

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting

AGENDA

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

March 23, 2017
4:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Rabbi Stephen Einstein, Member
Mr. Ross Hessler, 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, February 9, 2017** *Action*
(Attachment #1)
4. **Minutes, Regular Meeting of the Board of Trustees, January 12, 2017** *Information*
(Attachment #2)
5. **Minutes, Special Meeting of the Board of Trustees, January 26, 2017** *Information*
(Attachment #3)
6. **Minutes, Special Meeting of the Board of Trustees, February 4, 2017** *Information*
(Attachment #4)
7. **Minutes, Special Meeting of the Board of Trustees, February 6, 2017** *Information*
(Attachment #5)
8. **Minutes, Regular Meeting of the Board of Trustees, February 16, 2017** *Information*
(Attachment #6)

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| 9. Agenda, Special Meeting of the Board of Trustees,
January 26, 2017
<i>(Attachment #7)</i> | <i>Information</i> |
| 10. Agenda, Special Meeting of the Board of Trustees,
February 6, 2017
<i>(Attachment #8)</i> | <i>Information</i> |
| 11. Agenda, Regular Meeting of the Board of Trustees,
February 16, 2017
<i>(Attachment #9)</i> | <i>Information</i> |
| 12. Agenda, Regular Meeting of the Board of Trustees,
March 9, 2017
<i>(Attachment #10)</i> | <i>Information</i> |
| 13. Director's Report | <i>Information</i> |
| 14. Commissioners' Comments | <i>Information</i> |
| 15. 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

- | | |
|---|---------------|
| 16. Information Technology Update- Parham Sadegh | <i>Action</i> |
| 17. Classification Study-Update
<i>(Attachment #11, #12)</i> | <i>Action</i> |
| 18. Eligibility Lists
<i>Food Service Worker and Special Education Bus Aide</i>
<i>(Attachment #13, #14)</i> | <i>Action</i> |

PERSONNEL

- | | |
|---|--------------------|
| 19. Job Announcements
<i>(Attachment #15)</i> | <i>Information</i> |
|---|--------------------|

FINANCIAL

- | | |
|------------------------------|--------------------|
| 20. Nothing to Report | <i>Information</i> |
|------------------------------|--------------------|

CLOSED SESSION

21. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

April 27, 2017

4:30 p.m.

Professional Development Center

ADJOURNMENT

23. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF FEBRUARY 9, 2017**

DATE: March 23, 2017

Attached for your approval are the minutes of the Personnel Commission regular meeting of February 9, 2017.

RECOMMENDATION

The Personnel Commission approve the minutes of February 9, 2017 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

February 9, 2017

4:30 p.m.

Carol Davis called the Regular Meeting of the Personnel Commission to order at 4:32 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Ms. Cathie Abdel led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Rabbi Stephen Einstein, Member
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mr. Mullin moved to approve the agenda as presented. Rabbi Einstein seconded the motion. Motion carried.

Introduction of Guests

Ms. Cathie Abdel was in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, January 18, 2017

Rabbi Einstein moved to approve the minutes of the January 18, 2017 meeting. Mr. Mullin seconded the motion. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, December 8, 2016

Presented as an information item only

Minutes, Special Meeting of the Board of Trustees, January 5, 2017

Presented as an information item only

Agenda, Special Meeting of the Board of Trustees, February 4, 2017

Presented as an information item only

Director's Report

Mr. Hessler noted the Governor's budget came out a couple weeks ago and early reviews show it to be very conservative. Other groups, including the Legislative Analyst's Office, are predicting a better economic picture. The district is facing large and growing increases in the district's required contribution to STRS and PERS. These increases will greatly impact our budget as these are non-negotiable items.

Mr. Hessler stated the State Personnel Commissioners Association Conference in San Francisco was good and the location great. He attended an EMS presentation on "Classification/Compensation Studies" and several other good sessions including, "Performing Investigations and Detecting Lies", "New Marijuana Laws and the Impact on Employment" and "2017 Legal update".

Commissioners' Comments

Mr. Mullin stated he attended the State Personnel Commission conference in San Francisco. He reported the conference was extremely good and all the presentations are on the website for everyone to view. The "Working with Millennials" session was especially spot on. The Ewing Group's session was called "Dealing with the Issue of Internal Relationships in Relation to Minimum Wage and Pay Equity Laws" and dealt with fair salaries for fair jobs. The "State Budget and Legislative Update" also covered how the Governor's budget is conservative and the new AB1861 and AB3337 laws. Next year's conference will be in San Diego in February. Mrs. Davis asked how the minimum wage law would affect the District. Mr. Hessler stated that we do not have any minimum wage classified positions, so there should be no impact.

Public Comments

Ms. Abdel stated she was looking forward to the selection process and who the Commission will choose.

ADMINISTRATION

Selection Process for the Classification Proposals

Mrs. Davis had asked Mr. Hessler to share some general information on the point factor system. Mr. Hessler stated the point factor classification system is based on the level of responsibility, consequence of error, training and education needed, and supervision exercised. Mr. Hessler stated Ewing would be able to use the point factor method for us if requested. Ewing Consulting said they would use 5 to 7 factors. Educational Management Solutions (EMS) had 34 factors they use. Mr. Hessler did not hear any problems or concerns from his reference check with the number of factors involved. The Commission then discussed the three firms. Mr. Mullin felt the Ewing Consulting was very professional and first class. Rabbi Einstein liked the fact that Ewing Consulting is local. He felt Reward Strategy Group (RSG) did not have anything extra for the substantial cost difference. Mrs. Davis reviewed and compared the questionnaires from Ewing and EMS. Mrs. Davis felt the EMS form was clearer and easier to use and understand. After much discussion, the Commission's reached a consensus and decided on EMS to do the classification study for the District. Rabbi Einstein made the motion and Mr. Mullin seconded. Motion carried.

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Behavioral Intervention Assistant, Extended School Program Aide and Extended School Program Instructor. Rabbi Einstein seconded. The motion carried.

PERSONNEL

Job Announcements

Job postings were reviewed for Special Education Bus Aide and Food Service Worker.

FINANCIAL

The quarterly review of the 2016- 2017 budget.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

March 23, 2017

4:30 p.m.

Professional Development Center (PDC)

ADJOURNMENT

The February 9, 2017 regular meeting of the Personnel Commission was adjourned at 5:27 p.m.

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Vice Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING ON JANUARY 12, 2017**

DATE: March 23, 2017

The minutes of the Board of Trustees regular meeting on January 12, 2017 are presented as an information item.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

January 12, 2017

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 5:30pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Ian Collins	Member
Jeanne Galindo	Member

Motion: Mr. Collins moved to approve the meeting agenda with the changing of order of items 3 and 4, with the recognition of parent volunteers occurring first.

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 5-0

BOARD WORKSHOP

Superintendent, Mark Johnson, Ed.D., led the Board of Trustees through a eighth session focused on a study of *The Advantage* by Patrick Lencioni. Dr. Johnson opened the session by reviewing the work done in this study to date, noting that the governance team currently remains examining Discipline Two: Create Clarity. He noted that at the close of the last discussion, the governance team reached consensus on integrity as a core value. The team then broke into small groups to discuss what a second core value might be, if there is one. Following discussion, the governance team reached consensus on adding caring and committed as additional core values. The team then remained in their small groups to discuss and poster, as a Board, what we do; how we will succeed; and what is important, right now. In reviewing the responses, it was noted that there is great cohesion amongst the team. In closing, Dr. Johnson discussed why the

**BOARD WORKSHOP:
BOOK STUDY: *THE
ADVANTAGE***

team participated in this exercise, and in looking forward to the upcoming workshop with Dr. Gloria Johnston, the question of who must do what and expectations.

The Board of Trustees had an opportunity to ask questions of senior staff regarding delivery options following the workshop that took place at the Special Meeting on January 5, 2017. This discussion would be taken into account when framing the workshop on January 26th. Requests for staff included additional information regarding Lease-Leaseback, examples from other districts of similar scale Lease-Leaseback projects, personal experiences from those staff that have already gone through similar projects with other districts, a reminder of construction delivery for work done in 2003 and 2006, a further examination of information available regarding Design-Build, and additional information as to how bond monies will be coming to the District in addition to how the chunking of projects as a result of this will occur.

FACILITIES DISCUSSION

There were no requests to address the Board prior to closed session.

PUBLIC COMMENTS

Mrs. Crandall announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- 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*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- 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.

The public portion of the meeting resumed at 7:00pm.

PLEDGE OF ALLEGIANCE

Boy Scout Pack 455 led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Courreges School, the Board was joined by members of the Courreges staff and PTA in recognizing and thanking Petra Erlandson and Brittany Bradshaw.

RECOGNITION OF
PARENT VOLUNTEERS
FROM COURREGES
SCHOOL

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized seven outstanding students from Courreges School including: James Quist (K), Danica Frisch (1st), Xavier Moreno (2nd), Kayden Pheasant (3rd), Alex Johnson (4th), Matthew Johnson (4th), and Jacob Rimdzius (5th). The Board was joined by parents, staff and PTA members in celebrating the accomplishments of these students.

RECOGNITION OF
STUDENTS FROM
COURREGES SCHOOL

Following the recognitions, the Board took a brief recess.

PUBLIC HEARING

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the proposed tentative agreement for the 2016-17 school year between FVSD and FVEA. Public input was welcome. There were no requests to address the Board and the hearing was closed.

TENTATIVE
AGREEMENT BETWEEN
FOUNTAIN VALLEY
SCHOOL DISTRICT AND
FOUNTAIN VALLEY
EDUCATION
ASSOCIATION FOR 2016-
17 YEAR

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz’ activities since the last meeting included: Participation in the special meeting regarding construction delivery options.

Mr. Cunneen’s activities since the last Board meeting included: Fountain Valley Rotary’s Most Improved Student recognition, Masuda choir performance, band and orchestra performances, and participation in the special meeting regarding construction delivery options.

Mr. Collins’ activities since the last Board meeting included: APA holiday program at Huntington Beach High School, Polar Day, Talbert’s Holiday Breakfast, Gisler’s Lunch on the Lawn,

District Office Holiday Breakfast, Fountain Valley Rotary’s Most Improved Student recognition, and participation in the special board meeting regarding construction delivery options.

Mrs. Galindo’s activities since the last Board meeting included: retirement celebration for OCDE CBO Wendy Benkart, Polar Day, District Office Holiday Breakfast, and participation in the special meeting regarding construction delivery options. In addition, she thanked staff for the recognition of her year as Board President presented at the last meeting.

Mrs. Crandall congratulated Dr. Hoefer on her recognition as Administrator of the Year. Her activities since the last meeting included: Polar Day, retirement celebration for OCDE CBO Wendy Benkart, Masuda winter band orchestra and choir concert, Talbert Holiday Breakfast and District Office Holiday Breakfast, FV Rotary’s Most Improved Student recognition, and participation in the special meeting regarding construction delivery options. She thanked the trustees for their service this month.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to approve the Public Disclosure of Bargaining Agreement between Fountain Valley School District and Fountain Valley Education Association for 2016-17 School Year

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Galindo moved to approve the Agreement between the Fountain Valley Education Association and the Fountain Valley School District for the 2016-17 School Year.

Second: Mr. Collins

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION FOR 2016-17 SCHOOL YEAR AGREEMENT BETWEEN FOUNTAIN VALLEY EDUCATION ASSOCIATION AND FOUNTAIN VALLEY SCHOOL DISTRICT FOR THE 2016-17

- | | | |
|----------------|---|---|
| Vote: | 5-0 | SCHOOL YEAR |
| Motion: | Mr. Cunneen moved to adopt Resolution 2017-12: Certification of All Proceedings in the November 8, 2016 General Obligation Bond Election. | RESOLUTION 2017-12:
CERTIFICATION OF
ALL PROCEEDINGS IN
THE NOVEMBER 8,
2016 GENERAL
OBLIGATION BOND
ELECTION |
| Second: | Mrs. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mr. Collins moved to adopt Resolution 2017-13 to Establish a Special Reserve for Capital Outlay Projects Sub-Fund 40-41 | RESOLUTION 2017-13
TO ESTABLISH A
SPECIAL RESERVE
FOR CAPITAL
OUTLAY PROJECTS
SUB-FUND 40-41 |
| Second: | Mrs. Galindo | |
| Vote: | 5-0 | |
| Motion: | Mrs. Schultz moved to approve the Consent Calendar. | CONSENT
CALENDAR/
ROUTINE ITEMS OF
BUSINESS |
| Second: | Mrs. Galindo | |
| Vote: | 5-0 | |

The Consent Calendar included:

- Board Meeting Minutes from the December 8th annual organizational meeting
- Board Meeting Minutes from the January 5th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Order Listing
- Budget Adjustments
- Fountain Valley School District Policy Manual (Second Reading and Adoption)
- Williams Quarterly Report for Second Quarter 2016-17
- Agreement for Participation in the Twilight Education Project
- Royer Studio Animation Programs
- Ratification of the Scope of Work with Government Financial Strategies, Inc. for Financial Planning and Advisory Work Associated with Measure O

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Wished everyone a happy New Year, noting that with the opportunity to walk our sites following the recess, our teachers have returned to throw themselves back into their work and it is commendable. Regarding the Summer Enrichment Academy, he commended the FVSF for the hiring of a director, noting that in doing so already, they allow greater planning and promoting of this program. While we think that we can serve up to 200 this year, there are goals to serve up to 500 in future years. Our FVSF is phenomenal. In addition, the FVSF just approved \$9300 for middle school music programs. He commended Dr. McLaughlin in addition for bringing this forward on their behalf. Moreover, he thanked Mrs. Abdel, Mrs. Fullerton and our bargaining teams for their work in negotiating and coming to an agreement with FVEA. In addition, he thanked the community once again for their support Measure O at 64.3%. He noted that Everything on the facilities page to date will remain there in addition to being archived. Going forward, including the special meeting presentation, everything will be on the Measure O page and both pages will cross reference each other. He commended Dr. Hoefler on her recognition as Administrator of the Year for the District. Furthermore, he commended the Board on their work in the study of *The Advantage* by Patrick Lencioni noting that this high level of work is something not often done by Boards. Their efforts are commendable. In closing, he thanked Mrs. Crandall for the leading of her first regular meeting this presidency.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 8:13pm.

Second: Mr. Cunneen

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES SPECIAL
MEETING ON JANUARY 26, 2017**

DATE: March 23, 2017

The minutes of the Board of Trustees special meeting on January 26, 2017 are presented as an information item.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

January 26, 2017

MINUTES

President Crandall called the special meeting of the Board of Trustees to order at 5:30pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Ian Collins	Member
Jeanne Galindo	Member

Motion: Mrs. Schultz moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mr. Collins

Vote: 5-0

Mr. Cunneen led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

BOARD WORKSHOP

Dr. Johnson opened the workshop by reviewing items for discussion this evening, driven by information requested by the Board, including: information on Design-Build and Lease-Leaseback, the contents of the air conditioning bundle and previous construction in our District. Dr. Johnson shared additional information regarding Design-Build, including a review of Education Code §17250, noting that in Design-Build, selection is based on “best value” criteria. He reviewed Design-Build for modernization projects, noting that it is best suited for straightforward projects with conventional design such as office buildings and parking structures. He noted that the value of Design-Build is that the District would turn significant control over to the Design-Builder and they can try to do it for us better, faster and in shorter time. In addition, the quality is highly

FACILITIES WORKSHOP

dependent on the architect and construction company doing their homework, like all projects. If there was something unforeseen, there could be change orders. He reviewed additional pros and cons in Design-Build. Mrs. Fullerton reviewed Lease-Leaseback and Education Code §17406. She reviewed the three agreements included in a Lease-Leaseback including: a site lease (district leases the site to the Lease-Leaseback contractor), sublease (Lease-Leaseback contractor leases back to the District the site and improvements for a guaranteed maximum price), and the construction service agreement (construction requirements such as bonds, insurance, payments, indemnification, terminations, etc.). In addition, she reviewed three examples of Lease-Leaseback projects and litigation surrounding these projects. She also reviewed legislation currently in place as a result of these projects. AB566 made two significant changes to Lease-Leaseback procedures as of January 1, 2016 including: mandatory prequalification procedures and reporting requirements on the use of “skilled and trained workforce” for each “apprenticeable occupation”. In addition, she reviewed SB693 regarding skilled and trained workforce; and AB2316 regarding the best value selection process. Moreover, Mrs. Fullerton reviewed what was included in the air conditioning bundle. Mr. Hastie reviewed previous modernization efforts and delivery methods in the District. He reviewed past District projects, construction delivery methods used and the rationale behind the selection of the method for each project. In summary, Dr. Johnson provided a comparison including similarities and differences between Design-Build and Lease-Leaseback. In closing, Dr. Johnson reviewed the current proposed timeline to date.

There were no requests to address the Board prior to closed session.

PUBLIC COMMENTS

Mrs. Crandall announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- 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*

Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.

- 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.

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to approve the Consent Calendar.

CONSENT
CALENDAR/
ROUTINE ITEMS OF
BUSINESS

Second: Mrs. Schultz

Vote: 5-0

The Consent Calendar included:

- Personnel Items
- Approval of Consulting Agreement between Growing Educators, Incorporated and Fountain Valley School District to Provide Professional Development in the Areas of Reading Instruction
- Contract with Gloria Johnston
- Approval of Consulting Agreement between Momentum in Teaching and Fountain Valley School District to Professional Development in Areas of Reading Instruction
- School Accountability Report Cards (SARCS)

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked the Board for their discussion this evening.

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 8:37pm.

Second: Mrs. Schultz

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES SPECIAL
MEETING ON FEBRUARY 4, 2017**

DATE: March 23, 2017

The minutes of the Board of Trustees special meeting on February 4, 2017 are presented as an information item.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

February 4, 2017

MINUTES

President Crandall called the special meeting of the Board of Trustees to order at 9:00am.

CALL TO ORDER

The following board members were present:

ROLL CALL

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Ian Collins	Member
Jeanne Galindo	Member

Motion: Mr. Collins moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

Mrs. Crandall led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

There were no requests to address the Board.

PUBLIC COMMENTS

BOARD WORKSHOP

The Governance Team participated in a workshop facilitated by Gloria Johnston, Achievement Equity, Inc. to discuss practices, protocols and Governance Team effectiveness.

GOVERNANCE
WORKSHOP

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked the Board for their participation in the workshop today.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 12:32pm.

Second: Mrs. Galindo

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES SPECIAL
MEETING ON FEBRUARY 6, 2017**

DATE: March 23, 2017

The minutes of the Board of Trustees special meeting on February 6, 2017 are presented as an information item.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

February 6, 2017

MINUTES

President Crandall called the special meeting of the Board of Trustees to order at 5:30pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Ian Collins	Member
Jeanne Galindo	Member

Motion: Mr. Collins moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

Mrs. Galindo led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

BOARD WORKSHOP

Mrs. Fullerton opened the workshop regarding construction delivery options with a review of the items for discussion this evening regarding Construction Manager including: Construction Manager Agency, Constuction Manager Multiple Prime and Construction Manager At-Risk. She provided a definition of Construction Manager, guided by Government Code §4526, where a local agency head may select providers of construction project management services. She provided additional details regarding agency versus multi-prime. Mr. Hastie provided additional details regarding general conditions. Mrs. Fullerton added information regarding Construction Manager At Risk, noting that the process begins with a construction manager multi-prime procurement, followed by multi-prime contracts being assigned to the CM after awarded by the District. The CM takes on the risk of managing the trade contractors after they are

FACILITIES WORKSHOP

assigned to the CM. In the public world, the CM At Risk cannot provide a guaranteed maximum price. Mrs. Fullerton emphasized that the Construction Manager process is a Design-Bid-Build process. Mrs. Fullerton reviewed the Request for Information process involved in a CM delivery method. Mr. Hastie shared some details regarding construction delivery methods used in the past in the District and what elements may be similar in future projects, including the potential impact on District staff. Mrs. Crandall asked for a comparison of costs when considering the 5% of total project costs tied to a CM versus the attorney costs associated with a Lease-Leaseback. Mrs. Fullerton also shared her experiences with various delivery methods in another District. Lastly, Dr. Johnson discussed his experiences in a previous District with construction delivery methods.

There were no requests to address the Board prior to closed session.

PUBLIC COMMENTS

Mrs. Crandall announced that the Board did not have a need for Closed Session.

CLOSED SESSION

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Shared that architect interviews are set for February 17th. He reviewed the timeline regarding this process. In addition, he shared that the Surplus Property 7-11 Committee will be meeting for the last time tomorrow night and are tentatively set for a discussion at the February Board meeting.

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 6:40pm.

Second: Mr. Collins

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING ON FEBRUARY 16, 2017**

DATE: March 23, 2017

The minutes of the Board of Trustees regular meeting on February 16, 2017 are presented as an information item.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

February 16, 2017

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 5:30pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Ian Collins	Member
Jeanne Galindo	Member

Motion: Mrs. Schultz moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

BOARD WORKSHOP

The Board of Trustees had an opportunity to discuss the work of the Surplus Property "7-11" Advisory Committee regarding the District-owned Crossroads Building located in Orange, CA with Marshal Vogt and Erik Thompson of Lee and Associates. Mrs. Fullerton opened the workshop by providing an overview of the items for discussion this evening including: building status update, Surplus Property Advisory Committee update, and current market conditions for this type of real estate. She provided background regarding the Crossroads Building and the current leasing status. She also reviewed capital maintenance efforts anticipated over the next three years. Following this, she provided a recent history leading to the declaration of the property as surplus and the appointment of the Surplus Property Advisory Committee. Mrs. Fullerton also reviewed the work of the Surplus Property Advisory Committee to date including the planned presentation of their report, along with their

CROSSROADS
WORKSHOP

recommendation, for the Crossroads Property at the March 9th meeting. Mr. Vogt and Mr. Thompson reviewed current real estate market conditions, including: commercial building market, market conditions in the Orange area and surrounding cities, and their opinion of the approximate value of the building. The Board requested that a resolution be drafted for action at the April Board meeting.

There were no requests to address the Board prior to closed session.

PUBLIC COMMENTS

Mrs. Crandall announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- 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*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- 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.

The public portion of the meeting resumed at 7:00pm.

PLEDGE OF ALLEGIANCE

Boy Scout Troop 567 led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

The Board of Trustees joined staff and the community in celebrating Fountain Valley School District’s Administrator of the Year, Director, Educational Services, Dr. Julianne Hoefler. The Board was joined by staff and the community, along with members of Dr. Hoefler’s family in celebrating her and this much deserved recognition.

CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT ADMINISTRATOR OF THE YEAR DR. JULIANNE HOEFER

It is an interest of the Board of Trustees to recognize outstanding

RECOGNITION OF

parent volunteers who give generously of their time and talents to our schools. From Fulton Middle School, the Board recognized and thanked Elizabeth Smilor and Erin Volz. From Masuda Middle School, the Board recognized and thanked Karen Cunningham and Theresa Payne. And from Talbert Middle School the Board recognized and thanked Tami Morrison and Bobbie Banner. The Board was joined by staff, members of the community, students and family members in thanking these parents for their dedication to our middle schools.

**MIDDLE SCHOOL
PARENT VOLUNTEERS**

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized six outstanding students from each of our middle schools. From Fulton Middle School, the Board honored: Kanoa Wesley (6th), Eileen Baghdasarian (6th), Sean Zukle (7th), Emelia Ostovarpour (7th), Jake Pederson (8th), and Julia Svartstrom (8th). From Masuda Middle School, the Board honored: Jaden Smalley (6th), Abdulazim Muhammad (6th), Eric Stiffler (7th), Audrey Tengan (7th), Marina Haliem (8th), and Glenn Atkins III (8th). And from Talbert Middle School, the Board honored: Rhegan Crosby (6th), Devon House (6th), Jacqueline Dinh (7th), Emma Paquette (7th), Miranda Shannon (8th) and Seth Allen (8th). The Board was joined by family, staff and community members in celebrating the amazing accomplishments of these students.

**RECOGNITION OF
MIDDLE SCHOOL
STUDENTS**

Following the recognitions, the Board took a brief recess.

RECESS

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen’s activities since the last meeting included: FV Chamber of Commerce presentation by Dr. Johnson, CASH Conference, Governance Workshop and ACE meeting.

Mr. Collins’ activities since the last Board meeting included: FV Chamber of Commerce presentation by Dr. Johnson, Governance Workshop, District Office Souper Bowl, FVSF meeting, SPC meeting, and the Government Leaders’ Prayer Breakfast.

Mrs. Galindo’s activities since the last Board meeting included: Board workshop on construction delivery options, Governance Workshop, District Office Souper Bowl, and announcement of ACSA Administrators of the Year Julianne Hoefler, Erin Bains and Chris Fullerton.

Mrs. Schultz’ activities since the last Board meeting included:

Governance Workshop, Board workshop on construction delivery options, ACE meeting, and writing an article for *School News*.

Mrs. Crandall congratulated and thanked the Surplus Property Advisory Committee under auspices of Mrs. Fullerton with chair Mr. Christensen for their work. Mrs. Crandall’s activities since the last meeting included: Tamara Lunar New Year, Courreges, Oka, and Newland winter concerts, EEK Meet and Greet at Oka, Mayor’s Breakfast, FV Chamber of Commerce presentation by Dr. Johnson, OCSBA Fiscal Update, the Government Leaders’ Prayer Breakfast, Governance workshop, SPC meetings, Eagle Scout ceremony of former FVSD student, award ceremony at Carmel Village, observation of two of the reading professional development days, and observation of two Board meetings at neighboring districts in order to better herself as Board President. She thanked the trustees for their service this month.

PUBLIC COMMENTS

There was one request to address the Board of Trustees. A parent addressed the Board regarding pornography education and prevention.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to approve new Board Policy 5141.33 Head Lice for first reading.

NEW BOARD POLICY
5141.33 HEAD LICE
(FIRST READING)

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Galindo moved to approve Board Policy 5030 Student Wellness for first reading.

BOARD POLICY 5030
STUDENT WELLNESS
(FIRST READING)

Second: Mrs. Schultz

Vote: 5-0

Motion: Mr. Cunneen moved to approve Board Policy 6164.6 Identification And Education Under Section 504 for first reading.

BOARD POLICY 6164.6
IDENTIFICATION AND
EDUCATION UNDER
SECTION 504 (FIRST
READING)

Second: Mrs. Galindo

Vote: 5-0

- | | | |
|----------------|---|--|
| Motion: | Mr. Collins moved to approve Disclosure of Management and Confidential Employees Salary Increases. | DISCLOSURE OF MANAGEMENT AND CONFIDENTIAL EMPLOYEES SALARY INCREASES |
| Second: | Mrs. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mrs. Galindo moved to approve votes for the nine candidates brought forward for the 2017 CSBA Delegate Assembly Election – Region 15. | 2017 CSBA DELEGATE ASSEMBLY ELECTION – REGION 15 |
| Second: | Mr. Cunneen | |
| Vote: | 5-0 | |
| Motion: | Mr. Cunneen moved to approve Mrs. Galindo as liaison to the Fountain Valley Schools Foundation. | SELECTION OF REPRESENTATIVES TO DISTRICT COMMITTEES |
| Second: | Mrs. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mr. Collins moved to approve the Consent Calendar. | CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS |
| Second: | Mrs. Galindo | |
| Vote: | 5-0 | |

The Consent Calendar included:

- Board Meeting Minutes from the January 12th regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Order Listing
- Budget Adjustments
- Single Plans for Student Achievement
- Settlement Agreement
- Approval of Contract between the Fountain Valley School District and the Orange County Department of Education to Provide Data Circuit Network Management Services
- Resolution 2017-14: Authorization for Teaching Credentials

- Consolidated Application – Winter Release 2016
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Olive Crest Academy	\$28,437.66	12/15/16-6/30/17
Cornerstone Therapies	\$1,000	2/16/17-6/30/17
Cornerstone Therapies	\$3,150	2/16/17-6/30/17
Olive Crest Academy	\$37,644.30	1/30/17-6/30/17

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Noted his recent participation in the Superintendents Symposium and the presentation by keynote speaker Carol Dweck, author of *Mindset*. He also attended the Rotary Presidents training and is looking forward to his upcoming presidency with Fountain Valley Rotary. He commended our TOSAs, Dr. McLaughlin and Dr. Hofer on the professional development being done in our district, especially the extraordinary efforts of late surrounding reading instruction. He noted his admiration of the work being done and his excitement regarding the work going forward following the February 10th student free day. In closing, he commended our three administrators recently recognized by ACSA as Administrators of the Year: Dr. Julianne Hofer, Chris Fullerton and Erin Bains. He took a moment to highlight what makes each of them remarkable, emphasizing how lucky we are as a District to have them a part of the FVSD Family. In addition, he noted that Mrs. Crandall was recently honored by Carmel Village for her volunteerism, a well deserved recognition. He wished everyone a fantastic three-day weekend.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 8:57pm.

Second: Mr. Cunneen

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF JANUARY 26, 2017**

DATE: March 23, 2017

Attached for your information is the agenda of the Board of Trustees special meeting of January 26, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

January 26, 2017

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

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

BOARD WORKSHOP

1. FACILITIES WORKSHOP

Following the discussions held at the special Board meeting on January 5th and the regular Board meeting of January 12th, senior staff will have an opportunity to share additional information with the Board of Trustees regarding construction delivery options in the Fountain Valley School District following the passing of Measure O.

- PUBLIC COMMENTS

Speakers may address the Board of Trustees on Closed Session Items. Please comply with procedures listed on the goldenrod form "For Persons Wishing to Address the Board of Trustees" and give the form to the Executive Assistant.

- 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*

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.

- 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.

LEGISLATIVE SESSION

2. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M _____
2nd _____
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 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

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

Consent Items

- 2-B. APPROVAL OF CONSULTING AGREEMENT BETWEEN GROWING EDUCATORS, INCORPORATED AND FOUNTAIN VALLEY SCHOOL DISTRICT TO PROVIDE PROFESSIONAL DEVELOPMENT IN AREAS OF READING INSTRUCTION**

Superintendent's Recommendation: It is recommended that the Board of Trustees approves a full day agreement between Growing Educators, Inc., and the Fountain Valley School District. It is also recommended that Growing Educators, Inc., be added to the Independent Contractor List for the 2016-2017 school year which was approved at the Board meeting of September 8, 2016.

- 2-C. CONTRACT WITH GLORIA JOHNSTON**

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the consultant contract between Gloria Johnston and the Fountain Valley School District for the purpose of providing the services of Governance Team Workshop on February 4, 2017.

- 2-D. APPROVAL OF CONSULTING AGREEMENT BETWEEN MOMENTUM IN TEACHING AND FOUNTAIN VALLEY SCHOOL DISTRICT TO PROVIDE PROFESSIONAL DEVELOPMENT IN AREAS OF READING INSTRUCTION**

Superintendent’s Comments: It is recommended that the Board of Trustees approves

the agreement between Momentum in Teaching and Fountain Valley School District. It is also recommended that Momentum in Teaching be added to the Independent Contractor list for the 2016/2017 school year which was approved at the Board meeting of September 8, 2016.

2-E. SCHOOL ACCOUNTABILTY REPORT CARDS (SARCS)

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Accountability Report Cards (SARCs) for all ten schools in Fountain Valley School District.

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
- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, February 16, 2017 at 7:00pm.

A copy of the Board Meeting agenda is posted on the District's web site (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 10055 Slater Avenue, Fountain Valley, CA 92708 or call 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: 10055 Slater Avenue, Fountain Valley, CA 92708 or call (714) 843-3255 or FAX (714) 841-0356.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF FEBRUARY 6, 2017**

DATE: March 23, 2017

Attached for your information is the agenda of the Board of Trustees special meeting of February 6, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

February 6, 2017

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

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

BOARD WORKSHOP

1. FACILITIES WORKSHOP

Following the discussions held at the special Board meetings on January 5th and January 26th, the regular Board meeting of January 12th, senior staff will have an opportunity to share additional information with the Board of Trustees regarding construction delivery options in the Fountain Valley School District following the passing of Measure O.

- PUBLIC COMMENTS

Speakers may address the Board of Trustees on Closed Session Items. Please comply with procedures listed on the goldenrod form "For Persons Wishing to Address the Board of Trustees" and give the form to the Executive Assistant.

- 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*

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.

- 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.

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
- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, February 16, 2017 at 7:00pm.

A copy of the Board Meeting agenda is posted on the District's web site (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 10055 Slater Avenue, Fountain Valley, CA 92708 or call 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: 10055 Slater Avenue, Fountain Valley, CA 92708 or call (714) 843-3255 or FAX (714) 841-0356.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF FEBRUARY 16, 2017**

DATE: March 23, 2017

Attached for your information is the agenda of the Board of Trustees regular meeting of February 16, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

February 16, 2017

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

M ___
 2nd ___
 V ___

BOARD WORKSHOP

1. CROSSROADS WORKSHOP

The Board of Trustees will have an opportunity to discuss the work of the Surplus Property 7-11 Committee regarding the District-owned Crossroads Building located in Orange, CA with Marshal Vogt of Lee and Associates.

- PUBLIC COMMENTS

Speakers may address the Board of Trustees on Closed Session Items. Please comply with procedures listed on the goldenrod form “For Persons Wishing to Address the Board of Trustees” and give the form to the Executive Assistant.

- 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.

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.

- OPEN SESSION: 7:00PM
- PLEDGE OF ALLEGIANCE will be led by Troop 567.

SPECIAL PRESENTATIONS

2. CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT ADMINISTRATOR OF THE YEAR DR. JULIANNE HOEFER

The Board of Trustees will join staff and the community in celebrating Fountain Valley School District's Administrator of the Year, Director, Educational Services, Dr. Julianne Hoefer.

3. RECOGNITION OF MIDDLE SCHOOL PARENT VOLUNTEERS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Fulton Middle School, the Board shall recognize and thank Elizabeth Smilor and Erin Volz. From Masuda Middle School, the Board shall recognize and thank Karen Cunningham and Theresa Payne. And from Talbert Middle School the Board shall recognize and thank Tami Morrison and Bobbie Banner.

4. RECOGNITION OF MIDDLE SCHOOL STUDENTS

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize six outstanding students from each of our middle schools: Fulton Middle School, Masuda Middle School and Talbert Middle School.

- RECESS

BOARD REPORTS AND COMMUNICATIONS

Board Members will make the following reports and communicate information to fellow Board Members and staff.

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. Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. 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 personally or in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

*** BOARD MEMBERS WHO WISH TO DISCUSS WITH STAFF ANY ITEMS

LISTED UNDER LEGISLATIVE SESSION SHOULD INFORM THE BOARD PRESIDENT AT THIS TIME.

LEGISLATIVE SESSION

5. **NEW BOARD POLICY 5141.33 HEAD LICE (FIRST READING)** M ___
2nd ___
V ___

This policy takes into consideration the most recent medical research and practice, while maximizing student attendance to clarify our practices. Board Policy 5141.33 is a new policy.

Superintendent's Recommendation: It is recommended that new Board Policy 5141.33 Head Lice be approved for first reading, with necessary changes as indicated by the Board of Trustees.

6. **BOARD POLICY 5030 STUDENT WELLNESS (FIRST READING)** M ___
2nd ___
V ___

Updates to BP 5030 include added /deleted language from CSBA to help with clarification. In addition, the policy is being updated to reflect new Federal Regulations (81 Fed. Reg. 50151) which address the content of the wellness policy, assurance of stakeholder participation in the development and updates of the policy, and periodic assessment and disclosure of compliance. The revised policy also reflects new State Law (SB 1169, 2016) which no longer requires posting of district policy on nutrition and physical activity within cafeterias/eating areas, but does require annually informing the public of the content and implementation of the policy.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the revisions to Board Policy 5030 Student Wellness for first reading, with necessary changes as indicated by the Board of Trustees.

7. **BOARD POLICY 6164.6 IDENTIFICATION AND EDUCATION UNDER SECTION 504 (FIRST READING)** M ___
2nd ___
V ___

CSBA recommended updates to Board Policy 6164.6 include mostly changes to terms and definitions. Of note beyond terminology, this updated policy includes the LCAP's development and review to include students with disabilities.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the revisions to Board Policy 6164.6 Identification and Education Under Section 504 for first reading, with necessary changes as indicated by the Board of Trustees.

8. **DISCLOSURE OF MANAGEMENT AND CONFIDENTIAL EMPLOYEES SALARY INCREASES** M ___
2nd ___

V ____

Management and confidential employees in the Fountain Valley School District are not represented by a bargaining unit. Historically, these District employees have received similar salary increases as the District's bargaining units.

Superintendent's Recommendation: It is recommended that the Board of Trustees approve the Disclosure of Management and Confidential Employees Salary Increases for the 2016-17 school year.

9. 2017 CSBA DELEGATE ASSEMBLY ELECTION – REGION 15

M ____
2nd ____
V ____

The Board of Trustees may vote for up to nine candidates for the 2017 CSBA Delegate Assembly Election – Region 15.

Superintendent's Recommendation: It is recommended that the Board of Trustees reaches consensus to vote for the Delegate Assembly nominees of its choice, not to exceed nine candidates.

10. SELECTION OF REPRESENTATIVES TO DISTRICT COMMITTEES

M ____
2nd ____
V ____

Superintendent's Recommendation: It is recommended that the Board of Trustees reaches consensus on the selection of representatives to District Committees.

11. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M ____
2nd ____
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 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

- 11-A. Board Meeting Minutes from January 12 regular meeting
- 11-B. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 11-C. Donations
- 11-D. Warrants
- 11-E. Purchase Order Listing
- 11-F. Budget Adjustments

Consent Items

11-G. SINGLE PLANS FOR STUDENT ACHIEVEMENT

Superintendent’s Comments: It is recommended that the Board of Trustees approves the School Plans for Student Achievement for Courreges, Cox, Fulton, Gisler and Masuda Schools.

11-H. SETTLEMENT AGREEMENT

Superintendent’s Comments: It is recommended that the Board of Trustees approves the settlement as described in the attached memo.

11-I. APPROVAL OF CONTRACT BETWEEN THE FOUNTAIN VALLEY SCHOOL DISTRICT AND THE ORANGE COUNTY DEPARTMENT OF EDUCATION TO PROVIDE DATA CIRCUIT NETWORK MANAGEMENT SERVICES

Superintendent’s Comments: It is recommended that the Board of Trustees approves the contract between the Fountain Valley School District and the Orange County Department of Education, for the purpose of providing data circuit network management services.

11-J. RESOLUTION 2017-14: AUTHORIZATION FOR TEACHING CREDENTIALS

Superintendent’s Comments: It is recommended that the Board of Trustees adopts Resolution 2017-14: Authorization for Teaching Credentials to approve the teaching assignments listed.

11-K. CONSOLIDATED APPLICATION – WINTER RELEASE 2016

Superintendent’s Comments: It is recommended that the Board of Trustees approves transmittal of the Consolidated Application Winter Release 2016 Data Collection to the California State Department of Education.

11-L. NON-PUBLIC AGENCY CONTRACTS

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

Non-Public School/Agency	100% Contract Cost	Effective Dates
Olive Crest Academy	\$28,437.66	12/15/16-6/30/17
Cornerstone Therapies	\$1,000	2/16/17-6/30/17
Cornerstone Therapies	\$3,150	2/16/17-6/30/17

Olive Crest Academy

\$37,644.30

1/30/17-6/30/17

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
- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, March 9, 2017 at 7:00pm.

A copy of the Board Meeting agenda is posted on the District’s web site (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 10055 Slater Avenue, Fountain Valley, CA 92708 or call 714.843.3255 during normal business hours.

Regular Board meeting proceedings are tape recorded.

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: 10055 Slater Avenue, Fountain Valley, CA 92708 or call (714) 843-3255 or FAX (714) 841-0356.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF MARCH 9, 2017**

DATE: March 23, 2017

Attached for your information is the agenda of the Board of Trustees regular meeting of March 9, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

March 9, 2017

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

M _____
 2nd _____
 V _____

BOARD WORKSHOP

1. NEXT STEPS IN THE ISSUANCE OF GENERAL OBLIGATION BONDS

Assistant Superintendent of Business Services, Christine Fullerton, will be joined by Lori Raineri and Keith Weaver, from Government Financial Strategies Inc., to review and discuss the next steps in moving forward with the issuance of the District's General Obligation Bonds.

- PUBLIC COMMENTS

Speakers may address the Board of Trustees on Closed Session Items. Please comply with procedures listed on the goldenrod form "For Persons Wishing to Address the Board of Trustees" and give the form to the Executive Assistant.

- 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

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.

with the Board's designated representative, Cathie Abdel.

- Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1*
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.
- OPEN SESSION: 7:00PM
- PLEDGE OF ALLEGIANCE will be led by Boy Scout Pack 1226.

SPECIAL PRESENTATIONS

2. RECOGNITION OF TAMURA SCHOOL PARENT VOLUNTEERS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Tamura School, the Board shall recognize and thank Christine Santana and Veronica Tran.

3. RECOGNITION OF OKA SCHOOL PARENT VOLUNTEERS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Oka School, the Board shall recognize and thank Diana Vanovereem and Alexis DeVries.

4. RECOGNITION OF TAMURA SCHOOL STUDENTS

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize six outstanding students from Tamura School.

5. RECOGNITION OF OKA SCHOOL STUDENTS

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize six outstanding students from Oka School.

- RECESS

6. PRESENTATION OF REPORT AND RECOMMENDATION OF SURPLUS PROPERTY "7-11" COMMITTEE REGARDING CROSSROADS PROPERTY

Members of the Surplus Property "7-11" Committee will present to the Board of Trustees their report and recommendation regarding the Crossroads Property.

STAFF REPORTS AND PRESENTATIONS

7. SECOND INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)

Assistant Superintendent, Business, Chris Fullerton and Director, Fiscal Services, Isidro Guerra will present and review with the Board of Trustees the Second Interim Report for the Fountain Valley School District.

BOARD REPORTS AND COMMUNICATIONS

Board Members will make the following reports and communicate information to fellow Board Members and staff.

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. Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. 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 personally or in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

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

LEGISLATIVE SESSION

8. BOARD POLICY 3470 DEBT ISSUANCE AND MANAGEMENT (FIRST READING)

M ___
2nd ___
V ___

Board Policy 3470 is a new policy, the need of which originated through the amendment of Government Code 8855.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves new Board Policy 3470 Debt Issuance and Management for first reading, with necessary changes as indicated by the Board of Trustees.

9. NEW BOARD POLICY 5116.2 INVOLUNTARY STUDENT TRANSFERS (FIRST READING)

M ___
2nd ___
V ___

Senate Bill 1343 authorizes districts to involuntarily transfer a student who has been convicted of a violent felony as defined in Penal Code 667.5(c) or a misdemeanor associated with possession of a firearm as specified in Penal Code 29805, whenever the student is enrolled at the same school as a student who was a

victim of the crime. This policy is new, and is intended to outline the process the District will take in the process of involuntary transferring students through our School Attendance Review Board process.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves new Board Policy 5116.2 Involuntary Student Transfers for first reading, with necessary changes as indicated by the Board of Trustees.

10. BOARD POLICY 4030 NON DISCRIMINATION IN EMPLOYMENT (FIRST READING)

M ___
2nd ___
V ___

The revisions noted in Board Policy 4030 reflect changes in regulations and laws related to the responsibility of the employer to provide a work environment free of discrimination.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the revisions to Board Policy 4030 Nondiscrimination in Employment for first reading, with necessary changes as indicated by the Board of Trustees.

11. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, PERSONNEL

M ___
2nd ___
V ___

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Personnel with Cathie Abdel.

12. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

M ___
2nd ___
V ___

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Business Services with Christine Fullerton.

13. APPROVAL FOR EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES

M ___
2nd ___
V ___

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the employment contract for the position of Assistant Superintendent, Educational Services with Steve McLaughlin, Ed.D.

14. APPOINT MEMBERS OF CITIZEN’S BOND OVERSIGHT COMMITTEE (CBOC)

M ___
2nd ___
V ___

Superintendent’s Recommendation: It is recommended that the Board of Trustees appoints the members of the Citizens’ Bond Oversight Committee as presented at the meeting.

- 15. **NEW BOARD POLICY 5141.33 HEAD LICE (SECOND READING AND ADOPTION)** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that new Board Policy 5141.33 Head Lice be approved for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

- 16. **BOARD POLICY 5030 STUDENT WELLNESS (SECOND READING AND ADOPTION)** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the revisions to Board Policy 5030 Student Wellness for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

- 17. **BOARD POLICY 6164.6 IDENTIFICATION AND EDUCATION UNDER SECTION 504 (SECOND READING AND ADOPTION)** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the revisions to Board Policy 6164.6 Identification and Education Under Section 504 for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

- 18. **RESOLUTION 2017-15: ACCEPTANCE OF SURPLUS PROPERTY ADVISORY COMMITTEE FINAL REPORT AND RECOMMENDATION** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2017-15 Accepting Surplus Property Advisory Committee Final Report and Recommendation.

- 19. **APPROVAL OF 2016-17 SECOND INTERIM REPORT** M ___
2nd ___
V ___

School districts are required to complete two interim financial reports during a fiscal year, the first as of October 31 and second as of January 31. The Interim Reports are filed with the County Department of Education and the State Controller's Office. School districts must conduct a review of their interim reports in accordance with state-adopted Criteria and Standards.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the 2016-17 Second Interim Report.

- 20. **CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS** M ___
2nd ___
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 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

- 20-A.** Board Meeting Minutes from January 26 special meeting
- 20-B.** Board Meeting Minutes from February 4 special meeting
- 20-C.** Board Meeting Minutes from February 6 special meeting
- 20-D.** Board Meeting Minutes from February 16 regular meeting
- 20-E.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 20-F.** Donations
- 20-G.** Warrants
- 20-H.** Purchase Order Listing
- 20-I.** Budget Adjustments

Consent Items

20-J. SINGLE PLANS FOR STUDENT ACHIEVEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Plans for Student Achievement for Newland, Oka, Plavan, Talbert and Tamura Schools.

20-K. PURCHASE OF CHROMEBOOKS DISTRICTWIDE

Superintendent's Comments: It is recommended that the Board of Trustees awards the contract to HP, Inc. for the purchase of Chromebooks pursuant to Master Agreement No. MNNVP-133 awarded by the State of Minnesota in association with NASPO/WSCA and approved for usage in California pursuant to California Participating Addendum No. 7-15-70-34-001 utilizing approved HP, Inc. fulfillment partner, Sehi Computer Products, Inc.

20-L. APPROVAL OF CONTRACT WITH EDUCATIONAL MANAGEMENT SOLUTIONS

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Educational Management Solutions for completion of a classification study in the Fountain Valley School District in the amount of \$48,995.

20-M. APPROVAL OF 2017 SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM (ESY) AND AUGUST PROGRAM

Superintendent's Comments: It is recommended that the Board of Trustees approves the Extended School Year Program at Plavan Elementary School and August Program at Newland Elementary School.

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
- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, April 13, 2017 at 7:00pm.

A copy of the Board Meeting agenda is posted on the District's web site (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 10055 Slater Avenue, Fountain Valley, CA 92708 or call 714.843.3255 during normal business hours.

Regular Board meeting proceedings are tape recorded.

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: 10055 Slater Avenue, Fountain Valley, CA 92708 or call (714) 843-3255 or FAX (714) 841-0356.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **KEY INFORMATIONAL TECHNOLOGY PROJECTS**

DATE: March 16, 2017

IT Supervisor Parham Sadegh will give an oral presentation on the status of key Informational Technology projects within the district.



Fountain Valley School District

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvdsd.us

MEMORANDUM

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: CLASSIFICATION STUDY UPDATE

DATE: March 15, 2017

This memo is to provide an update on the status of the district's classification study. Several conversations have taken place with Educational Management Solutions (EMS) over the last few weeks to plan and schedule various early events. To that end, we have scheduled orientation/information meetings for employees to hear from EMS about the study. These two meetings will take place on Thursday, March 23. In addition, EMS will make a presentation to the Board of Trustees later the same day at the Board meeting.

Next will be a Stakeholder Group meeting on April 4. This is a two hour meeting with about 15 employees who will act as liaisons, sharing information about the study with other employees, sharing employee concerns and questions with the consultant, and providing input into the process. Immediately following this will be the employee information gathering meetings, call Focus Groups, which will run from April 4th to 6th. There are 20 groups scheduled, with an average group size of about six employees.

Employees are being notified of these activities through written communications and meetings (examples attached.)



Fountain Valley School District

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

MEMORANDUM

TO:

FROM: Ross Hessler, Director – Human Resources

SUBJECT: DISTRICT CLASSIFICATION STUDY - FOCUS GROUP DISCUSSION

DATE: March 16, 2017

The District has contracted with Educational Management Solutions (EMS) to conduct a classification and compensation study. As a first step, they need to review and update information on our jobs for the purpose of ensuring that our job descriptions comply with the Americans with Disabilities Act and other current regulations. We believe that the best way to accomplish this is to have input from employees that are performing the various jobs.

Initial data will be collected through “Focus Group” discussions with employees representing specific job classifications. Staff from Educational Management Solutions (EMS), a company experienced in the development and use of job information for school districts, will be leading the Focus Group meetings.

You have been selected to represent your job classification and are scheduled to participate in the Focus Group meeting indicated below. You will be participating with employees from the District that are working in a position similar to yours. Although your supervisor has been notified of your scheduled participation, if applicable, please check out from your work site before leaving for the Focus Group meeting. Please allow yourself sufficient travel time so that you can participate fully with your scheduled group.

Your participation in this process is very important. If you have questions about the study or the Focus Group meetings, please contact me at my office at 843-3266.

Immediately following is your meeting schedule – all meetings will be held at the District Office. Below that is Job Analysis information that will be helpful to review prior to participating in your Focus Group. Thank you for assisting the District in this project.

Day, date, time: _____

Location, session: _____

Job Analysis Focus Group

The purpose of the focus group will be to discuss, through a structured process with an EMS job analyst, the following major areas about your job:

- The Function Statements that best describe the work you do.
- The Knowledge, Skills & Abilities required to perform the job's functions.
- The Responsibilities associated with your job.
- The Physical Demands of your work.
- The Environmental Conditions under which you work.

There are no "right" answers. The goal is to describe your job as you see it. In describing the "functions" of your job, you along with the rest of the group, will be developing function statements that are composed of the following three parts:

- A **Verb**, which describes what action you do. Action Verbs are those that directly relate to the purpose of your job and identify the critical functions of the job. Examples include: cleans, assists, repairs, maintains, instructs, etc.
- An **Object** of the verb indicates to whom or what the action is performed. Objects can include people, data, and/or things. There can be several objects related the "Verb" when they are required to achieve the same purpose. Examples include: classrooms, other employees, equipment, inventory, students, etc.
- A **Purpose** or result of the "verb" describing the "why" of the action. This is intended to gather an understanding of the relationship of the function to the overall purpose of the job. Examples could include: "providing a sanitary condition," "ensuring work is performed in a timely manner," "maintaining busses in good working order," "providing required supplies," or "complying with administrative and/or legal regulations."

As an example one function for a Bus Driver would be:

Operates (verb) school buses and vans (object) for the purpose of transporting pupils over scheduled routes in a safe and timely manner (purpose).

Think about your job. If you have time prior to your scheduled Focus Group meeting, it may be helpful to make a list of the Action Verbs that make up your job.

FVSD CLASSIFICATION STUDY – FAQs

What is a classification and compensation study?

A classification study reviews the job duties and responsibilities of the various classifications of non-teaching employees and updates job descriptions. Then a determination is made about each position to properly classify it. Lastly, compensation is reviewed by collecting salary information from local school districts to make comparisons. A classification study does not focus on the quality of work performed, the amount of work produced, the staffing levels, nor number of hours needed.

Why is a study being done?

FVSD is conducting this study to ensure that employees are properly classified and compensated. Districts generally conduct district-wide studies periodically – about every 10 years or so is a rough average. For FVSD, it's been over 20 years since we have done one.

Who is included in the study?

The study will review all classified employees which includes confidential and management employees. Teachers and other certificated personnel are not included, nor are noon duty aides since they are categorized in the education code as non-classified.

Who is doing the study?

Our study in FVSD will be done by Education Management Solutions (EMS). They have been working in this field, and with education systems, since 1997. They work around the country, but were started in, and primarily operate in, California. Their recent southern California clients include San Diego COE, Vista USD, and Palmdale schools. Our primary contacts are Fred Corn, Cheri Boyd, and Betty Gray.

How will it be done?

EMS will incorporate the following phases in the process: 1. a planning phase, 2. a job analysis phase which includes focus group interviews, and data collection, 3. job valuation with point factor system and development of first draft of job descriptions, 4. market analysis – collecting data and analysis, 5. review of findings, 6. final report, 7. implementation and follow-up. EMS will also provide FVSD with proprietary software for use in developing and managing job info.

FVSD will be putting together a “stakeholder” committee made up of 12 -15 employees from a cross section of the various types of classifications. The role of the committee will be to participate in meetings to learn about the study, share information with other employees about the study, answer their questions as needed, and provide input and suggestions to the consultant and committee. The committee will probably meet 4-5 times over the course of the study.

What is the timeline for the study?

EMS will introduce themselves and the study with presentations and Q & A’s on March 23 at 11am and 3:30pm. They will hold the “stakeholder” meeting on April 4, immediately followed by 20 “focus group” meetings with groups of employees on April 4 – 6. This will include all employees in single-position classes, as well as a “sampling” of employees from larger classifications. The job valuation phase takes place in May primarily, with a target completion date of June, before the end of school. The market analysis phase starts in July and completes in August. The review of findings should take place in late September, with the final report due in October. The implementation and follow-up phase takes place in November and December.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: March 23, 2017

Attached are the eligibility lists for:

Food Service Worker

Special Education Bus Aide

Attachment #13, #14

ELIGIBILITY LIST
Food Service Worker
Expires 03-06-2018

RANK	NAME
1	XUAN THANH NGUYEN (BRIAN)
1	ROBIN TAYLOR
2	HUYEN NGUYEN
2	JENNIFER NGUYEN
3	TRINH LE
4	AUDREY POWERS
5	ALENE JENNER
6	NIEN TRINH
7	JACKIE KAP
7	ERICA CRANDALL-BAUER
8	MAKIKO QUINN
9	CAN THAC PHAM

ELIGIBILITY LIST
Special Education Bus Aide
Expires 03-14-2018

RANK	NAME
1	Glenn Ford
2	Christian Alba
3	James Morgan
4	Rachael Ramos
5	Weston Laursen

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: March 23, 2017

Job announcements posted since the last regular meeting of the Personnel Commission are attached as an information item:

Dual Certification-Open and Promotional:

None at this time

Interdepartmental Transfers:

Extended School Program Aide

Open:

None at this time



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Aide

Interdepartmental Transfer

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	February 28, 2017
CLOSING DATE:	March 6, 2017 at 4:00 p.m.
SALARY:	\$15.18 - \$18.45/hr (Range 13, 5 Steps)
HOURS:	5.00 hours/week MTWTHF, 7:00 – 8:00 a.m.
TERM:	9.55 months a year
VACANCIES:	Tamura Extended School Program

THE JOB

Under the direction of the Director-Child Care Program, this position helps provide a quality program and a safe and loving environment for children in the Extended School Program, assists with planning and implementing a variety of activities to meet the needs and interests of the children, and participates in activities with groups of children.

APPLICATION PROCESS

Present employees in the position of Extended School Program Aide wanting to transfer must send or email a note to the Personnel Department at johnsond@fvsd.us asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Department must receive all employee requests by 4:00 p.m., March 6, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

The Fountain Valley School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, gender, age, marital status, religion, or disability in compliance with federal and state laws.

No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will become members of California School Employees Association or pay a service fee.