



Fountain Valley School District

BOARD OF TRUSTEES  
SPECIAL MEETING

A G E N D A

10055 Slater Avenue  
Fountain Valley, CA 92708  
and Videoconference via Zoom

August 18, 2021

Meeting Link: [https://us02web.zoom.us/webinar/register/WN\\_NszIF4\\_8RYWqcbSlQT2pHQ](https://us02web.zoom.us/webinar/register/WN_NszIF4_8RYWqcbSlQT2pHQ)

- CALL TO ORDER: 5:30PM
- ROLL CALL
- APPROVAL OF AGENDA

M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

- PLEDGE OF ALLEGIANCE

**PUBLIC COMMENTS**

*Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. If a member of the audience requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.*

**In order to address the Board of Trustees, please comply with the procedures listed on the goldenrod form, *For Persons Wishing to Address the Board of Trustees* and give the form to the Executive Assistant.**

**\*\*\* BOARD MEMBERS WHO WISH TO DISCUSS WITH STAFF ANY ITEMS LISTED UNDER LEGISLATIVE SESSION SHOULD INFORM THE BOARD PRESIDENT AT THIS TIME. \*\*\***

**LEGISLATIVE SESSION**

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

M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

All items listed under the Consent Calendar and Routine Items of Business are considered by the Board of Trustees to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public

*Our mission is to promote a foundation for academic excellence, mastery of basic skills, responsible citizenship, and a desire by students to achieve their highest potential through a partnership with home and community.*

request specific items to be discussed and/or removed from the Consent Calendar.

Superintendent's Recommendation: The Board of Trustees approves all items listed under the Consent Calendar and Routine Items of Business in one action.

### **Routine Items of Business**

- 1-A.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)

### **Consent Items**

- 1-B. MEMORANDUM OF UNDERSTANDING BETWEEN ORANGE COUNTY DEPARTMENT OF EDUCATION AND FOUNTAIN VALLEY SCHOOL DISTRICT FOR INDEPENDENT STUDY COORDINATION AND SERVICES**

Superintendent's Comments: It is recommended that the Board of Trustees approves the Memorandum of Understanding between Orange County Department of Education and Fountain Valley School District for Independent Study Coordination and Services for the 2021-22 school year.

### **SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS**

The Board President will receive any announcements concerning new items of business from board members or the superintendent.

- **CLOSED SESSION**

The Board of Trustees will retire into Closed Session to address the following:

- 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.
- Pupil Personnel: *Education Code 35146*
- 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.
- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*
- **REPORT OUT OF CLOSED SESSION**  
The Board President will report out on action taken, if any.

- APPROVAL TO ADJOURN

**The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, September 2, 2021 at 6:30PM pending approval this evening.**

*A copy of the Board Meeting agenda is posted on the District's web site ([www.fvsd.us](http://www.fvsd.us)). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at [luccheser@fvsd.us](mailto:luccheser@fvsd.us) or calling 714.843.3255 during normal business hours.*

*Reasonable Accommodation for any Individual with a Disability: Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent's Office at [luccheser@fvsd.us](mailto:luccheser@fvsd.us) or calling 714.843.3255.*

**FOUNTAIN VALLEY SCHOOL DISTRICT**  
**August 18, 2021**

**1.0 EMPLOYMENT FUNCTIONS:**

- 1.1 ASSISTANT SUPERINTENDENT, PERSONNEL REQUESTS APPROVAL OF THE FOLLOWING NEW CERTIFICATED EMPLOYEES ON TEMPORARY CONTRACT FOR THE 2021-2022 SCHOOL YEAR.

	<u>EMPLOYEE</u>	<u>ASSIGNMENT</u>	<u>LOCATION</u>	<u>FTE</u>
1.1.1	Miles, Kallye	4 <sup>th</sup> Grade	Cox	.50
1.1.2	King, Cheyenne	School Counselor	Talbert	1.0
1.1.3	Sullivan, Nicole	3 <sup>rd</sup> Grade	Newland	.50

- 1.2 ASSISTANT SUPERINTENDENT, PERSONNEL REQUESTS APPROVAL OF THE CERTIFICATED RE-EMPLOYMENT ON TEMPORARY CONTRACT FOR THE FOLLOWING CERTIFICATED EMPLOYEE FOR THE 2021-2022 SCHOOL YEAR EFFECTIVE 08/31/2021.

	<u>EMPLOYEE</u>	<u>ASSIGNMENT</u>	<u>LOCATION</u>	<u>FTE</u>
1.2.1	Pourjahan, Jane	Resource Specialist	Cox	1.0

- 1.3 ASSISTANT SUPERINTENDENT, PERSONNEL REQUESTS APPROVAL OF THE ASSIGNMENT FOR EMPLOYEE ID NUMBER #2448, AS 5<sup>TH</sup> GRADE TEACHER AT GISLER SCHOOL, SALARY PLACEMENT ON CERTIFICATED SALARY SCHEDULE, COLUMN III, STEP 15, EFFECTIVE 08/31/2021.

- 1.4 ASSISTANT SUPERINTENDENT, PERSONNEL REQUEST APPROVAL OF THE NEW JOB DESCRIPTION FOR DIRECTOR OF SAFETY AND SPECIAL PROJECTS (see attachment).



## **FOUNTAIN VALLEY SCHOOL DISTRICT JOB DESCRIPTION**

### **DIRECTOR OF SAFETY AND SPECIAL PROJECTS**

#### **BRIEF DESCRIPTION OF POSITION**

Under the direction of the Superintendent, plan, organize, implement and monitor the school safety and operations of the District, including the District's compliance with CAL-OSHA regulations, and other applicable federal, State and local laws; emergency preparedness program(s) and safety response plans and, special projects and programs as assigned. In addition, supervise and evaluate the performance of assigned personnel; provide overall leadership in the planning, development, implementation, coordination, facilitation, and direction for assigned projects, programs, and services designed to promote success for all students in the District; and, coordinate, monitor and administer perform other related duties as assigned,

#### **MINIMUM QUALIFICATIONS**

- Three years successful teaching experience in a public school
- Master's Degree
- CA Administrative Credential or proof of eligibility

#### **DESIRABLE QUALIFICATIONS**

- Successful experience as a site/district level administrator

#### **MAJOR DUTIES AND RESPONSIBILITIES**

- Plan, organize, implement, and monitor school safety and operations plans in compliance with CAL-OSHA regulations, and other applicable federal, State and local laws, and in alignment with best practices for student and staff safety and wellness.
- Act as the primary resource and work with key staff to respond to all school safety concerns, including emergency and disaster preparedness and potential hazards to students, employees and the public; serve as the primary liaison between the District and school sites; make plans for various levels of response and determine appropriate action.
- Communicate with stakeholders and keep them updated on safety/emergency related concerns, operations, measures and responses.
- Coordinate safety and training programs for employees; provide presentations, workshops, and staff development regarding school safety and topics relevant to assigned projects and programs.

- Develop, manage, direct and coordinate the District's safety and disaster recovery programs; serve as District Safety Officer; chair the District Safety Committee and ensure District compliance with all applicable federal, state and local safety laws and regulations; inspect District facilities and property to identify potential safety issues.
- Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; coordinate the formulation and development of safety policies, procedures and programs as requested.
- Arrange for the planning, coordinate, facilitation, and implementation of assigned projects and programs in order to meet all requirements and in alignment with the District's mission, vision and goals.
- Develop methods for assessing and evaluating organizational effectiveness of the assigned projects and programs, and initiate needed changes develop board policies and administrative regulations as needed.
- Identify, plan, design, and provide appropriate staff training and development; coordinate staff training and development with other departments and schools for certificated and classified staff, parents and students; support involvement of parents, community, and other stakeholder groups with assigned project and program components.
- Provide leadership to the development and implementation of interagency communication, coordination, and collaboration of services related to assigned projects and programs; and develop interagency agreements that facilitate more effective and efficient planning, coordination, facilitation and implementation of project activities.
- Serve on District-level leadership and curriculum committees and act as liaison and consultant to school sites and other departments regarding assigned projects and programs.
- Plans, coordinates, and facilitates regular job-alike meetings and trainings for District staff, school sites, teachers, staff, and parents, including community outreach.
- Collaborate with other district divisions, school sites, community agencies, business partners, parents, and other stakeholders to plan, develop, and design short-term and long-range goals, objectives, and plans for the assigned projects and programs.
- Prepare annual reports and maintain a variety of correspondence, reports, records and files related to assigned activities and personnel; prepare cost analyses.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary action; plan, coordinate and arrange for appropriate training of subordinates.
- Performs other related duties as may be assigned by the Superintendent

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee may frequently be required to stand and walk, bend and stoop, and to grasp, lift and mover records and documents typically weighing less than 20 pounds. Specific vision abilities required by this job include close vision to read and enter data into a computer.

**Mental Demands:**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills, read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The employee will work under typical office conditions and the noise level is usually quiet or moderately quiet. The employee frequently drives to District sites, OCDE, training facilities, community meetings and other locations as needed.

Board Approved: \_\_\_\_\_



SO 20-21/B21-27  
Fountain Valley School District  
Superintendent's Office

MEMORANDUM

TO: Board of Trustees  
FROM: Mark Johnson, Ed.D., Superintendent  
SUBJECT: **MEMORANDUM OF UNDERSTANDING BETWEEN ORANGE COUNTY DEPARTMENT OF EDUCATION AND FOUNTAIN VALLEY SCHOOL DISTRICT FOR INDEPENDENT STUDY COORDINATION AND SERVICES**  
DATE: August 17, 2021

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**Background:**

AB-130 Education finance: education omnibus budget trailer bill (2021-2022) revised provisions relating to independent study programs and courses to, among other things, authorize independent study for a pupil whose health would be put at risk by in-person instruction, as determined by the parent or guardian. Existing law authorizes a school district, charter school, or county office of education to provide an independent study program for, and independent study courses to, pupils enrolled in kindergarten and grades 1 to 12, inclusive, in accordance with prescribed conditions. For the 2021–22 school year only, the governing board of a school district shall offer independent study to meet the educational needs of pupils.

The governing board of a school district may meet the requirement to offer independent study for the 2021–22 school year through a county office of education or by entering into an interdistrict transfer agreement with another school district. For the 2021-22 school year, Fountain Valley School District (FVSD) intends to meet the requirement to provide independent study by referring FVSD students requesting independent study to the Orange County Department of Education's (OCDE) Community Home Education Program (CHEP).

**Recommendation:**

It is recommended that the Board of Trustees approve the Memorandum of Understanding with between the Orange County Department of Education and Fountain Valley School District for Independent Study Coordination and Services.





**Orange County Department of Education  
Memorandum of Understanding  
Independent Study Coordination and Services**

AB-130 Education finance: education omnibus budget trailer bill (2021-2022) revised provisions relating to independent study programs and courses to, among other things, authorize independent study for a pupil whose health would be put at risk by in-person instruction, as determined by the parent or guardian.

Existing law authorizes a school district, charter school, or county office of education to provide an independent study program for, and independent study courses to, pupils enrolled in kindergarten and grades 1 to 12, inclusive, in accordance with prescribed conditions. For the 2021–22 school year only, the governing board of a school district shall offer independent study to meet the educational needs of pupils.

The governing board of a school district may meet the requirement to offer independent study for the 2021–22 school year through a county office of education or by entering into an interdistrict transfer agreement with another school district.

For the 2021-22 school year, Fountain Valley School District (FVSD) intends to meet the requirement to provide independent study by referring FVSD students requesting independent study to the Orange County Department of Education's (OCDE) Community Home Education Program (CHEP). By referring students to CHEP, FVSD understands that the referred students will be voluntarily enrolling in OCDE's CHEP program and any apportionment for pupils will go to the OCDE for the 2021-22 school year.

For the 2021–22 school year only, FVSD shall notify the parents and guardians of all enrolled pupils of their options to enroll their child in in-person instruction or independent study during the 2021–22 school year. This notice shall include written information on FVSD's internet website, including, but not limited to, the right to request a pupil-parent-educator conference meeting before enrollment, pupil rights regarding procedures for enrolling, disenrolling, and re-enrolling in independent study, and the synchronous and asynchronous instructional time that a pupil will have access to as part of independent study.

FVSD recognizes that an individual with exceptional needs, as defined in Section 56026, shall not participate in independent study, unless the pupil's individualized education program developed pursuant to Article 3 (commencing with Section 56340) of Chapter 4 of Part 30 specifically provides for that participation. For special education students, FVSD will refer the student through the IEP process. Both the District IEP Team and OCDE Special Education Team must be in agreement that Independent Study is the appropriate placement.

Before making a referral or signing a written agreement and upon the request of the parent or guardian of a pupil, FVSD shall conduct a phone, videoconference, or in-person pupil-parent-educator conference or other school meeting during which the pupil, parent or guardian, and, if requested by the pupil or parent, an education advocate, may ask questions about the educational options, including which curriculum offerings and nonacademic supports will be available to the pupil in independent study, before making the decision about enrollment or disenrollment in the various options for learning. Upon district request, a representative from CHEP may attend the parent conference.

The Orange County Department of Education agrees to enroll pupils who are referred by FVSD through the Community School Referral Form, have completed the registration process, and who are determined appropriate for independent study.

The Orange County Department of Education will develop policies and procedures that comply with Education Code section 51747. Further, OCDE will develop and implement Independent Study Agreements for each student that complies with Education Code section 51747 that will includes the following:

- (1) The manner, time, frequency, and place for submitting a pupil's assignments, for reporting the pupil's academic progress, and for communicating with a pupil's parent or guardian regarding a pupil's academic progress.
- (2) The objectives and methods of study for the pupil's work, and the methods used to evaluate that work.
- (3) The specific resources, including materials and personnel, that will be made available to the pupil. These resources shall include confirming or providing access to all pupils to the connectivity and devices adequate to participate in the educational program and complete assigned work.
- (4) A statement of the policies adopted pursuant to subdivisions (a) and (b) regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, the level of satisfactory educational progress, and the number of missed assignments allowed before

an evaluation of whether or not the pupil should be allowed to continue in independent study.

(5) The duration of the independent study agreement, including the beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one school year.

(6) A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.

(7) A statement detailing the academic and other supports that will be provided to address the needs of pupils who are not performing at grade level, or need support in other areas, such as English learners, individuals with exceptional needs in order to be consistent with the pupil's individualized education program or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794), pupils in foster care or experiencing homelessness, and pupils requiring mental health supports.

(8) The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class, or program the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

(9) (A) Each written agreement shall be signed, before the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or caregiver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study.

(B) Signed written agreements, supplemental agreements, assignment records, work samples, and attendance records assessing time value of work or evidence that an instructional activity occurred may be maintained as an electronic file.

(C) An electronic file includes a computer or electronic stored image of an original document, including, but not limited to, portable document format (PDF), JPEG, or other digital image file type, that may be sent via fax machine, email, or other electronic means.

(D) Either an original document or an electronic file of the original document is allowable documentation for auditing purposes.

(E) Written agreements may be signed using an electronic signature that complies with state and federal standards, as determined by the department, that may be a marking that is either computer generated or produced by electronic means and is intended by the signatory to have the same effect as a handwritten signature. The use of an electronic signature shall have the same force and effect as the use of a manual signature if the requirements for digital signatures and their acceptable technology.

(F) Notwithstanding subparagraph (A), for the 2021–22 school year only, a local educational agency shall obtain a signed written agreement for independent study from the pupil, or the pupil’s parent or legal guardian if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil no later than 30 days after the first day of instruction. This subparagraph does not relieve a local educational agency from the obligation to comply with the requirements of this article, as amended by the act adding this subparagraph, upon commencement of instruction for a participating pupil in the 2021–22 school year.

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District Superintendent or Designee Signature

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Date

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Orange County Department of Education  
Authorized Signature

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Date