

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

September 25, 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, August 28, 2025** *Action*  
(Attachment #1)
4. **Minutes, Regular Meeting of the Board of Trustees, August 14, 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. **Reappointment of Joint Appointee to the Personnel Commission** *Action*  
(Attachment #3)

**9. Certification of Eligibility Lists:**

Licensed Vocational Nurse  
Custodian  
Instructional Assistant Moderate/Severe  
Behavior Intervention Assistant  
(Attachments #4-7)

*Action*

**PERSONNEL**

**10. Job Announcements**

(Attachments #8-10)

*Information*

**FINANCIAL**

**11. Nothing at this time.**

*Information*

**Closed Session**

**12. Closed Session**

Nothing at this time.

**NEXT MEETING**

**13. The next meeting of the Personnel Commission will be:**

October 23, 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 AUGUST 28, 2025**

DATE: September 22, 2025

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Attached for your approval are the minutes of the Personnel Commission regular meeting of August 28, 2025.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the August 28, 2025 Personnel Commission regular meeting.

**Attachment #1**

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting  
**MINUTES**  
August 28, 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. Mrs. Carmen Serna 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, June 26, 2025

Mr. McCombs moved to approve the Minutes as presented. There was an automatic second due to Mr. Mullin's absence. Motion carried.

### Minutes, Regular Meeting of the Board of Trustees, June 12, 2025

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, June 18, 2025

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, July 22, 2025

Presented as an information item only.

### Director's Report

Mrs. Serna shared that the Board of Trustees approved the revised salary range placements the Personnel Commission (PC) approved on June 26, 2025, PC meeting for the following classifications: Food Services Field Operations Coordinator, Extended School Program Coordinator, and Recreation Coordinator.

Mrs. Serna shared Ms. Kyle Ruiz has been appointed as the new Principal at Plavan School effective the 2025-2026 school year. Dr. Patrick Ham, previous Principal at Plavan School, has been assigned as the new Principal at Masuda Middle School effective the 2025-2026 school year.

Mrs. Serna shared it has been a busy and successful summer for the Personnel Department. Recruitment and hiring efforts have been strong, with many positions filled ahead of the new school year. Transitional

Kindergarten (TK) student enrollment was higher than anticipated, and all TK Instructional Assistant positions have been successfully staffed.

Mrs. Carmen Serna supported Plavan School on the first day of school, where there was great energy and excitement as the year kicked off. She sent cheers to the start of a new school year. Classified Personnel continues to focus on hiring for special education to ensure students and programs are fully supported.

### **Commissioners' Comments**

None were received.

### **Public Comments**

None were received.

## **ADMINISTRATION**

### **Certification of Eligibility Lists**

Mr. Mullin motioned to approve the Certification of eligibility lists for Extended School Program Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant TK, Behavior Intervention Assistant General Education (Schoolwide), Bus Driver, Special Education Data Technician, and Preschool Instructor. Mr. McComb seconded the motion. Motion carried.

## **PERSONNEL**

The Personnel Commission reviewed the dual certification job postings for Behavior Intervention Assistant General Education (Schoolwide), Custodian, Preschool Instructor, Instructional Assistant Mild/Moderate and Moderate/Severe, Instructional Assistant 2025-2026 Pool Kindergarten and TK, and Behavior Intervention Assistant.

## **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:**  
**September 25, 2025, at 3:30 p.m.**  
**PDC Room**

## **ADJOURNMENT**

The August 28, 2025, regular meeting of the Personnel Commission adjourned at 3:53 p.m.

**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 AUGUST 14, 2025**

DATE: September 22, 2025

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Attached for your information is the minutes of the Board of Trustees regular meeting of August 14, 2025.

**Attachment #2**



**FOUNTAIN VALLEY  
SCHOOL DISTRICT**

*Board of Trustees Meeting*

## **Board of Trustees Regular Meeting - Aug 14 2025 Minutes**

Thursday, August 14, 2025 at 4:30 PM

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

### **A. CALL TO ORDER- 4:30 P.M.**

#### 1. Roll Call

- Sandra Crandall, President
- Dennis Cole, President Pro Tem
- Phu Nguyen, Clerk
- Ashley Ramirez, Member
- Steve Schultz, Member (via phone, due to just cause)

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

#### 1. Agenda for August 14 Regular Board of Trustees Meeting

ACTION:

*Moved by:* Ashley Ramirez

*Seconded by:* Phu Nguyen

**Carried 5-0**

Sandra Crandall, President - Aye

Dennis Cole, President Pro Tem - Aye

Phu Nguyen, Clerk - Aye

Ashley Ramirez, Member - Aye

Steve Schultz, Member - Aye

### **C. WORKSHOP**

#### 1. The Board of Trustees will review and discuss the District Priorities: goals, strategic objectives, priority actions, and

success indicators for the 2025-2026 school year, presented by FVSD Executive Cabinet. [District Priority Actions and Success Indicators Draft 2025-2026 .pdf](#) 

**D. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

**E. CLOSED SESSION -- 5:00 P.M.**

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. Public Employee Performance Evaluation: Government Code Section 54957 and 54957.1. The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.
6. Anticipated litigation pursuant to Government Code Section 54956.9(d)(2): Case numbers 25-26-99-1, 25-26-99-2, and 25-26-99-3

**F. OPEN SESSION -- 6:00 PM**

1. Pledge of Allegiance was led by Mrs. Crandall

**G. REPORT OF CLOSED SESSION**

1. The Board President reported that the Board took action on three items in closed session.

By the motion of Mr. Cole and seconded by Mrs. Ramirez, the governing Board took action by a vote of 5-0 to approve settlement agreement #25-26-99-1.

By the motion of Mr. Nguyen and seconded by Mr. Schultz, the governing Board took action by a vote of 5-0 to approve settlement agreement #25-26-99-2.

By the motion of Mrs. Crandall and seconded by Mrs. Ramirez, the governing Board took action by a vote of 5-0 to approve settlement agreement #25-26-99-3.

## **H. RECOGNITION/ANNOUNCEMENT**

### **1. Through the Eyes of a Student**

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

The words of Avery Ramirez, 6th grade Talbert student were read by Mrs. Ramirez.

## **I. BOARD MEMBER REPORTS**

Mr. Nguyen reported being on break, traveling with his family, but he's had time to touch base with the Plavan community and looks forward to meeting the new principal.

Mrs. Ramirez shared that she was able to attend the Summer Intervention Academy, hosted at Cox this year. In addition, she attended the Bowling event hosted by the City of Fountain Valley, the Chamber of Commerce and FVSD leadership teams. She thanked all those have been working to prepare for the coming year.

Mr. Schultz attended some professional developments, including on reading and writing and shared the benefit of students choosing their own novels.

Mr. Cole attended several conferences including the Safe Schools conference partnering with the Sheriff's department where they discussed ways to increase safety at all schools in our county. He also attended the MTSS Professional Learning Institute Conference in Anaheim with about

3,500 teachers and administrators.

Mrs. Crandall shared her appreciation for being part of a district where details and transparency matter, she noted the \$0.22 adjustment. She attended the summer program at Cox, toured ESP and ELOP programs at Courreges and thanked everyone who helped facilitate those programs. She participated in a workshop sponsored by Capitol Advisors entitled Budget Perspectives; the status of Prop 98, discretionary one-time funds for student support/pd, educator recruitment and retention initiative, literacy instruction, suspension of the COLA for state preschool and the annual \$3.3 billion cost to fully implement TK were topics covered. Lastly, she spoke on behalf of the board at the Leadership Launch and thanked Dr. Stopp and her team who worked tirelessly in making the entire Leadership Launch day informative and exciting.

#### **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.

1. Board Policy 1312.3 - Uniform Complaint Procedures (First Reading)

**Background:**

In the continued effort to maintain a set of current board policies, it is necessary to bring policies to the Board of Trustees for revision due to changes in Education Code or statute. The California School Boards Association 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 addition to reflect any changes in state and/or federal laws, and/or education code, including Title IX regulations. BP 1312.3 is being brought to the Board of Trustees for first reading.

**Submitted By:**

Personnel Services

**Attachments:**

[1312.3 Uniform Complaint Procedures](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 1312.3 for first reading and move the policy forward for second reading, with any changes indicated by the Board of Trustees.

*Moved by: Phu Nguyen*

*Seconded by: Sandra Crandall*

**Carried 5-0**

Sandra Crandall, President - Aye

Dennis Cole, President Pro Tem - Aye

Phu Nguyen, Clerk - Aye

Ashley Ramirez, Member - Aye

Steve Schultz, Member - Aye

**K. LEGISLATIVE ITEMS**

1. Board Policy 1312.1 Complaints Concerning District Employees (First 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 addition to provide clarification regarding the process used to address complaints brought against a district employee. BP 1312.1 is being brought to the Board of Trustees for first reading.

**Submitted By:**

Personnel Services

**Attachments:**

[1312.1 Complaints Concerning District Employees](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 1312.1 for first reading and move the policy forward for second reading, with any changes indicated by the Board of Trustees.

*Moved by:* Dennis Cole

*Seconded by:* Ashley Ramirez

**Carried 5-0**

Sandra Crandall, President - Aye

Dennis Cole, President Pro Tem - Aye

Phu Nguyen, Clerk - Aye

Ashley Ramirez, Member - Aye

Steve Schultz, Member - Aye

2. Board Policy 4030 - Non Discrimination in Employment (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 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. BP 4030 is being brought to the Board of Trustees for first reading.

**Submitted By:**

Personnel Services

**Attachment:**

[4030 Nondiscrimination in Employment](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4030 for first reading and move the policy forward for second reading, with any changes indicated by the Board of Trustees.

*Moved by:* Steve Schultz

*Seconded by:* Dennis Cole

**Carried 5-0**

Sandra Crandall, President - Aye

Dennis Cole, President Pro Tem - Aye

Phu Nguyen, Clerk - Aye

Ashley Ramirez, Member - Aye

Steve Schultz, Member - Aye

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

Board Policy 4033 Lactation Accommodation policy contains revisions and addition to reflect changes in state and/or federal laws, and regulations including the process in which an employee can request an accommodation. BP 4033 is being brought to the Board of Trustees for first reading.

**Submitted By:**

Personnel Services

**Attachments:**

[4033 Lactation Accommodation](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4033 for first reading and move the policy forward for second reading, with any changes indicated by the Board of Trustees.

*Moved by:* Phu Nguyen

*Seconded by:* Steve Schultz

**Carried 5-0**

Sandra Crandall, President - Aye

Dennis Cole, President Pro Tem - Aye

Phu Nguyen, Clerk - Aye

Ashley Ramirez, Member - Aye

Steve Schultz, Member - Aye

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

Board Policy 4119.11 Sexual Harassment policy contains revisions and addition to reflect changes in state and/or federal laws, and regulations regarding the changes in Title IX regulations. BP 4119.21 is being brought to the Board of Trustees for first reading.

**Submitted By:**

Personnel Services

**Attachments:**

[4119.11 4119.11 4219.11 4319.11 Sexual Harassment](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 4119.11 for first reading and move

the policy forward for second reading, with any changes indicated by the Board of Trustees.

*Moved by:* Dennis Cole

*Seconded by:* Sandra Crandall

**Carried 5-0**

Sandra Crandall, President - Aye

Dennis Cole, President Pro Tem - Aye

Phu Nguyen, Clerk - Aye

Ashley Ramirez, Member - Aye

Steve Schultz, Member - Aye

5. Board Policy 5127 - Promotion Ceremonies and Activities  
(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 5127 - Promotion Ceremonies and Activities requires updates to reflect changes in district practices. BP 5127 is being brought to the Board of Trustees for first reading.

**Submitted By:**

Educational Services

**Attachments:**

[5127 Promotion Ceremonies and Activities](#) 

It is recommended that the Board of Trustees approves the revisions to Board Policy 5127 - Promotion Ceremonies and Activities for first reading and move the policy forward for second reading, with any changes as indicated by the Board of Trustees.

*Moved by:* Ashley Ramirez

*Seconded by:* Dennis Cole

**Carried 5-0**

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

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

ACTION: Approval of Consent Agenda Items

*Moved by:* Dennis Cole

*Seconded by:* Phu Nguyen

**Carried 5-0**

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

1. Minutes of June 12, 2025 Board of Education Meeting  
[Board of Trustees Regular Meeting - Jun 12 2025 - Minutes -](#)  
[Html](#) 
2. Minutes of June 18, 2025 Board of Education Meeting  
[Board of Trustees Regular Meeting - Jun 18 2025 - Minutes -](#)  
[Html](#) 
3. Minutes of July 22, 2025 Board of Education Meeting  
[Board of Trustees Special Meeting - Jul 22 2025 - Minutes -](#)  
[Html](#) 
4. Certificated Personnel Items  
**Background:**  
Approval of the consent calendar will approve the Certificated Personnel items, including various actions required to meet the needs of the District.  
It is necessary to process various personnel actions to meet

staffing and operational needs. Compensation to personnel is within budgeted amounts in accordance with Board Policy.

**Submitted by:**

Personnel Services

**Recommended Action:**

Approval/Ratification of the Certificated Personnel items.

**Attachments:**

[Certificated to Personnel Items](#) 

[2024-25 Certificated Management eff. 7/1/2024 REVISED](#) 

[Vanguard University Student Teaching Agreement exp. 8/15/2030](#) 

5. Classified Personnel Report

**Background:**

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

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

**Submitted by:**

Human Resources

**Recommended Action:**

Approval/ratification of the Classified Personnel Report

**Attachment:**

[Classified Personnel Report 08:14:2025.pdf](#) 

6. Donations

**Background:**

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

**Attachments:**

[Donations 2025 AUG 11.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 5-28-25 thru 7-29-25.pdf](#) 

[PO REPORT 5-28-25 thru 7-29-25.pdf](#) 

8. Warrants

**Background:**

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

**Submitted by:**

Business Services

**Attachments:**

[08.14.25 Board Report.pdf](#) 

9. Board Policy 6163.4 - Student Use of Technology (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 6163.4 - Student Use of Technology requires updates to reflect changes and updates to language regarding requirements. Revisions to BP 6163.4 are being brought to the Board of Trustees for approval.

**Submitted By:**

Educational Services

**Recommendation:**

It is recommended that the Board of Trustees approves the

revisions to Board Policy 6163.4.

**Attachments:**

[6163.4 Student Use of Technology](#) 

10. Williams Uniform Complaint Quarterly Report (Q#4: Apr 1- Jun 30)

**Background:**

The Orange County Department of Education is requesting the report of uniform complaints received in your district per the requirements of Education Code section 35186(d).1 This is a reporting requirement for all school districts and county-operated programs.

**Recommended Action:**

It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the first quarter of the 2024-25 year and approves its submittal to the Orange County Department of Education.

**Submitted by:**

Superintendent's Office

**Attachments:**

[UCP Report Form District 2024-25 \(Q4 -- FVSD\).pdf](#) 

11. Approval of OCDE PowerSchool Agreements for 2025-26

**Background:**

*Business-Plus System Support Agreement #51655 Amendment #4*

The Orange County Department of Education (OCDE) provides professional services for the operation of the PowerSchool BusinessPLUS system, including on-going training, support services and software enhancements. Services include basic financial /budget, school site finance, stores inventory and fixed assets systems.

*Human Resources Application Agreement #10003647  
Amendment #2*

The Orange County Department of Education (OCDE) provides system as well as software support for the District's PowerSchool Human Resources System package.

**Fiscal Impact:**

The respective costs for these agreements is \$77,000 and \$43,70 respectively. Costs are flat from 2024-2025.

**Submitted By:**

Business Services

**Recommendation**

It is recommended that the Board approve Agreement Number 51655 – Amendment #4 “BusinessPLUS System Support” and Agreement 10003647 – Amendment #2 “Human Resources Application” with the Orange County Department of Education and authorize the Superintendent or designee to sign all documents.

**Attachments:**

[Fountain Valley SD-BusinessPlus-Amend 4\(51655\)26.pdf](#) 

[Fountain Valley SD-Human Resources Application-Amend 2\(10003647\)26.pdf](#) 

12. Option to Renew Participation in Request for Proposal No. 2324- Frozen, Refrigerated, Processed Commodity, Dry Foods and Distribution for Food Service

**Background:**

RFP No. 2324 was solicited for Frozen, Refrigerated, Processed Commodity, Dry Goods, and Distribution for Food Services by Garden Grove Unified School District on behalf of participating districts. The participating districts include Garden Grove Unified School District, Fountain Valley School District, Huntington Beach City School District, El Rancho Unified School District, Montebello Unified School District, and Los Alamitos Unified School District.

Following a thorough review and evaluation of the submitted proposals by the participating districts, Gold Star Foods and KB Foods Distribution, Inc. were identified as the lowest, responsive, and responsible bidders. The original 2024-25 contract includes two one-year renewal options, including a term for the 2025–2026 school year, effective September 1, 2025, through August 31, 2026.

**Fiscal Impact:**

Food Services will purchase products under this bid on an as-

needed basis. The anticipated annual expenditures in 2025-26 are approximately \$650,000 for Gold Star Foods and \$100,000 for KB Foods Distribution, Inc.

**Submitted By:**

Business Services

**Recommended Action:**

Approval is recommended to confirm continued participation in RFP No. 2324 – Frozen, Refrigerated, Processed Commodity, Dry Goods, and Distribution for Food Services to Gold Star Foods and KB Foods Distribution, Inc., as awarded by the Garden Grove Unified School District Board of Education on behalf of participating districts, by exercising the first of two annual options to extend the contract.

**Attachments:**

[GGUSD RFP No. 2324 Renewal -Frozen Refrigerated, Processed Commodity, Dry Goods and Distribution.pdf](#) 

13. Approve Change Order #1 for the FVSD 25-01 Modular Buildings – Site Work Only Project

**Background:**

On April 10, 2025, the Board of Trustees awarded the FVSD 25-01 Modular Buildings – Site Work Only Project to R. Jensen Co., Inc., in order to install modular buildings at Newland, Oka, and Plavan Elementary Schools. In preparing the sites for the placement of portables, the contractor experienced unforeseen issues associated with soil remediation at Newland and Oka and rerouting of plumbing at Oka, resulting in the need for a change order.

**Fiscal Impact:**

The total for Change Order #1 is \$59,340.00 and will be taken from the total contingency budget for the project. This change order is less than 10% of the contract award of \$1,623,000.00.

**Submitted By:**

Business Services

**Recommendation:**

It is recommended that the Board of Trustees approves Change Order #1 for the FVSD 25-01 Modular Buildings – Site

Work Only Project.

**Attachment:**

[FVSD 25-01 Modular Buildings – Site Work Only Change Order 1.pdf](#) 

14. Approve use of FVSD24C-11 Hesperia Elementary School District Piggyback Purchasing Bid with Silvercreek Modular, LLC, to Design, Engineer, Price and Purchase Extended Day Classrooms at Three Schools and Authorize Staff to File the Appropriate Notice of Completion

**Background:**

On August 8, 2024, the Board of Trustees approved the use of FVSD24C-11 Hesperia Elementary School District Piggyback Purchasing Bid with Silvercreek Modular, LLC to design, engineer, price, and purchase (2) 48 x 40 and (1) 24 x 40 modular classrooms at Newland, Oka, and Plavan Schools. The project is now substantially complete, 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 approve the use of FVSD24C-11 Hesperia Elementary School District Piggyback Purchasing Bid with Silvercreek Modular, LLC, to Design, Engineer, Price and Purchase Extended Day Classrooms at Newland, Oka, and Plavan Schools as complete and authorize

the Superintendent or her designee to file the appropriate Notice of Completion on behalf of the District.

**Attachment:**

[NOC Modular Buildings - Newland Oka and Plavan.pdf](#) 

15. Approve the Contract with R. Jensen Co., Inc. for FVSD 25-01 Modular Building (Sitework Only) at Newland, Oka, and Plavan Schools and Authorize Staff to File the Appropriate Notice of Completion

**Background:**

On April 10, 2025, the Board of Trustees awarded the FVSD 25-01 Modular Building (Sitework Only) project, to R. Jensen Co., Inc. The project is now substantially complete, 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 R. Jensen Co., Inc. for FVSD 25-01 Modular Building (Sitework Only) at Newland, Oka, and Plavan Schools as complete and authorize the Superintendent or her designee to file the appropriate Notice of Completion on behalf of the District.

**Attachment:**

[NOC Modular Sitework - Newland Oka and Plavan.pdf](#) 

16. Approve the Contract with Everfence, Inc. for FVSD 24-01 Fence & Gate Upgrades 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, 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 & Gate Upgrades 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.pdf](#) 

17. Contract with OCDE School-based Medi-Cal Activities Billing

**Background:**

Orange County Department of Education, Region 9 Local Educational Consortium (LEC) has entered into an Agreement with the California State Department of Health Care Services

to serve the Local Educational Consortium for Region 9 in accordance with the California Welfare and Institutions Code.

As part of Region 9, FVSD is referred to as the Local Education Agency (LEA) to administer School-based Medi-Cal Administrative Activities (SMAA). The goal of the School-based Medi-Cal Administrative Activities (SMAA) Program is to improve the availability and accessibility of School-based Medi-Cal services to Medi-Cal eligible and potentially eligible individuals, as well as their families, where appropriate.

**Fiscal Impact:**

FVSD will receive Medi-Cal reimbursement over an annual 4.5% fee per quarterly claim to SMAA.

**Submitted By:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the School-based Medi-Cal Administrative Activities (SMAA) Participation Agreement for the term of July 1, 2025 through June 30, 2026 and authorize the Superintendent or designee to sign all documents.

**Attachment:**

[2025-26 OCDE SMAA Participation Agreement.pdf](#) 

18. Approval of contract between Fountain Valley School District and Orange County Department of Education to provide translation/interpretation services for in-person or virtual parent meetings.

**Background:**

Fountain Valley School District is committed to ensuring meaningful access for individuals with Limited English Proficiency as required by Title 5, California Code of Regulations 51101.1, Title VI of the Civil Rights Act of 1964, and California Education Code Section 48985. In instances when FVSD does not employ individuals with the language proficiency necessary to ensure meaningful communication with a family, the Orange County Department of Education provides fee-based support for districts/schools.

**Fiscal Impact:**

Not to exceed \$10,000.00

**Submitted by:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approve the contract with the Orange County Department of Education for translation/interpretation services for the 2025-2026 school year.

**Attachments:**

[25-26 OCDE INTERPRETATION AND TRANSLATION SERVICES AGREEMENT.pdf](#) 

19. Amendment to Dr. Elizabeth Gendy-Shaker Agreement for Consultant Services 25-26

**Background:**

On June 18, 2025, the Board of Trustees approved an agreement with Dr. Elizabeth Gendy-Shaker to provide annual "Review of Occupational Therapy Services and Physical Therapy Services" and to sign as District Physician on all Occupational Therapy and Physical Therapy Prescriptions.

This item is being brought back to the Board to amend Exhibit A of the original agreement. The amendment expands Dr. Gendy-Shaker's scope of work to include signing Mental Health Authorizations for therapy services. In previous years, these authorizations were completed by the Director of Special Education, who held the appropriate licensure. As the Director no longer holds this authorization, Dr. Gendy-Shaker will now assume this responsibility. The amended Exhibit A reflects an estimated total of 200 mental health therapy prescriptions, where the original Exhibit listed zero.

Due to the expanded scope of services, the "Not to Exceed" amount has been increased from \$6,000.00 to \$10,000.00.

**Fiscal Impact:**

Not to exceed \$10,000.00

**Submitted by:**

Educational Services

**Recommended Action:**

It is recommended that the Board of Trustees approves the amendment to the agreement between Dr. Elizabeth Gendy-Shaker and the Fountain Valley School District for the 25-26 school year, to include Mental Health Authorizations and to revise the fiscal impact accordingly.

**Attachments:**

[Revised Contract - Dr. Elizabeth Gendy Shaker Contract 25-26 - 08072025.pdf](#) 

20. 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.

**Submitted by:**

Educational Services

**Recommended Action:**

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

**Attachments:**

[08-14-25 Board NPA-S Contracts Approval FVSD B.pdf](#) 

[08-14-25 Board NPA-S Contracts Approval FVSD 2526 ROLLOVERS - B.pdf](#) 

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

Dr. Stopp shared that we've been so busy, in a great way, recently welcoming back our 11 month employees: site leaders, program specialists and psychologists and everyone has hit the ground running! She has met with each of the site leaders individually to hear their plans for the year. She quoted our former colleague Mrs. Chris Fullerton "as educators we have a natural new beginning each year," and our leaders are refreshed and ready to begin again. We also welcomed back our School Office Managers and Office Assistants at a kick-off meeting at the District Central Office on Monday, August 11th. Each department came in to speak to the group and share information for the coming year. She appreciated everyone's positive attitudes and comradery, for which she is grateful. This

week we will begin seeing teachers for professional development and in preparation for upcoming events. This Monday our middle schools will host their welcome back events, getting them excited for the start of middle school. Our elementary schools will have their welcome back events on Tuesday, August 26th, the day before school.

**N. CLOSED SESSION**

A second closed session was necessary. No action was taken.

**O. ADJOURNMENT**

1. Meeting Adjourned at 7:09 pm

ACTION:

*Moved by:* Ashley Ramirez

*Seconded by:* Phu Nguyen

**Carried 5-0**

Sandra Crandall, President - Aye

Dennis Cole, President Pro Tem - Aye

Phu Nguyen, Clerk - Aye

Ashley Ramirez, Member - Aye

Steve Schultz, Member - Aye

2. Next Meeting September 9, 2025

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **REAPPOINTMENT OF JOINT APPOINTEE TO THE PERSONNEL COMMISION**

DATE: September 22, 2025

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The term of Commissioner Carol Davis, who is the appointee of the other two Commissioners, expires on December 1, 2025. According to Personnel Commission Rule 203.1 and Education Code Section 45246, around September 1 of each year, the Personnel Director shall notify the appointing authority of the expiring term.

Mrs. Davis has expressed interest in continuing as a Commissioner. Commissioners McCombs and Mullin may make the appointment through action at the September 25, 2025, meeting with the effective date of December 1, 2025.

**RECOMMENDATION**

Reappointment Carol Davis as joint appointee to the Personnel Commission.

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: September 22, 2025

---

Attached are the eligibility lists for:

Licensed Vocational Nurse

Custodian

Instructional Assistant Moderate/Severe

Behavior Intervention Assistant

**RECOMMENDATION**

The Personnel Commission approve the eligibility lists enumerated above.

**Attachments #4-7**

**Eligibility List**  
**Licensed Vocational Nurse**  
**Expires 8-21-26**

<b>RANK</b>	<b>NAME</b>
1	Jessica Garcia-Ayala
1	Sheila-Jasmine Walker
2	Elisa Aburto

**Eligibility List  
Custodian  
EXPIRES 09-16-26**

<b>RANK</b>	<b>NAME</b>
1	Jon Marquez
2	Richard Acosta Jr.
2	Thanh Lai
2	Daniel Martinez
3	Alan Sudds
4	Leonardo Espinoza
4	Scott Jones
5	Miguel Barajas
5	Francisco Orozco
6	Michael Mansfield
6	Pony Singsay
7	Kaleo Helekahi
8	Oscar Diaz
8	Jim Gastelo
8	Floriberto Perez Mendez
9	Victor Hernandez
10	Eric Taylor
11	Sean Smith
12	Joseph Cox
13	Shannon Brooks

**ELIGIBILITY LIST**  
**IA Moderate/Severe**  
**Merged (Updated 09-04-25)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Jennifer Arellano	01-07-26
2	Jayne West	09-02-26
3	Torrence Woodson	09-30-25
4	Jennifer Douglas	09-04-26
5	Hayley Brown	01-07-26
6	Isabella Llanos	09-30-25
6	Jennifer Weld	09-30-25
7	Heather Holbrook	09-30-25
8	Steven Montes	01-07-26
9	Raylee Hayes	02-25-26
9	Jessica Leach	02-25-26
10	Jessica Garcia	09-30-25
11	Christeen Attalla	02-25-26
12	Maya Basham	01-07-26
12	Tammy Dorchak	03-18-26
13	Beverly Love Grahn	09-02-26
14	Brianna Herrera	01-07-26
15	Cecilia Brown	03-18-26
15	Adilene Mandujano	09-02-26
16	Cheyenne Cantrell	09-30-25

**ELIGIBILITY LIST**  
**Behavior Intervention Assistant**  
**Merged (Updated 08-21-25)**

<b>RANK</b>	<b>NAME</b>
1	Alyssa Leilani Lee
2	Alexis Robles
3	Pedro Cortes Gaona
4	Jocelyn Nelson
5	Jade Vandervort
6	Frank Drechsler
7	Erica Stemmler

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: September 22, 2025

---

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

**Dual Certification:**

Certified Occupati0nal Therapist Assistant (COTA)

Speech/Language Pathology Assistant

Bus Driver

**Attachments #8-10**



# Fountain Valley School District

Certified Occupational Therapist Assistant (COTA) at Fountain Valley Elementary School District

**Application Deadline**

9/19/2025 3:30 PM Pacific

**Date Posted**

8/29/2025

**Contact**

[Danette Madison](#)

7148433228

**Number of Openings**

1

**Salary**

Pay Range

\$29.89 - \$36.33 Per Hour

**Add'l Salary Info**

\$29.89-\$36.33 (Range 56, 5 Steps)\* Per CSEA Contract, hiring may be made up to Step 3

**Length of Work Year**

9.6

**Employment Type**

Part Time

**Job Summary**

Certified Occupational Therapy Assistant

**Purpose Statement**

The job of Certified Occupational Therapy Assistant is done for the purpose/s of assessing students' functional development level; providing appropriate treatment to meet individual student objectives; and providing recommendations for program development and student placement.

This job reports to the Director Support Services

**Essential Functions**

- Assists Occupational Therapist for the purpose of supporting them in the completion of their work activities.
- Assists with assessing students' perpetual motor skills, motor coordination, and sensory motor development and processing (e.g. administering tests, observing students, etc.) for the purpose of determining their deficits and developing recommendations.
- Attends meetings and workshops (e.g. IEP's, training, team meetings, meetings with outside agencies, etc.) for the purpose of conveying and/or receiving information.
- Consults with occupational therapists, physical therapists, speech therapist, teachers, class assistants, families, etc. for the purpose of providing requested information, reviewing/revising students' occupational therapy goals/objectives, developing plans for services and/or making recommendations.
- Implements therapeutic activities and instructs students, teachers, parents and other involved persons (e.g. positioning, adjusting special equipment, etc.) for the purpose of providing appropriate care to students and/or supporting the student's IEP plan.
- Maintains treatment equipment and supplies (e.g. swings, balls, puzzles, etc.) for the purpose of implementing motor/therapy goals.
- Maintains files and/or records (e.g. progress reports, billings, activity logs, etc.) for the purpose of documenting activities and/or ensuring an up-to-date trail for compliance.
- Performs site visits at multiple work sites including home visits for the purpose of providing therapy and assistance as required.
- Prepares written materials (

## Requirements / Qualifications

Experience: Job-related experience is required

Education: Targeted, job-related education and high school diploma

Certifications: Certified Occupational Therapist Assistant Certificate

Resume Required.

## Comments and Other Information

Applications will be screened for minimum qualifications before being invited for the job-related skills proficiency test. Applicants who meet the minimum requirements will be invited via email to the examination on Thursday, September 25, 2025, in the AM. Please watch your email for further information once you apply.

## CalPERS Links

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

[CalPERS Retirement Benefits](#)



## Speech/Language Pathology Assistant at Fountain Valley Elementary School District

**Application Deadline**

9/24/2025 3:30 PM Pacific

**Date Posted**

9/4/2025

**Contact**

[Danette Madison](#)

7148433228

**Number of Openings**

1

**Salary**

Pay Range

\$29.89 (Range 56, Step 1) - \$36.33 (Range 56, Step 5) Per Hour

**Add'l Salary Info**

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

**Length of Work Year**

9.6 months/year, 30 hours/week

**Employment Type**

Part Time

**Requirements / Qualifications**

Job-related experience is required, as well as a community college and/or vocational school degree with study in the job-related area.

Must provide and attach a current license as a Speech/Language Pathology Assistant.

This position works 30 hours per week and 6 hours per day.

**Comments and Other Information**

Applications will be screened for the minimum qualifications, and applicants who meet the minimum qualifications will be invited to test on Monday, September 29, 2025, in the AM;

Oral interviews will be scheduled for the week of October 6, 2025. Please watch your email for further information.

**CalPERS Links**

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

[CalPERS Retirement Benefits](#)



## Bus Driver at Fountain Valley Elementary School District

**Application Deadline**

Continuous

**Date Posted**

9/5/2025

**Contact**

[Danette Madison](#)

7148433228

**Number of Openings**

1

**Salary**

Pay Range

\$26.26 (Range 43, Step 1) - \$31.92 (Range 43, Step 5) Per Hour

**Add'l Salary Info**

\$26.26 - \$31.92 per hour (Range 43, 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****EDUCATION AND EXPERIENCE REQUIREMENTS:**

Any combination equivalent to graduation from high school and one year of experience in the operation of a motor vehicle.

**CERTIFICATES AND LICENSES:**

Valid California School Bus Drivers Certificate Restriction #1 only

Valid California Class B driver license with passenger + S endorsements

Valid medical card (DL-51)

Valid Red Cross First Aid card - only required if there is a restriction #6 at the bottom of the Special Driver certificate

The examination process will consist of a written test, oral interview, and performance test to be held on dates to be determined. Applicants with all necessary certifications and verified paperwork will be invited to a written exam. Please watch your email for the invitation to test.

ALL DOCUMENTS MUST BE ATTACHED TO YOUR APPLICATION.

**Comments and Other Information**

This position is 30 hours per week.

**CalPERS Links**

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

[CalPERS Retirement Benefits](#)