Trustees ratify the decision of the Assistant Superintendent of Business Services to award FVSD Bid #25-03 Computer Equipment and Supplies to Apple Inc.

The Bid Form Pricing Sheet, as submitted by Apple Inc., is attached.

**Submitted by:**

Business Services

**Recommended Action:**

It is recommended that the Board of Trustees ratify the award of FVSD Bid #25-03 Computer Equipment and Supplies to Apple Inc.

**Attachment:**

[Apple Inc Bid Form Pricing Sheet.pdf](#) 

19. Educational Services Approved Independent Contractor List

**Background:**

Historically, independent contractors are submitted monthly to the Board of Trustees for approval. Typically, these independent contractors are used each year by one or more schools or the District Office. Therefore, the Educational Services division requests the approval of a compiled list of the frequently used independent contractors to be annually reviewed and approved by the Board of Trustees. This is a similar process FVSD uses regarding field trip approvals. The attached independent contractor list includes independent contractors approved by the Board of Trustees within the last three years, with cost information updated for the 2025/2026 school year. All independent contractors on the list provide highly valued professional development to support the Fountain Valley School District's standards-based core academic program. Independent contractors not on the approved list will be submitted to the Board of Trustees for approval and then added for reauthorization in subsequent years.

**Fiscal Impact:**

Fees for independent contractor services will be funded from either Educational Services or school site budgets, as appropriate. Specific budget information will be reflected in the purchase order, and all contracts will be reviewed by administrative staff and signed accordingly.

**Submitted By:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the attached Independent Contractor list for the 2025/2026 school year.

**Attachment:**

[Independent Contractor Lists - 2025-2026.pdf](#) 

20. District Field Trip List 2025-2026 School Year

**Background:**

In accordance with Board Policy 6153, requests for school-sponsored trips involving overnight travel must be submitted to the Superintendent or designee. The Superintendent or designee will review the request and recommend to the Board whether the Board should approve the request.

Exhibit A includes the locations of all potential overnight study trips and other local attractions that could serve as educational field trips to enrich the instructional program for Fountain Valley School District students during the 2025/2026 school year.

**Submitted By:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the attached Field Trip list for the 2025-2026 school year.

**Attachment:**

[Field Trips Board Approved Vendors - 2025-2026.pdf](#) 

21. Adoption of the Expanded Learning Opportunities Program (ELOP) Plan

**Background:**

The Expanded Learning Opportunities Program (ELOP) was established by Assembly Bill (AB) 130, Chapter 44, Statutes of 2021, as amended by AB 167, Chapter 252, Statutes of 2021. The program started in the 2021-22 fiscal year and provides funding for afterschool and summer school enrichment programs for students in transitional kindergarten through sixth grade.

Funds received through the ELOP program are designed to expand learning and enrichment activities outside of regular school hours for TK-6 students. ELOP must be offered to all students included in the District's Unduplicated Pupil Percentage count (UPP), which consists of students identified as Low-income, English learners, students experiencing homelessness, and foster youth.

Since launching the ELOP program, participation has increased from approximately 150 students (2021-22) to over 400 students (2025-26) in TK through 6th grade.

CDE encourages districts to have their program plan approved by the governing board annually, and plans are required to be approved by the Board every three years. *EC* Section 46120(b)(2).

**Fiscal Impact:**

Fountain Valley School District will receive \$1,754,081.00 to

support the ELOP program for the 2025-26 school year.

**Submitted By:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the Expanded Learning Opportunities Grant Plan.

**Attachment:**

[2025-26 FVSD Expanded Learning Opportunities Program Plan\\_09022025.pdf](#) 

22. Record of Eighth Grade Promotion, June 2025

**Background:**

Board Policy 5127 stipulates that the names of all students recommended for an eighth-grade Certificate of Promotion be recorded in the minutes of a Board meeting.

**Submitted By:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves, as submitted by the principals, the names of all students recommended for an eighth-grade Certificate of Promotion in the 2024/2025 school year.

**Attachment:**

[2024-25 FVSD 8th Grade Promotion.pdf](#) 

23. Approval of Professional Services Agreement with Momentum in Teaching LLC for the 2025-26 School Year

**Background:**

Momentum in Teaching, LLC is an educational consulting firm that delivers professional learning and coaching related to Balanced Literacy. Founded in 2011, Momentum's team of master classroom teachers has supported Fountain Valley Schools for several years. FVSD looks forward to continuing the relationship with Momentum in Teaching by providing professional development for teachers related to Balanced Literacy Instruction, with a focus on Writer's Workshop, on the November 10, 2025, District-wide PD Day.

**Fiscal Impact:**

The total cost of the professional learning and coaching proposal, which includes six presenters to support the November 10, 2025, District-wide professional development day, is \$13,800.00. FVSD intends to utilize Educator Effectiveness Block Grant (EEBG) funds to support this training initiative.

**Submitted by:**

Educational Services

**Recommendation:**

It is recommended that the Board of Trustees approves the agreements with Momentum in Teaching, Inc. for \$13,800.00 for the 2025-26 school year.

**Attachments:**

[2025 Professional Development Proposal - Momentum in Teaching.docx](#) 

24. Approval of Proposition 28 Annual Report for the 2024-25 School Year

**Background:**

On November 8, 2022, California voters approved Proposition 28, the Arts and Music in Schools (AMS) Funding Guarantee and Accountability Act, requiring the state to establish a new, ongoing program supporting arts instruction in schools beginning in the 2024-25 school year. As part of the November 14, 2024, meeting, the FVSD Board of Trustees approved Proposition 28 plans for all ten FVSD schools.

Per Education Code 8820(g)(4), Local Education Agencies are required to submit an annual report on the District's plan using the California Department of Education's reporting template that must be approved by the Board of Trustees. For the 2024-25 reporting cycle, this approval must be obtained from the Board before September 30, 2025, and the report must be published on the District's website.

**Fiscal Impact:**

There is no fiscal impact involved with the approval process.

**Recommendation:**

It is recommended that the Board of Trustees approves the 2024-25 Arts and Music in Schools (AMS) Annual Report for the

2024-25 school year.

**Submitted by:**

Educational Services

**Attachments:**

[2024-25 Proposition 28 Annual Report.pdf](#) 

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

Mrs. Crandall brought forward the following new business: Self-Evaluation of the Board. Consensus was reached on moving forward with a Board Self-Evaluation. Mrs. Crandall will lead this work and plans to have it done before her term ends in December.

Dr. Stopp shared that there was so much to share. We welcomed back our 10 and 11-month employees in August and hit the ground running. She's so thankful for leaders who are vulnerable and willing to put in the work, with joy, positivity, and smiles, from the custodians with good customer service, the office staff with smiles on their faces, helping families navigate enrollment, to the teachers carefully explaining to our smallest learners the basics like washing hands and being kind to classmates. She expressed how grateful and fortunate she is that we have employees and a Board who keep students and families at the forefront of all the work we do. So Bravo to the Fountain Valley School District on a fantastic start to the year!

**N. CLOSED SESSION (IF NEEDED)**

A second closed session was not needed.

**O. ADJOURNMENT**

1. Meeting Adjourned at 6:47 pm

ACTION:

*Moved by: Dennis Cole*

*Seconded by: Phu Nguyen*

**Carried 5-0**

2. Next Meeting October 9, 2025

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: October 15, 2025

---

Attached are the eligibility lists for:

Certified Occupational Therapist Assistant (COTA)  
Speech/Language Pathology Assistant (SLPA)  
Instructional Assistant Mild/Moderate  
Instructional Assistant Moderate/Severe  
Extended School Program Assistant

**RECOMMENDATION**

The Personnel Commission approve the eligibility lists enumerated above.

**Attachments #3-7**

**Eligibility List  
COTA  
Expires 10-2-26**

<b>RANK</b>	<b>NAME</b>
1	Liliana Ceja
2	Carmen Do
3	Amy Buckels
4	Linda Scotton
5	Sarah Lopez

**Eligibility List  
SLPA  
Expires 10-02-26**

<b>RANK</b>	<b>NAME</b>
1	Kailey Gorham
2	Vilma Rodriguez
3	Anthony Nguyen
3	Kacie Ramirez-Duque

**ELIGIBILITY LIST**  
**Instructional Assistant Mild/Moderate**  
**Merged (Updated 09-23-25)**

<b>RANK</b>	<b>NAME</b>
1	Daniel Camacho
1	Jennifer Arellano
1	Patricia Coponiti
1	Rohan Vij
2	Sarah Morgigno
3	Michele Schmitz
3	Jayne West
4	Torrence Woodson
5	Jennifer Douglas
5	Eden Hawes
6	Jawan Antoine
7	Isabella Llanos
7	Jennifer Weld
7	Madeline Battista
8	Heather Holbrook
9	Steven Montes
10	Raylee Hayes
11	Jessica Garcia
12	Nick Holt
13	Christeen Attala
14	Maya Basham
14	Tammy Dorchak
15	Beverly Love Grahn

**ELIGIBILITY LIST**  
**Instructional Assistant Mild/Moderate**  
**Merged (Updated 09-23-25)**

16	Brianna Herrera
16	Cina Wilson
17	Jill De La Torre
17	Daniela Hoyle
18	Cecilia Brown
18	Adilene Manjajano
19	Haley Crowder

**ELIGIBILITY LIST**  
**IA Moderate/Severe**  
**Merged (Updated 09-23-25)**

<b>RANK</b>	<b>NAME</b>
1	Jennifer Arellano
2	Jayne West
3	Torrence Woodson
4	Jennifer Douglas
5	Michele Schmitz
6	Hayley Brown
7	Isabella Llanos
7	Jennifer Weld
8	Heather Holbrook
9	Steven Montes
10	Raylee Hayes
10	Jessica Leach
11	Jessica Garcia
12	Christeen Attalla
13	Maya Basham
13	Tammy Dorchak
14	Beverly Love Grahn
15	Brianna Herrera
16	Cecilia Brown
16	Adilene Manjudano
17	Cheyenne Cantrell

**Eligibility List  
ESP Assistant  
Merged (Updated 10-02-25)**

<b>RANK</b>	<b>NAME</b>
1	Brianna Ansorge
2	Jennifer Johnson
3	Alexis Kemp-Angier
4	Stephanie Cox
4	Melanie Haines
4	Jessica Garcia
5	Jackson DeSousa
6	Susan Saito
7	Danielle McGallian
7	Hayley Brown
7	Michelle Martinez
8	Patty Smith
9	Alisanderia Selefuti
9	Sheila Lewis
9	Marcus Castro
10	Megan Singer
10	Abraham Nguyen
11	Wendy Addison
11	Jacob Castillo
11	Joanne Raymond
12	Kelly Lopez
13	Jae Choe
14	Monica McDonnell
14	Robyn Wernberg

**Eligibility List  
ESP Assistant  
Merged (Updated 10-02-25)**

14	Cassandra Adamiak
15	Brianna Martinez
16	Laurie Grant
16	Isabella Horne
16	Priscilla Barreca
16	Lauren Morris
17	Sabrina Real
17	Madelyne Rumney
18	Christina Ayers
18	Edith Castillo
19	Jennifer Douglas
19	Rosa Parra
19	Susana Asis
20	Stephanie Diaz Jimenez
20	Mira Prieto
21	Leanne Masterson
21	Ben Yater
22	Carter Hua
22	Kim Louie

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: October 15, 2025

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

**Dual Certification:**

Food Services Worker

Behavior Intervention Assistant

Instructional Assistant – Bilingual (Vietnamese)

**Attachments #8-10**



# Fountain Valley School District

## Food Services Worker at Fountain Valley Elementary School District

**Application Deadline**

10/29/2025 3:00 PM Pacific

**Date Posted**

10/9/2025

**Contact**[Danette Madison](#)

7148433228

**Number of Openings**

1

**Salary**

Pay Range

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

**Add'l Salary Info**

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

**Length of Work Year**

9.6 months

**Employment Type**

Part Time

**Requirements / Qualifications**

## EDUCATION AND EXPERIENCE

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

## CERTIFICATES AND LICENSES

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

**Comments and Other Information**

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

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

**CalPERS Links***Not all postings qualify for CalPERS. Informational Only.*[CalPERS Retirement Benefits](#)



# Fountain Valley School District

Behavior Intervention Assistant at Fountain Valley Elementary School District

**Application Deadline**

10/21/2025 3:30 PM Pacific

**Date Posted**

10/1/2025

**Contact**

[Danette Madison](#)

7148433228

**Number of Openings**

1

**Salary**

Pay Range

\$26.52 - \$32.24 Per Hour

**Add'l Salary Info**

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

**Length of Work Year**

9.66 months per year

**Employment Type**

Part Time

**Requirements / Qualifications**

Experience: Job-related experience is required.

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

Certifications: Current CPR and First Aid

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

The current position is 28.75 hours per week.

**Comments and Other Information**

Applications will be screened for minimum qualifications before the performance interview. Applicants who meet the minimum requirements will be invited via email to the technical interview to be held on a date to be determined. Please watch your email for further information once you apply.

**CalPERS Links**

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

[CalPERS Retirement Benefits](#)



# Fountain Valley School District

Instructional Assistant - Bilingual (Vietnamese) at Fountain Valley Elementary School District

**Application Deadline**

10/21/2025 3:30 PM Pacific

**Date Posted**

10/1/2025

**Contact**

[Danette Madison](#)

7148433228

**Number of Openings**

1

**Salary****Add'l Salary Info**

\$22.63 - \$27.50 per hour ( Range 28, 5 steps) \*Per CSEA contract hiring may be made up to step 3

**Length of Work Year**

9.6 months per year

**Employment Type**

Part Time

**Requirements / Qualifications**

Experience: Job related experience is required.

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

**Comments and Other Information**

All applicants are invited to attend the written test (date to be determined). 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 valid driver's license or passport. Applications will be screened for the minimum qualifications following the written test. Candidates who pass each part of the written test and the oral interview will be considered for hire. Candidates that have already passed the No Child Left Behind (NCLB) test will not need to take the test again but must contact Lisa at [Ocainl@fvsd.us](mailto:Ocainl@fvsd.us) or 714 843-3225 to verify scores. Please watch your email for updates.

**CalPERS Links**

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

[CalPERS Retirement Benefits](#)