

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting

AGENDA

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

May 26, 2017
2:00 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, April 27, 2017** *Action*
(Attachment #1)
4. **Minutes, Regular Meeting of the Board of Trustees, April 13, 2017** *Information*
(Attachment #2)
5. **Minutes, Special Meeting of the Board of Trustees, April 27, 2017** *Information*
(Attachment #3)
6. **Agenda, Regular Meeting of the Board of Trustees, May 18, 2017** *Information*
(Attachment #4)
7. **Director's Report** *Information*
8. **Commissioners' Comments** *Information*

9. 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

10. “Financial State of the District” – Christine Fullerton – Asst. Superintendent, Business Services *Information*
11. “Updates in Education and the Classified Impact”- Chris Mullin - Principal, Newland School *Information*
12. Classification Plan Amendment –New Classification of Health Technician- LVN *Action*
(Attachment #5)
13. Classification Study Update- Ross Hessler *Information*
14. Eligibility Lists *Information*
(None at this time)

PERSONNEL

15. Job Announcements *Information*
(Attachment #6)

FINANCIAL

16. Personnel Commission Budget 2017-18: First Reading *Information*
(Attachment #7)

CLOSED SESSION

17. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

June 22, 2017
4:30 p.m.
PDC Room

ADJOURNMENT

19. 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 April 27, 2017**

DATE: May 3, 2017

Attached for your approval are the minutes of the Personnel Commission regular meeting of April 27, 2017.

RECOMMENDATION

The Personnel Commission approve the minutes of April 27, 2017 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

April 27, 2017

4:30 p.m.

Carol Davis called the Regular Meeting of the Personnel Commission to order at 4:33 p.m. in the Professional Development Conference Room, 10055 Slater Avenue, Fountain Valley, California. Mrs. Carol Davis 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

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

Introduction of Guests

Ms. Connie Ramirez and Mr. Sam Koser were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, March 23, 2017

Rabbi Einstein moved to approve the minutes of the March 23, 2017 meeting. Mr. Mullin seconded the motion. Motion carried.

Minutes, Regular Meeting of the Board of Trustees, March 09, 2017

Presented as an information item only

Minutes, Special Meeting of the Board of Trustees, March 23, 2017

Presented as an information item only

Minutes, Special Meeting of the Board of Trustees, March 30, 2017

Presented as an information item only

Agenda, Regular Meeting of the Board of Trustees, April 13, 2017

Presented as an information item only

Director's Report

Mr. Hessler stated we are working on getting ready for the May 17th Employee Recognition event. We are still receiving prizes for the event. Mr. Hessler stated FVSD had three honorees at ACSA this year. Erin Bains, Chris Fullerton and Dr. Julianne Hoefler were all nominated as district representatives. Dr. Hoefler has also been named ACSA's Administrator of the Year, Curriculum and Instruction, for the State of California.

Commissioners' Comments

Mr. Mullin recommended everyone keep in mind the mini-conference at the beginning of June. He believes it will be beneficial for everyone.

Public Comments

None.

ADMINISTRATION

"Updates in Education and the Classified Impact"

This presentation was postponed until next month due to a scheduling conflict.

Classification Study Update

Mr. Hessler reported that EMS will be back on site next Monday at 1:30pm for several meetings. They will begin with the Stakeholder group. They will update the group on what they have accomplished and what comes next. They will then follow up with three meeting with supervisors who will review the functions statements and provide input to be added to the draft job descriptions.

Eligibility Lists

No lists were presented.

PERSONNEL

Job Announcements

The Interdepartmental Transfers job postings for limited-term Summer Camp positions were reviewed.

FINANCIAL

The PCASC Mini-Conference, "Building a Foundation for Merit" was discussed. It was determined that Personnel Commissioners, Mr. Hessler and staff would review their calendars and try to attend. Mr. Mullin moved to approve funds for the conference and Rabbi Einstein seconded.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

May 17, 2017

5:00 p.m.

Board Room

ADJOURNMENT

The April 27, 2017 regular meeting of the Personnel Commission was adjourned at 5:05 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 APRIL 13, 2017**

DATE: May 19, 2017

The minutes of the Board of Trustees regular meeting on April 13, 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

April 13, 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.

AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

BOARD WORKSHOP

Assistant Superintendent of Business Services, Christine Fullerton, was joined by Richard Ingrassia from architectural firm, Rachlin Partners, to review and discuss school construction priorities in regard to projects pertaining to Measure O. Mrs. Fullerton reviewed priorities discussed in the FMP process including Facility Committee priorities and Board priorities. She reviewed the scope priorities agreed upon by the Facilities Committee including: air conditioning bundle, flexible labs/middle school science labs and modernize/reconfigure existing classrooms. She also reviewed the Board scope priorities agreed upon including air conditioning bundle followed by middle school science labs. Mrs. Fullerton then led the Board through a prioritization exercise where each trustee was given the opportunity to prioritize site order. Following this, the Board engaged in discussion in order to reach consensus on site prioritization. In addition, Mr. Ingrassia reviewed next steps in the design process including navigating through the Facilities

SCHOOL
CONSTRUCTION
PRIORITIES

Master Plan, confirmation of the project scope, prioritization of projects, and establishing a timeline to implement projects. He shared greater detail regarding each of these steps. In closing, he shared a sample modernization schedule and reviewed the elements included within. Dr. Johnson thanked Mr. Ingrassia and Mrs. Fullerton for their preparation and presentation this evening.

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

Mrs. Fullerton led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

The Board of Trustees was pleased to join our staff and community in celebrating Beth Fockler, ELA teacher at Fulton Middle School, as Fountain Valley School District’s 2016-17 Teacher of the Year.

RECOGNITION OF FOUNTAIN VALLEY SCHOOL DISTRICT TEACHER OF THE YEAR, BETH FOCKLER
RECOGNITION OF ACSA ELEMENTARY PRINCIPAL OF THE YEAR, ERIN BAINS

The Board of Trustees was pleased to join our staff and community in celebrating ACSA Region XVII Elementary Principal of the Year, Gisler Elementary Principal, Erin Bains.

The Board of Trustees was pleased to join our staff and community in celebrating ACSA Region XVII Business Services Administrator of the Year, Assistant Superintendent, Business, Chris Fullerton.

RECOGNITION OF ACSA
BUSINESS SERVICES
ADMINISTRATOR OF
THE YEAR, CHRIS
FULLERTON
OUTSTANDING SERVICE
AWARDS
PRESENTATION TO
CHERYL NORTON

Each year, the Board of Trustees honors those volunteers who have made an outstanding contribution to education in the Fountain Valley School District. The Outstanding Service Award is based on service and leadership given beyond the local school and includes participation on district committees, councils, task forces, as well as local school service. Board President Sandra Crandall presented the 2016-17 Outstanding Service Award to Cheryl Norton.

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 Gisler School, the Board recognized and thanked Sachi Josephson and Helen Platt.

RECOGNITION OF
GISLER 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 Cox School, the Board recognized and thanked Kelly Lopez, Fernando Chavarria and Azucena Chavarria.

RECOGNITION OF COX
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 Gisler School: Masen Le (K), Kelli Ma (1st), Gavin Pajaro (2nd), Cole Salazar (3rd), Oscar Martinez (4th), and Hailey Sigmond (5th). The Board was joined by family members, staff and community members in celebrating the amazing accomplishments of these students.

RECOGNITION OF
GISLER SCHOOL
STUDENTS

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 Cox School: Carter Ankeny (K), Jona Heck (1st), Audrey Dinh (2nd), Chloe Nguyen (3rd), Ethan Kwong (4th), and Jenna Eidum (5th). The Board was joined by family members, staff and community members in celebrating the amazing accomplishments of these students.

RECOGNITION OF COX
SCHOOL STUDENTS

Following the recognitions, the Board took a brief recess.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo's activities since the last Board meeting included: FVSF meeting, visit to Talbert for observation of Socratic dialogue in an ELA class, Annual District Art Show, and Health and Wellness Committee meeting.

Mrs. Schultz's activities since the last Board meeting included: participation in Board workshops and special meetings and Annual District Art Show.

Mr. Cunneen's activities since the last Board meeting included: Annual Every Student Succeeding Breakfast with FV Rotary, ACE meeting, and FV Rotary Most Improved Student recognitions.

Mr. Collin's activities since the last meeting included: Every Student Succeeding Breakfast with FV Rotary, FV Rotary Most Improved Student recognitions, Annual District Art Show, and FVSF meeting.

Mrs. Crandall congratulated Mrs. Terich, Mrs. Brooks and our site art reps for a very successful Art Show. Her activities since the last meeting included: Rotary MIS, Every Student Succeeding Breakfast, ACSA Every Student Succeeding recognition, Chamber of Commerce monthly breakfast, Chamber of Commerce luncheon, Spring Concert at Fulton, Basketball Tournament at Masuda, Hyundai Roadtrip for Girls, SPC meeting, 3rd-5th grade CGI demo lessons at Gisler and Newland, Eagle Scout project culmination, and a coalition of community members also a part of an Eagle Scout project. She thanked the trustees for their service this month.

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 CSEA, Chapter #358. Public input was welcomed. There were no requests to speak and the hearing was closed.

TENTATIVE
AGREEMENT BETWEEN
FOUNTAIN VALLEY
SCHOOL DISTRICT AND
CALIFORNIA SCHOOL
EMPLOYEE
ASSOCIATION,
CHAPTER #358 FOR 2016-
17 YEAR

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Schultz moved to adopt Resolution 2017-16 Authorizing the Issuance and Sale of Measure O General Obligation Bonds, Series 2017, Not to Exceed \$21,000,000 in Aggregate Principal.

RESOLUTION 2017-16
AUTHORIZING THE
ISSUANCE AND SALE
OF MEASURE O
GENERAL
OBLIGATION BONDS,
SERIES 2017, NOT TO
EXCEED \$21,000,000 IN
AGGREGATE
PRINCIPAL

Second: Mr. Collins

Vote: Mrs. Crandall Aye
Mrs. Schultz Aye
Mr. Cunneen Aye
Mr. Collins Aye
Mrs. Galindo Aye

Motion: Mrs. Galindo moved to adopt Resolution 2017-17 Declaring Surplus Property, Authorizing Offer of District Property For Sale to Public Entities, and Authorizing the Sale of Property.

APPROVAL OF
RESOLUTION 2017-17
DECLARING SURPLUS
PROPERTY,
AUTHORIZING OFFER
OF DISTRICT
PROPERTY FOR
SALE TO PUBLIC
ENTITIES, AND
AUTHORIZING THE
SALE OF PROPERTY

Second: Mr. Cunneen

Vote: Mrs. Crandall Aye
Mrs. Schultz Aye
Mr. Cunneen Aye
Mr. Collins Aye
Mrs. Galindo Aye

Motion: Mrs. Schultz moved to adopt Resolution 2017-21: Approving the Request for Proposal for Pre-Construction and Lease-Lease Back Services for Measure O Phase 1 – School Modernization And Air Conditioning with the amendment to the date to Wednesday, June 7th, instead of Friday, June 7th.

RESOLUTION 2017-21:
APPROVING THE
REQUEST FOR
PROPOSAL
FOR PRE-
CONSTRUCTION AND
LEASE-LEASE BACK
SERVICES
FOR MEASURE O
PHASE 1 – SCHOOL
MODERNIZATION
AND AIR
CONDITIONING

Second: Mr. Collins

Vote: Mrs. Crandall Aye
Mrs. Schultz Aye
Mr. Cunneen Aye
Mr. Collins Aye
Mrs. Galindo Aye

Motion: Mr. Cunneen moved to approve Board Policy 3470

BOARD POLICY 3470

- Debt Issuance and Management for second reading and adoption. DEBT ISSUANCE AND MANAGEMENT (SECOND READING AND ADOPTION)
- Second: Mrs. Galindo
- Vote: 5-0
- Motion:** Mr. Collins moved to approve new Board Policy 5116.2 Involuntary Student Transfers for second reading and adoption. NEW BOARD POLICY 5116.2 INVOLUNTARY STUDENT TRANSFERS (SECOND READING AND ADOPTION)
- Second: Mrs. Schultz
- Vote: 5-0
- Motion:** Mrs. Galindo moved to approve Board Policy 4030 Non Discrimination in Employment for second reading and adoption. BOARD POLICY 4030 NON DISCRIMINATION IN EMPLOYMENT (SECOND READING AND ADOPTION)
- Second: Mr. Collins
- Vote: 5-0
- Motion:** Mr. Cunneen moved to approve Board Policy 4119.11 4219.11 4319.11 Sexual Harassment for first reading. BOARD POLICY 4119.11 4219.11 4319.11 SEXUAL HARASSMENT (FIRST READING)
- Second: Mrs. Schultz
- Vote: 5-0
- Motion:** Mrs. Galindo moved to approve Board Policy 6190 Evaluation of Instructional Program for first reading. BOARD POLICY 6190 EVALUATION OF INSTRUCTIONAL PROGRAM (FIRST READING)
- Second: Mrs. Crandall
- Vote: 5-0
- Motion:** Mr. Collins moved to approve Board Policy 0460 Local Control Accountability Plan for first reading. BOARD POLICY 0460 LOCAL CONTROL ACCOUNTABILITY PLAN (FIRST READING)
- Second: Mrs. Galindo
- Vote: 5-0

Motion: Mrs. Schultz moved to approve Public Disclosure of Collective Bargaining Agreement between Fountain Valley School District and California School Employees Association, Chapter #358 for 2016-17 School Year.

Second: Mr. Cunneen

Vote: 5-0

PUBLIC DISCLOSURE
OF COLLECTIVE
BARGAINING
AGREEMENT
BETWEEN FOUNTAIN
VALLEY SCHOOL
DISTRICT AND
CALIFORNIA SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER #358 FOR
2016-17 SCHOOL
YEAR

Motion: Mr. Collins moved to approve Agreement between California School Employee Association, Chapter #358 and Fountain Valley School District.

Second: Mrs. Galindo

Vote: 5-0

AGREEMENT
BETWEEN
CALIFORNIA SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER #358 AND
FOUNTAIN VALLEY
SCHOOL
DISTRICT

Motion: Mr. Collins moved to approve the Employment Contract for Superintendent.

Second: Mrs. Galindo

APPROVAL FOR
EMPLOYMENT
CONTRACT FOR
SUPERINTENDENT

Mrs. Crandall made the following statement:
“Pursuant to Government Code section 54953, subdivision (c)(3), the Board provides this oral summary of the salary and/or fringe benefit increase recommendation for the following local agency executive:

Superintendent, Dr. Mark Johnson, whose contract is retroactive to July 1, 2016 with a term through June 30, 2020, and an annual compensation of \$237,850 for the 2016-17 school year, which is inclusive of longevity and a \$3,000 doctoral stipend. In addition, a one-time payment of \$9,500 shall be paid upon signing of this agreement. The Superintendent, also, receives a mileage allowance of \$300 per month, an annual paid Executive Health Screening and Health and Welfare Benefits not to exceed \$9,000.”

Vote: 5-0

- | | | |
|----------------|--|---|
| Motion: | Mr. Cunneen moved to adopt Resolution 2017-18: Resolution of Appreciation to our School Nurses on National School Nurse Day, May 10, 2017. | RESOLUTION 2017-18:
RESOLUTION OF
APPRECIATION TO
OUR |
| Second: | Mrs. Schultz | SCHOOL NURSES ON
NATIONAL SCHOOL
NURSE DAY, MAY 10,
2017 |
| Vote: | 5-0 | RESOLUTION 2017-19:
IN CELEBRATION OF
MAY 10, 2017 AS
CALIFORNIA’S DAY
OF THE TEACHER
AND MAY 8-12, 2017
AS
TEACHER
APPRECIATION WEEK |
| Motion: | Mrs. Schultz moved to adopt Resolution 2017-19: In Celebration of May 10, 2017 as California’s Day of the Teacher and May 8-12, 2017 as Teacher Appreciation Week. | RESOLUTION 2017-20:
IN CELEBRATION OF
FOUNTAIN VALLEY
SCHOOL DISTRICT’S
CLASSIFIED
EMPLOYEE WEEK:
MAY 15-19,
2017 |
| Second: | Mrs. Galindo | CONSENT
CALENDAR/
ROUTINE ITEMS OF
BUSINESS |
| Vote: | 5-0 | |
| Motion: | Mr. Cunneen moved to adopt Resolution 2017-20: In Celebration of Fountain Valley School District’s Classified Employee Week: May 15-19, 2017. | |
| Second: | Mrs. Galindo | |
| Vote: | 5-0 | |
| Motion: | Mrs. Galindo moved to approve the Consent Calendar. | |
| Second: | Mr. Collins | |
| Vote: | 5-0 | |

The Consent Calendar included:

- Board Meeting Minutes from the March 9th regular meeting
- Board Meeting Minutes from March 23rd special meeting
- Board Meeting Minutes from March 30th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Order Listing
- Budget Adjustments
- 2015/2016 Program Effectiveness
- Williams Quarterly Report for Third Quarter 2016-17

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Congratulated and thanked the Board for their dedication and work including their study of some very sizeable agendas, and their thoughtful questions and careful evaluation of important decisions. He commended and thanked them for time that they each give to Board work and their dedication to the students and staff of our District. Regarding our recognitions this evening, he noted that he is grateful for these events, that our staff join us for these celebrations and for the joy he sees in the families as their student is honored. In addition, he commended Mrs. Fullerton for her presentation this evening. He highlighted as well the basketball tournament at Masuda, noting specifically the middle school band performance led by Mr. C. In closing, he thanked the audience this evening, wishing everyone a relaxing holiday break.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 9:17pm.

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 APRIL 27, 2017**

DATE: May 19, 2017

The minutes of the Board of Trustees special meeting on April 27, 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

April 27, 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

Absent:

Jeanne Galindo	Member
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Motion: Mr. Cunneen moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mr. Collins

Vote: 4-0

Mrs. Lucchese led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

BOARD WORKSHOP

Architectural firm, Rachlin Partners, joined Assistant Superintendent, Business, Chris Fullerton, to discuss next steps for construction projects related to the passing of Measure O, with the Board of Trustees. Mrs. Fullerton opened the workshop with a summary of items to be discussed this evening including: Rachlin's work to date, an introduction of value engineering including a school site sample, project summary, discussion of possible additional funding sources for science labs, and receiving direction on the Big 5. Mrs. Fullerton defined the Big 5 as priorities identified in the Facilities Master Plan (FMP) including: air conditioning, roofs and windows, infrastructure for HVAC, safety and security, and paint and ceilings. Mr. Ingrassia from

BOARD WORKSHOP:
RACHLIN PARTNERS

Rachlin Partners reviewed Rachlin’s work to date including reviewing the FMP, meeting with staff and walking 7 of our 10 school sites, and value engineering the work to be done in order to deliver on the promise to the community, given the budget. In addition, following a review of value engineering and a sample school site, Mrs. Fullerton reviewed the need for science rooms at the middle schools, as well as possible funding sources to explore including: deferred maintenance, the sale of Crossroads, investment revenue, and one-time money. Following discussion, the Board gave direction to move forward with design regarding the scope of work for our first two campuses as presented.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to adopt Resolution 2017-22: Increase to Revolving Cash

RESOLUTION 2017-22:
INCREASE TO
REVOLVING CASH

Second: Mrs. Schultz

Vote: 4-0 (Absent: Galindo)

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked the Board of Trustees.

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.
- Conference with Real Property Negotiator:
Government Code Section 54956.8
Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) (“Property”).

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and LePort Schools, Greg Marick, Vice President, Operations & Development (Lessee).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the possible amendment of the existing Lease Agreement for the identified Property.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 6:56pm.

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: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF MAY 18, 2017**

DATE: May 19, 2017

Attached for your information is the agenda of the Board of Trustees regular meeting of May 18, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

May 18, 2017

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

M ___
 2nd ___
 V ___

BOARD WORKSHOP

1. DIVISIONAL UPDATES

Superintendent Dr. Mark Johnson will be joined by Assistant Superintendent, Educational Services, Dr. Steve McLaughlin; Assistant Superintendent, Personnel, Cathie Abdel; and Assistant Superintendent, Business, Chris Fullerton; to review with the Board of Trustees divisional updates for the Fountain Valley School District.

2. SCHOOL CONSTRUCTION PRIORITIES

Superintendent, Dr. Mark Johnson, and Assistant Superintendent, Business, Chris Fullerton, will review and discuss with the Board of Trustees school construction priorities in regard to projects pertaining to 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;

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.

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.
- Conference with Real Property Negotiator: *Government Code Section 54956.8*
Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) ("Property").

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and LePort Schools, Greg Marick, Vice President, Operations & Development (Lessee).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the possible amendment of the existing Lease Agreement for the identified Property.

- 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 Troop 455.

SPECIAL PRESENTATIONS

3. RECOGNITION OF NEWLAND 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 Newland School, the Board shall recognize and thank Jeanine Galitski and Elena MacDonald.

4. RECOGNITION OF PLAVAN 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 Plavan School, the Board shall recognize and thank Jamie Yeung and Tina Leroux.

5. RECOGNITION OF NEWLAND 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 Newland School.

6. RECOGNITION OF PLAVAN 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 Plavan School.

- RECESS

7. PRESENTATION BY ACTION COMMITTEE FOR EDUCATION ON RECENT PARTICIPATION IN THE SACRAMENTO SAFARI

The Action Committee for Education (ACE) is a broad-based school community legislative action group which addresses current issues and sponsors annual projects to promote and benefit not only the Fountain Valley School District but public education in general. Representatives shall make a presentation to the Board of Trustees on ACE's recent participation in the Sacramento Safari.

BOARD REPORTS AND COMMUNICATIONS

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

STAFF REPORTS AND PRESENTATIONS**8. ANNOUNCEMENT OF PUBLIC HEARING FOR PERSONNEL COMMISSION BUDGET (WRITTEN ONLY)**

The Board of Trustees has received notification of the upcoming Public Hearing on the Personnel Commission's proposed budget for 2017-18. The Public Hearing shall be held on June 22, 2017 at 4:30 pm. Public input will be welcomed.

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

9. PROCLAMATION OF APPRECIATION TO OUR SPEECH/LANGUAGE PATHOLOGISTS DURING MAY 2017: BETTER SPEECH AND HEARING MONTH

M ___
2nd ___
V ___

In honor of our outstanding Speech/Language Pathologists who have earned the admiration and respect of our teachers, administrators, students, parents and the Board as they raise public awareness of speech and language we are pleased to celebrate them during May 2017: Better Speech and Hearing Month.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the Proclamation of Appreciation to our Speech/Language Pathologists during May 2017: Better Speech and Hearing Month.

10. DECLARATION OF NEED

M ___
2nd ___
V ___

Each year we file the Declaration of Need for Fully qualified Educators with the California Commission on Teacher Credentialing. This Declaration shows estimated hiring needs for certain positions, which may require an emergency credential. We only estimate what we think we might need. We can adjust our estimates any time during the school year. The Commission expects us to be within ten percent (10%) of what we actually request. We have never gone over that percent.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the Declaration of Need for Fully Qualified Educators so that staffing can be completed with the best possible candidates and we can retain our substitute teachers.

11. BOARD POLICY 4119.11 4219.11 4319.11 SEXUAL HARASSMENT (SECOND READING AND ADOPTION)

M ___
2nd ___
V ___

The revisions noted in Board Policy 4119.11 reflect changes in state regulations and laws which extend protections against sexual harassment to unpaid interns and volunteers, require districts to instruct supervisor to report complaints and revise requirements pertaining to the training of supervisory employees.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the revisions to Board Policy 4119.11, 4219.11 and 4319.11 for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

- 12. **BOARD POLICY 6190 EVALUATION OF INSTRUCTIONAL PROGRAM (SECOND READING AND ADOPTION)** M ___
2nd ___
V ___

Board Policy 6190 Evaluation of the Instructional Program reflects the inclusion of the local control and accountability plan as one of the required reports provided to the Board of Trustees and the community.

Superintendent's Recommendation: It is recommended that Board Policy 6190 Evaluation of the Instructional Program be approved for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

- 13. **BOARD POLICY 0460 LOCAL CONTROL ACCOUNTABILITY PLAN (SECOND READING AND ADOPTION)** M ___
2nd ___
V ___

New Board Policy 0460 Local Control And Accountability Plan reflects new law, Proposition 58, which requires the local control and accountability plan (LCAP) development process to include solicitation of parent/guardian and community input on effective and appropriate instructional methods, including language acquisition programs. BP 0460 also reflects the State Board of Education’s adoption of evaluation rubrics (the “California School Dashboard”) that will assist districts in evaluating progress toward their LCAP goals.

Superintendent's Recommendation: It is recommended that Board Policy 0460 Local Control And Accountability Plan be approved for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

- 14. **RESOLUTION 2017-23 TO ESTABLISH FUND NO. 21-21 GENERAL OBLIGATION BOND (GOB), ELECTION 2016, SERIES 2017** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2017-23 to establish Fund No. 21-21 General Obligation Bond (GOB), Election 2016, Series 2017, and accept and disburse funds for the purposes described in Measure O and applicable laws.

- 15. **APPOINTMENT OF ADDITIONAL MEMBERS OF CITIZENS’ BOND OVERSIGHT COMMITTEE** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees appoints the additional members listed in the attached memo to the Citizens’ Bond Oversight Committee.

- 16. **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

- 16-A.** Board Meeting Minutes from April 13 regular meeting
- 16-B.** Board Meeting Minutes from April 27 special meeting
- 16-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 16-D.** Donations
- 16-E.** Warrants
- 16-F.** Purchase Order Listing
- 16-G.** Budget Adjustments

Consent Items

16-H. STUDENT ACCIDENT INSURANCE – 2017-2018

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the selection of BCS Insurance Company, administered by Myers-Stevens & Toohey & Company, Inc., to distribute information regarding student accident insurance to parents in the 2017-18 school year.

16-I. SCHOOL READINESS CONTRACT WITH THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Readiness contract with the Children and Families Commission of Orange County from July 1, 2017-June 30, 2020.

16-J. AWARD CONTRACT TO APPS FORTE, INC. FOR INTEGRATION OF HR 2.0 WITH DISTRICT'S MICROSOFT ACTIVE DIRECTORY SYSTEM

Superintendent's Comments: It is recommended that the Board of Trustees awards a contract to Apps Forte, Inc., for integration of HR 2.0 with District's Microsoft Active Directory system.

16-K. SCHOOL LOOP CONTRACT RENEWAL

Superintendent's Comments: It is recommended that the Board of Trustees approves the one-year School Loop contract for the 2017-18 school year.

16-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
Goodwill Industries of OC, CA DBA Assistive Technology Exchange Center	\$1,000	3/27/17-6/30/17

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, June 15, 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: **FINANCIAL STATE OF THE DISTRICT**

DATE: May 19, 2017

Assistant Superintendent Christine Fullerton will give an oral presentation on “Financial State of the District.”

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **UPDATES IN EDUCATION AND THE CLASSIFIED
IMPACT**

DATE: May 19, 2017

Principal Chris Mullin will give an oral presentation on “Updates in Education and the Classified Impact.”



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commission

FROM: Ross Hessler, Director – Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT – NEW CLASSIFICATION OF HEALTH TECHNICIAN - LVN

DATE: May 17, 2017

This classification is proposed by the Support Services division as an alternative staffing arrangement for the school office in some situations. Where student's medical needs are greater, the proposed new classification will result in better service for students, and more efficient utilization of staff.

We have students at some schools who have significant health issues which require regular and specialized care while at school. Our Registered Nurses (RNs) take care of the more involved procedures directly, rather than the Health Assistant. Many of the procedures take just a few minutes, but with each RN covering multiple schools, it is inefficient and difficult for them to get to and from the schools quickly. Having a person in the health office at the level of a Licensed Vocational Nurse (LVN) who can independently perform many procedures will result in quicker and more efficient service.

We currently have a classification titled Licensed Vocational Nurse, with the major functions focused on one-on-one care for an individual student. That job description does not fit this proposed position which will be much more similar to that of the Health Assistant class. The main difference between the functions of the Health Assistant class and those of the proposed class is the greater responsibility required in working with special, technical health procedures and the corresponding requirement of having and maintaining a LVN certificate. This enables the health office "technician" to have a greater level of responsibility and provide better care for the students.

There are several districts which use this staffing model to some degree and have an LVN in their health office. The titles of their classifications vary somewhat as shown by the following examples: Health Care Specialist, Sr. Health Asst., Health Asst. – LVN/RN, Sr. Health Services Tech., and Health Asst. II. These options were discussed with staff and the preferred title is Health Technician – LVN, which captures both the higher level of health related responsibilities with the word "technician" and also includes "LVN" to clarify the certification requirement of the position.

Regarding the rate of pay, since an LVN certification is required – just like that of the Licensed Vocational Nurse class – the same pay rate for this new class is warranted: range 56 (\$23.65 - \$28.74/hour).

Recommendations

1. It is recommended that the Personnel Commission approve the new classification specification for Health Technician – LVN.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Health Technician – LVN at range 56 on the classified salary schedule.

FOUNTAIN VALLEY SCHOOL DISTRICT

CLASS TITLE: HEALTH TECHNICIAN - LVN

Purpose Statement

The job of Health Technician – LVN is done for the purpose/s of providing health care services meeting the health needs of all students; providing appropriate care for ill, medically fragile and/or injured students on a regular and emergency basis; administering first aid and dispensing prescribed medications; providing health information and serving as a resource to parents, teachers, staff, and administrators; identifying health problems for review with the school nurse; complying with the laws relating to student health, including parental and guardian consent; coordinating with other personnel in supporting students and individual health action plans; document activities in accordance with established guidelines and/or regulatory requirements; and assisting health care professionals with health screenings and services.

This job is distinguished from similar jobs by the following characteristics; This position is under the guidance of the Credentialed School Nurse. This job reports to the School Principal.

Essential Functions

Administers first aid, emergency medical care, including EpiPen and Diastat, medication and specialized medical treatments (e.g. suctioning tracheostomies, care of ostomies, gavage feeding, diabetic care including insulin administration, catheterization, wound care, etc.) for the purpose of providing appropriate care for ill medically fragile and/or injured children within established guidelines.

Assists students with personal care as necessary (e.g. diapering, toileting, etc.) for the purpose of providing appropriate care in accordance with established policy and guidelines.

Assists school nurse in completing health screenings (e.g. lice, height/weight, vital signs, etc.) for the purpose of identifying health concerns and/or delivering school health services in compliance with established guidelines.

Attends meetings, workshops and in-service presentations for the purpose of acquiring and /or conveying information relative to job functions.

Communicates with parents, students, school staff, and/or public agencies (e.g. list of students with medical conditions; notifications of student exclusions from activities; general health information; communicable diseases, etc.) for the purpose of promoting needed treatment and/or complying with legal requirements.

Implements health care plans for students with health conditions as described in IEP's, 504 plan, or other written plans of care for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.

Informs assigned administrator and school nurse of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.

Maintains student's confidential files and records (e.g. health care plans, nursing activities, prescription dispensing log, medical emergency cards, health cards, parent info, record immunizations in data system, track immunization waivers, etc.) for the purpose of providing information required by legal requirements and professional standards.

Maintains inventory of medications, medical and office supplies (e.g. monitor amount of student medication on hand, notify parent prior to expiration of medications; alert nurse of needed items; properly dispose of expired medications, etc.) for the purpose of ensuring items availability as needed.

Monitors students with chronic illnesses and health office referrals for the purpose of ensuring their safety and well-being; providing assistance for the child in achieving the highest possible functional level and referring to parents or medical professionals as directed by the school nurse.

Performs record keeping and clerical functions (e.g. data entry of medical information, immunization records, student health information, answering calls, copying, faxing, etc.) for the purpose of supporting health services activities through the maintenance of paper and electronic records.

Reports health and safety issues to assigned administrator and school nurse (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining student's personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.

Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

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

Job Requirement: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: administering first aid/CPR; handling body fluids and waste materials; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic arithmetic, algebra and/or geometry; read a variety of manuals, write document following prescribed formats, and/or present information to others; and analyze situation to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency first aid/CPR procedures; safety practices and procedures; and health standards and reporting procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize various types of job-related equipment. Problem solving is required to analyze issues and implement the school nurse's health action plan. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include; maintaining confidentiality; being sensitive to and communicating with young adults/teenagers regarding a variety of health needs; adapting to changing work priorities; being attentive to detail; and displaying tact and courtesy.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating with a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness. Accompanying students on a field trip may be required.

Experience: Job related experience with increasing levels of responsibility is required.

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

Equivalency:

Required Testing

Job-related skills proficiency test

Certificates and Licenses

CPR/First Aid Certificate
Licensed Vocational Nurse Certificate

Continuing Education/ Training

Maintains certificates and/or licenses

Clearances

Criminal background clearance
DOJ fingerprint clearance
Tuberculosis clearance

FLSA Status

Non-exempt

Approval Date

Salary Grade

56

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: May 19, 2017

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

Interdepartmental Transfers:

CDC Preschool Instructor at Oka

Interdepartmental Transfers: Limited Term Extended School Year Positions

Behavior Intervention Assistant

Bus Driver

Instructional Assistant DTT

Instructional Assistant SH/PH

School Office Manager

Speech Language Pathology Assistant



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

CDC Preschool Instructor

Interdepartmental

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:	May 4, 2017
CLOSING DATE:	May 22, 2017
SALARY:	\$18.05 – 21.95 per hour, (Range 29, 5 Steps)
HOURS:	37.5 hrs/wk, 8:00 a.m. – 4:00 p.m. with ½ hour lunch
TERM:	9.6 mo/yr
VACANCY:	Oka CDC Preschool

THE JOB

Under the direction of the Director-Child Care Program, be responsible for the general supervision and management of a class that may average 30 children between the ages of three and five. Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of the school and District; provide a program which meets the developmental needs of individual children with concern for their interests, handicaps, special talents, and individual style and pace of learning; plan and provide for key learning experiences in number concepts, time, classification skills, music, art, physical education, and language; assume responsibility for orderly arrangement, appearance, décor, and learning environment of the classroom; assure appropriate classroom supplies, materials and food inventory is maintained.

APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (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 Office must receive all employee requests by 4:00 p.m., Monday, May 22, 2017.

APPOINTMENT/CERTIFICATION

Final selection will be made from the top three ranks of certified eligibles on the list, along with others such as transfer eligibles “ready and willing” to accept the vacant position.

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.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

BEHAVIOR INTERVENTION ASSISTANT

Interdepartmental

LIMITED TERM POSITIONS FOR EXTENDED SCHOOL YEAR PROGRAM

The following positions are posted in accordance with the Personnel Commission rules and CSEA contract and will be filled by employees currently holding the position of Behavior Intervention Assistant or current employees who have successfully held this position in the past.

POSTING DATE:	May 04, 2017
CLOSING DATE:	May 23, 2017 at 4:00 p.m.
TERM:	June 27, 2017 – July 27, 2017 (July 4th Holiday observed)
HOURS:	4 hrs/day, 4 days/week, (8:15 a.m. – 12:15 p.m.) (July 7, July 14, and July 21 are non-work days)
SALARY:	Current rate of pay
VACANCIES:	4 positions at Plavan School

PLEASE NOTE: The above position is limited term beginning June 27, 2017 and end on or before July 27, 2017. Permanent District employees accepting a limited term position will receive benefits earned under the contract.

THE JOB

Under the supervision of the Program Specialist, the Behavior Intervention Assistant provides direct services including crisis intervention and consultative strategies to students, as planned by the educational team. Working closely with site principals, provide services in many locations throughout the district and in varied environments. The primary areas of responsibility will be to provide support, monitoring, and follow up coaching using behavior management techniques, intervention strategies, anger management, anger management, social skills and problem solving for students with unique needs in the area of behavior.

APPLICATION PROCESS:

This position is open to employees currently holding the position of Behavior Intervention Assistant or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo or email the Personnel Office by 4:00 p.m. on May 23, 2017. Emails should be sent to johnsond@fvds.us. Application for employment shall be considered a commitment to work each day of the program. Vacation days will not be accommodated.

See other side

Hiring criteria

1. Student needs and special training needs will be the first criteria considered in determining employee placement. For example, special education students with one-on-one aides attending the Extended School Year/August Maintenance (ESY/AM) program will continue with the same aide as during the school year (if that aide has applied to work) regardless of the seniority of the aide. Furthermore, when an assignment requires specific skills, specialized training and/or experience, then only those with such attributes will be considered. Employees with all necessary qualifications will be offered assignments based on seniority.
2. In the absence of the above “special situations,” employment shall be offered based on seniority. Applicants in the same classification as the ESY/AM program position who are qualified to perform the duties of the position will be granted the position by seniority.
3. If necessary in order to fill all available ESY/AM program positions, employees in other classifications who are qualified to perform the duties of the position shall be granted the remaining positions.
4. Lastly, if all positions cannot be filled by current employees, then selection shall be made from qualified individuals not regularly employed by the district.

Compensation

When the ESY/AM appointment is in the same classification as the employee’s regular assignment, compensation shall be at the same range and step as the regular assignment. Substitutes or limited term hires (those not regularly employed in the class) shall be compensated at step one of the appropriate salary range.

Special situations

Split assignments will only be considered in the event that all assignments cannot be filled. Should an ESY/AM program assignment be offered and then withdrawn based on insufficient program enrollment, the employee will be reinstated to the seniority list for consideration for other available summer assignments.

Disqualification

An employee who is absent from duty in excess of two days for an ESY/AM program assignment may be replaced by another applicant. The District may require verification of illness.

Formally documented performance deficiencies and/or misconduct, or failure to complete the term of the assignment, may result in disqualification from consideration for ESY/AM program assignments the following year.

<p>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.</p>
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Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
Bus Driver
Interdepartmental

LIMITED TERM EXTENDED SCHOOL YEAR

The following positions are posted in accordance with Personnel Commission rules and will be filled by employees currently holding the position of Bus Driver or current employees who have successfully held this position in the past.

POSTING DATE:	May 04, 2017
CLOSING DATE:	May 23, 2017, at 4:00 p.m.
SALARY:	Current rate of pay
LOCATIONS:	Plavan School
HOURS:	4 hours per day
TERM:	June 27, 2017–July 27, 2017 (4 weeks Only) July 4th Holiday Observed (July 7, July 14, and July 21 are non-work days)
VACANCY:	6 positions (2 positions out of district – 4 days per week)

PLEASE NOTE: *The above positions are limited term, beginning June 27, 2017, ending on or before July 27, 2017. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

Under the direction of the Transportation Supervisor, the Bus Driver operates a school bus over designated routes in accordance with time schedules. She/he provides safe and efficient transportation for District students to and from school, special events and field trips. Other essential duties include performing daily inspections and maintenance of the vehicle; assisting in the loading and unloading of disabled students as necessary; reporting incidents which affect the safety of students; and maintaining records concerning vehicle maintenance, miles driven and number of children transported.

APPLICATION PROCESS:

These positions are open to employees currently holding the position of Bus Driver or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo or email the Personnel Office by 4:00 p.m. on May 23, 2017. Emails should be sent to johnsond@fvdsd.us. Application for employment shall be considered a commitment to work each day of the program. Vacation days will not be accommodated.

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT DTT

Interdepartmental

LIMITED TERM POSITIONS FOR EXTENDED SCHOOL YEAR PROGRAM

The following positions are posted in accordance with the Personnel Commission rules and CSEA contract and will be filled by employees currently holding the position of Instructional Assistant – DTT or current employees who have successfully held this position in the past.

POSTING DATE:	May 04, 2017
CLOSING DATE:	May 23, 2017 at 4:00 p.m.
TERM:	June 27, 2017 – July 27, 2017 (July 4th Holiday observed) (July 7, July 14, and July 21 are non-work days)
HOURS:	4.00 hrs/day, 4 days/week, (2 shifts 8:00 a.m. – 12:00 p.m. or 8:15 a.m. – 12:15 p.m.)
SALARY:	Current rate of pay
VACANCIES:	17 positions

PLEASE NOTE: The above positions are Limited Term that begins June 27, 2017 and end on or before July 27, 2017. Permanent District employees accepting a limited term position will receive benefits earned under the contract.

THE JOB

Under the direction of the Director, Support Services, this position administers Discrete Trial Training to identified special education students; attends student progress meetings; develops and maintains treatment schedules; and performs a variety of clerical and support tasks for certificated instructional personnel.

APPLICATION PROCESS:

This position is open to employees currently holding the position of Instructional Assistant – DTT or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo or email the Personnel Office by 4:00 p.m. on May 23, 2017. Emails should be sent to johnsond@fvsd.us. Application for employment shall be considered a commitment to work each day of the program. Vacation days will not be accommodated.

Hiring criteria

1. Student needs and special training needs will be the first criteria considered in determining employee placement. For example, special education students with one-on-one aides attending the Extended School Year/August Maintenance (ESY/AM) program will continue with the same aide as during the school year (if that aide has applied to work) regardless of the seniority of the aide. Furthermore, when an assignment requires specific skills,

IA DTT Continued

specialized training and/or experience, then only those with such attributes will be considered. Employees with all necessary qualifications will be offered assignments based on seniority.

2. In the absence of the above “special situations,” employment shall be offered based on seniority. Applicants in the same classification as the ESY/AM program position who are qualified to perform the duties of the position will be granted the position by seniority.
3. If necessary in order to fill all available ESY/AM program positions, employees in other classifications who are qualified to perform the duties of the position shall be granted the remaining positions.
4. Lastly, if all positions cannot be filled by current employees, then selection shall be made from qualified individuals not regularly employed by the district.

Compensation

When the ESY/AM appointment is in the same classification as the employee’s regular assignment, compensation shall be at the same range and step as the regular assignment. Substitutes or limited term hires (those not regularly employed in the class) shall be compensated at step one of the appropriate salary range.

Special situations

Split assignments will only be considered in the event that all assignments cannot be filled. Should an ESY/AM program assignment be offered and then withdrawn based on insufficient program enrollment, the employee will be reinstated to the seniority list for consideration for other available summer assignments.

Disqualification

An employee who is absent from duty in excess of two days for an ESY/AM program assignment may be replaced by another applicant. The District may require verification of illness.

Formally documented performance deficiencies and/or misconduct, or failure to complete the term of the assignment, may result in disqualification from consideration for ESY/AM program assignments the following year.

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT SH/PH

Interdepartmental

LIMITED TERM POSITIONS FOR EXTENDED SCHOOL YEAR PROGRAM

The following position is posted in accordance with the Personnel Commission rules and CSEA contract and will be filled by employees currently holding the position of Instructional Assistant- SH/PH or current employees who have successfully held this position in the past.

POSTING DATE:	May 04, 2017
CLOSING DATE:	May 23, 2017, at 4:00 p.m.
TERM:	June 27, 2017 – July 27, 2017 (July 4th Holiday observed) (July 7, July 14, July 21 are non-work days)
HOURS:	4.00 hrs/day, 4 days/week (2 shifts 8:00 a.m. – 12:00 p.m. or 8:15 a.m. – 12:15 p.m.)
SALARY:	Current Rate of Pay
VACANCIES:	5 positions

PLEASE NOTE: *The above positions are Limited Term beginning June 27, 2017, and ending on or before July 27, 2017. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

This classification assists a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program, and assists with monitoring and reporting student progress regarding behavior and performance. Some of the positions will require experience in the fields of autism, lifting to and from wheelchairs, severe behavior problem students or catheterization.

APPLICATION PROCESS:

This position is open to employees currently holding the position of Instructional Assistant – SH/PH or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo or email the Personnel Office by 4:00 p.m., May 23, 2017. Emails should be sent to johnsond@fvdsd.us. Application for employment shall be considered a commitment to work each day of the program. Vacation days will not be accommodated.

Hiring criteria

1. Student needs and special training needs will be the first criteria considered in determining employee placement. For example, special education students with one-on-one aides attending the Extended School Year/August Maintenance (ESY/AM) program will continue with the same aide

IA SH/PH Continued

as during the school year (if that aide has applied to work) regardless of the seniority of the aide. Furthermore, when an assignment requires specific skills, specialized training and/or experience, then only those with such attributes will be considered. Employees with all necessary qualifications will be offered assignments based on seniority.

2. In the absence of the above “special situations,” employment shall be offered based on seniority. Applicants in the same classification as the ESY/AM program position who are qualified to perform the duties of the position will be granted the position by seniority.
3. If necessary in order to fill all available ESY/AM program positions, employees in other classifications who are qualified to perform the duties of the position shall be granted the remaining positions.
4. Lastly, if all positions cannot be filled by current employees, then selection shall be made from qualified individuals not regularly employed by the district.

Compensation

When the ESY/AM appointment is in the same classification as the employee’s regular assignment, compensation shall be at the same range and step as the regular assignment.

Substitutes or limited term hires (those not regularly employed in the class) shall be compensated at step one of the appropriate salary range.

Special situations

Split assignments will only be considered in the event that all assignments cannot be filled.

Should an ESY/AM program assignment be offered and then withdrawn based on insufficient program enrollment, the employee will be reinstated to the seniority list for consideration for other available summer assignments.

Disqualification

An employee who is absent from duty in excess of two days for an ESY/AM program assignment may be replaced by another applicant. The District may require verification of illness.

Formally documented performance deficiencies and/or misconduct, or failure to complete the term of the assignment, may result in disqualification from consideration for ESY/AM program assignments the following year.

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Fountain Valley School District

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CLASSIFIED EMPLOYMENT OPPORTUNITY

SPEECH LANGUAGE PATHOLOGY ASSISTANT

Interdepartmental

LIMITED TERM POSITION FOR EXTENDED SCHOOL YEAR PROGRAM

The following positions are posted in accordance with Personnel Commission rules and CSEA contract and will be filled by employees currently holding the position of Speech Language Pathology Assistant or current employees who have successfully held this position in the past.

POSTING DATE:	May 04, 2017
CLOSING DATE:	May 23, 2017 at 4:00 p.m.
TERM:	June 27 – July 27, 2016 (July 4th Holiday observed) (July 7, July 14, and July 21 are non-work days)
HOURS/TERM:	4 hrs/day, 4 days/week (8:00 a.m. – 12:00 p.m.)
SALARY:	Current Rate of Pay
VACANCY:	2 Positions at Plavan School

PLEASE NOTE: *The above positions are Limited Term, beginning June 27, 2017 and ending on or before July 27, 2017. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

Under the general supervision of the school principal or designee and daily direction of a certificated Speech and Language Specialist, assists in providing authorized and appropriate services for students identified as having special needs in the area of speech and language communication such as developing pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication.

APPLICATION/SELECTION PROCESS

These positions are open to employees currently holding the position of Speech Language Pathology Assistant or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo or email to the Personnel Office by 4:00 p.m., May 23, 2017. Emails should be sent to johnsond@fvdsd.us. Application for employment shall be considered a commitment to work each day of the program. Vacation days will not be accommodated.

Hiring criteria

1. Student needs and special training needs will be the first criteria considered in determining employee placement. For example, special education students with one-on-one aides attending the Extended School Year/August Maintenance (ESY/AM) program will continue with the same aide as during the school year

SLPA Continued

(if that aide has applied to work) regardless of the seniority of the aide. Furthermore, when an assignment requires specific skills, specialized training and/or experience, then only those with such attributes will be considered. Employees with all necessary qualifications will be offered assignments based on seniority.

2. In the absence of the above “special situations,” employment shall be offered based on seniority. Applicants in the same classification as the ESY/AM program position who are qualified to perform the duties of the position will be granted the position by seniority.
3. If necessary in order to fill all available ESY/AM program positions, employees in other classifications who are qualified to perform the duties of the position shall be granted the remaining positions.
4. Lastly, if all positions cannot be filled by current employees, then selection shall be made from qualified individuals not regularly employed by the district.

Compensation

When the ESY/AM appointment is in the same classification as the employee’s regular assignment, compensation shall be at the same range and step as the regular assignment.

Substitutes or limited term hires (those not regularly employed in the class) shall be compensated at step one of the appropriate salary range.

Special situations

Split assignments will only be considered in the event that all assignments cannot be filled.

Should an ESY/AM program assignment be offered and then withdrawn based on insufficient program enrollment, the employee will be reinstated to the seniority list for consideration for other available summer assignments.

Disqualification

An employee who is absent from duty in excess of two days for an ESY/AM program assignment may be replaced by another applicant. The District may require verification of illness.

Formally documented performance deficiencies and/or misconduct, or failure to complete the term of the assignment, may result in disqualification from consideration for ESY/AM program assignments the following year.

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

SCHOOL OFFICE MANAGER

Interdepartmental

LIMITED TERM POSITION FOR EXTENDED SCHOOL YEAR PROGRAM

The following position is posted in accordance with Personnel Commission rules and CSEA contract and will be filled by current employees currently holding the position of School Office Manager or current employees who have successfully held this position in the past.

POSTING DATE:	May 04, 2017
CLOSING DATE:	May 23, 2017 at 4:00 p.m.
TERM:	June 27 – July 27, 2017 (July 4th Holiday observed)
HOURS:	5.5 hrs/day, 4 days/week (7:30 a.m. – 1:00 p.m.) (July 7, July 14, and July 21 are non-work days) PLUS –5 hours of extra duty, prior to June 27, 2017
SALARY:	Current Rate of Pay
VACANCY:	1 position at Plavan School

PLEASE NOTE: *The above position is Limited Term, beginning June 27, 2017 and ending on or before July 27, 2017.* Permanent District employees accepting a limited term position will receive benefits earned under the contract.

THE JOB

Under the direction of the Principal, this position performs a wide variety of responsible clerical and secretarial duties to oversee summer school office activities and assure smooth and efficient summer school office operations. Duties to be performed during the additional duty time include sorting applications, setting up classes, parent mailing, making roll sheets, creating duty schedules and creating door signs.

APPLICATION/SELECTION PROCESS

This position is open to employees currently holding the position of School Office Manager or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo or email the Personnel Office by 4:00 p.m. on May 23, 2017. Emails should be sent to johnsond@fvsd.us. Application for employment shall be considered a commitment to work each day of the program. Vacation days will not be accommodated.

Hiring criteria

1. Student needs and special training needs will be the first criteria considered in determining employee placement. For example, special education students with one-on-one aides attending the Extended School Year/August Maintenance (ESY/AM) program will continue with the same aide

SOM Continued

as during the school year (if that aide has applied to work) regardless of the seniority of the aide. Furthermore, when an assignment requires specific skills, specialized training and/or experience, then only those with such attributes will be considered. Employees with all necessary qualifications will be offered assignments based on seniority.

2. In the absence of the above “special situations,” employment shall be offered based on seniority. Applicants in the same classification as the ESY/AM program position who are qualified to perform the duties of the position will be granted the position by seniority.
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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **Personnel Commission Budget 2017-2018: First Reading**

DATE: May 19, 2017

Attached is information for the Personnel Commission Budget 2017-2018: First Reading

Cost Center: 4281Personnel Commis

Manager: 0071Personnel Comm.

3 Year Budget Worksheet by Manager/Cost Center

Sub Fund: 0101GENERAL FUND

FOUNTAIN VALLEY SD

As of: 05/19/2017

Pseudo Object	Personnel Commission	Type	2015 - 2016		2016 - 2017		2017 - 2018		012819771
			Actual	Budget CB	Encumbrances	Actual	Budget B1		
2320	Supervisors & Administrators	XP	66,390.04	68,499.00	0.00	57,113.60	67,862	2320	
2410	Sch Off Mgr., Off/Admin Assist.	XP	31,870.49	32,732.00	0.00	27,563.60	33,001	2410	
2413	Additional Duty - Cler,Tech,OF	XP	549.83	500.00	0.00	54.90	500	2413	
2430	Confidential Salaries	XP	72,163.35	80,955.00	0.00	63,336.72	69,144	2430	
2470	Overtime - Clerical,Tech,OF	XP	365.74	250.00	0.00	36.60	250	2470	
3202	PERS-CLASSIFIED	XP	20,084.89	24,302.00	0.00	19,408.20	26,148	3202	
3314	MEDICARE-CLASSIFIED	XP	2,408.57	2,653.00	0.00	2,080.84	2,465	3314	
3354	ALTERNATIVE RETIRE-CLASSIFIED	XP	12.35	14.00	0.00	11.05	14	3354	
3356	OASDI-CLASSIFIED	XP	10,115.71	11,273.00	0.00	8,507.14	10,472	3356	
3402	HEALTH & WELFARE-CLASSIFIED	XP	42,500.10	45,750.00	0.00	38,250.00	45,750	3402	
3502	SUI-CLASSIFIED	XP	82.29	86.00	0.00	67.89	84	3502	
3602	WORKERS'COMP-CLASSIFIED	XP	3,990.36	4,130.00	0.00	3,344.27	4,216	3602	
3954	Long Term Disability-Class	XP	279.00	295.00	0.00	248.00	279	3954	
4325	Office Supplies	XP	853.18	550.00	75.08	456.02	550	4325	
5210	Travel, Conference, Workshop	XP	1,415.04	4,008.00	0.00	4,007.60	2,500	5210	
5290	Milage Non Taxable	XP	207.84	100.00	0.00	0.00	100	5290	
5390	Dues and Membership Non Taxabl	XP	2,547.00	2,750.00	0.00	2,690.00	2,750	5390	
5813	Consultant	XP	0.00	25,000.00	0.00	24,497.50	14,000	5813	
5825	Advertising	XP	613.28	600.00	0.00	460.95	600	5825	
5828	Staff Recognition	XP	1,240.05	1,550.00	579.58	767.15	1,550	5828	
Total 012819771 Personnel Commission			257,689.11	305,997.00	654.66	252,902.03	282,235		