

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting

AGENDA

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

August 24, 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, June 22, 2017** *Action*
(Attachment #1)
4. **Minutes, Regular Meeting of the Board of Trustees, May 18, 2017** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, June 15, 2017** *Information*
(Attachment #3)
6. **Minutes, Regular Meeting of the Board of Trustees, June 22, 2017** *Information*
(Attachment #4)
7. **Agenda, Regular Meeting of the Board of Trustees, July 13, 2017** *Information*
(Attachment #5)
8. **Director's Report** *Information*
9. **Commissioners' Comments** *Information*

10. 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

11. Classification Study Update- Ross Hessler

Information

12. Eligibility Lists

Action

(Accountant, Administrative Assistant, Bilingual Translator and Library/Media Technician)
(Attachments #6-#9)

PERSONNEL

13. Job Announcements

Information

(Attachments #10-#20)

FINANCIAL

14. Personnel Commission Budget 2016-17: Year-end Review

Information

(Attachment #21)

15. Approval of Invoices for PCASC and EDJOIN

Action

(Attachments #22- #23)

CLOSED SESSION

16. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**September 27, 2017
4:30 p.m.
PDC Room**

ADJOURNMENT

18. 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 JUNE 22, 2017**

DATE: July 10, 2017

Attached for your approval are the minutes of the Personnel Commission regular meeting of June 22, 2017.

RECOMMENDATION

The Personnel Commission approve the minutes of the June 22, 2017 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

June 22, 2017

4:30 p.m.

Carol Davis called the Regular Meeting of the Personnel Commission to order at 4:35 p.m. in the PDC room, 10055 Slater Avenue, Fountain Valley, California. Mr. Hessler led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Vice Chairperson

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. Cathie Abdel, Ms. Christine Fullerton, and Mr. Joe Hastie were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, May 16, 2017

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

Agenda, Regular Meeting of the Board of Trustees, June 15, 2017

Presented as an information item only

Director's Report

Mr. Hessler stated he attended the CSPCA conference in Anaheim, where Fountain Valley School District was recognized for 50 years of participation in the merit system with a plaque. Ms. Johnson and Ms. O'Cain also attended this worthwhile conference which included legal updates. The session information is posted on the CSPCA website. Mr. Hessler stated we are entering a busy time with retirement, resignations and exams.

Commissioners' Comments

Mrs. Davis asked if summer school was all staffed and ready to start. Mr. Hessler stated that we are staffed and ready for the summer.

Public Comments

None.

ADMINISTRATION

Classification Plan Amendment- Reclassification of Maintenance Supervisor

Mr. Hessler reported that a request for the review of the position of Maintenance Supervisor was received. Due to the retirement of the Grounds Supervisor the five grounds personnel will now be reporting to this position. The request for a reclassification was due to the accretion of duties over the last several years. When Mr.

Hessler looked at other Districts for a new title he did not see a good fit and he was not able to get the new point factor from EMS at this time. Rabbi Einstein moved to certify the four recommendations which are: title change to Director, Maintenance, Operations and Facilities; approve the revised job description; approve the placement at range 14 on the Management Salary Schedule; and approve the reclassification of the incumbent to the new position as he has been performing the duties for more than two years. Mr. Mullin seconded the motion. Motion carried.

Classification Plan Amendment- Job Description Update and Retitling for Community Liaison

Mr. Hessler reported that a request for revision of the position of Community Liaison was received due the retirement of the incumbent. Mr. Mullin moved to certify the four recommendations which are: title change to Bilingual Translator; approve the revised job description; approve the placement at range 36 on the CSEA Salary Schedule; and approve the reclassification of the incumbent to the new position as she has been performing the duties for more than two years. Rabbi Einstein seconded the motion. Motion carried.

Classification Study Update

Mr. Hessler reported that late reviews are still coming in from employees. He also noted that EMS Consulting does not provide the number of years of experience required in their position descriptions. We would like them to provide us with their definitions for the requirements for each position. Everything is currently running on schedule and Mr. Hessler expects to get the job description back in the next few days and then there will need to be some further follow up.

Eligibility Lists

Mr. Bill Mullin moved to extend the Instructional Science Materials Assistant eligibility list. Rabbi Einstein seconded the motion. The motion carried and the list is extended.

PERSONNEL

Job Announcements

Job postings were reviewed for Interdepartmental Transfers for limited-term Extended School Year positions and for Extended School Program Instructor at Cox and Library/Media Technician at Cox. Also, the open and promotional posting was reviewed for Library/Media Technician at Cox.

FINANCIAL

Personnel Commission Budget 2017-2018: Review and Adoption

The Personnel Commission reviewed the budget for 2017-2018. Mr. Bill Mullin made the motion to approve the 2017-2018 budget with the caveat that the Personnel Commission reserve the right to fully fund the position of Personnel Commissioner if the occasion should become necessary for any reason.

Approval of Invoices for CODESP and CSPCA memberships

Rabbi Einstein made the motion to approve the payment of the CODESP Invoice in the amount of \$2,050.00 and the CSPCA membership invoice in the amount of \$700.00. Mr. Bill Mullin seconded. Motion carried.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

August 24, 2017

4:30 p.m.

PDC Room

ADJOURNMENT

The June 22, 2017 regular meeting of the Personnel Commission was adjourned at 5:30 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 May 18, 2017**

DATE: August 16, 2017

The minutes of the Board of Trustees regular meeting on May 18, 2017 are presented as an information item.

Attachment #2

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

May 18, 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
Jim Cunneen	Clerk
Ian Collins	Member
Jeanne Galindo	Member

Absent:

Lisa Schultz	President Pro Tem
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Motion: Mr. Collins moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 4-0

BOARD WORKSHOP

Superintendent Dr. Mark Johnson was 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. Dr. Johnson began the workshop by sharing some of the materials previously shared with the Board including: the Leadership Advance, our theme for the year: The FVSD Impact, Board goals, FVSD core values, next level schools, and collective greatness. Following this, Mrs. Fullerton provided an update of Business Services including the addition of IT to the Business Department, the work done on facilities this year, an update on the bond, technology updates across the District, and a review of current efforts to ensure fiscal stability in the District. She also shared plans for the future around facilities and ensuring fiscal responsibility. Following this, Mrs. Abdel provided a

DIVISIONAL UPDATES

review of the Personnel Department including the mission of the department, certificated and classified hires for the 2016-17 year, the makeup of our classified and certificated staff by category, negotiations with CSEA, Chapter #358 and FVEA in 2016-17, salary changes for the Confidentials and Management for 2016-17, and the classification study with EMS. In addition, she shared highlights for the 2016-17 year including: successful negotiations, OCDE Induction Program, development of the Administrator Feedback Tool, classification study, psychologist interns, Brandman Job Fair, and our partnership with Chapman University. In closing, she reviewed preparations for the 2017-18 school year and beyond. Following this, Dr. McLaughlin reviewed the work of Educational Services this year including: the focus on best first instruction, data driven instruction, and social/emotional/academic support. Regarding best first instruction, he reviewed the collaboration efforts across curriculum teams, and grade level and curriculum team targets, in addition to the work of our TOSAs. Regarding data driven instruction, he reviewed data tools created this year, the work of Dr. Hoefer and her team. Regarding social/emotional/academic support, he shared the work of our middle school counselors including the academic planning night. In addition, he shared the infographics created to communicate the LCAP. In closing, he shared the focus looking forward to 2017-18 including the proposed goals to stay on target for our grade level and curriculum teams, professional development plans for the coming year and interventions.

In closing, Dr. Johnson commended our senior managers, reviewed the FVSD Impact, our commitment to all students, and thanked the Board for giving us the vision and the opportunity to lead.

Superintendent, Dr. Mark Johnson, and Assistant Superintendent, Business, Chris Fullerton, reviewed and discussed with the Board of Trustees school construction priorities in regard to projects pertaining to Measure O. Following a brief review by Dr. Johnson of the research, analysis and discussions surrounding this work in the past, the Board had an opportunity for further discussion. Following brief discussion, the Board reached consensus on the school construction priorities.

**SCHOOL
CONSTRUCTION
PRIORITIES**

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

CLOSED SESSION

addressed:

- **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.

- **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.

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

PLEDGE OF ALLEGIANCE

Ethan Gameros from Boy Scout Troop 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 Newland School, the Board recognized and thanked Jeanine Galitski and Elena MacDonald. The Board joined family, staff and members of the community in thanking these parents for their dedication to Newland School.

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 Plavan School, the Board recognized and thanked Jamie Yeung and Tina Leroux. The Board joined family, staff, and members of the community in thanking these parents for their dedication to Plavan School.

RECOGNITION OF PLAVAN 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 Newland School: Addison Tolin (K), Jackson Saleman (1st), Adalyn McDiarmid (2nd), Sydney Kuns (3rd), Gavin Rush (4th), and Kiera Warren (5th). The Board was joined by family members, staff and community members in celebrating the amazing accomplishments of these students.

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 recognized six outstanding students from Plavan School: Chase Wight (K), Muhammad Said Shafoat (1st), Macey Tuiolosega (2nd), Nathaniel VanAuken (3rd), Hannah Hile (4th) and Audrey Chow (5th). The Board was joined by family members, staff and community members in celebrating the amazing accomplishments of these students.

RECOGNITION OF PLAVAN SCHOOL STUDENTS

Following the recognitions, the Board took a brief recess.

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 David Truong, Laurie Cortez and Tami Morrison made a presentation to the Board of Trustees on ACE's recent participation in the Sacramento Safari.

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

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen's activities since the last Board meeting included: tours of Masuda, Newland, Courreges and Tamura, Taste of Fountain Valley, Monster Concert, OCSBA/ACSA Joint Dinner meeting, PAGE meeting, Open House at Plavan and Masuda, ACSA Celebration of Excellence honoring Ms. Bains, Mrs. Fullerton and Dr. Hoefler, and Rotary MIS recognitions.

Mr. Collin's activities since the last meeting included: tours of Masuda, Gisler and Courreges, SPC meeting, Taste of Fountain Valley, Monster Concert, Rotary MIS recognitions, Classified Employee Recognition, OCSBA/ACSA Joint Dinner meeting, Educational Foundation workshop, and ACSA Celebration of Excellence honoring Ms. Bains, Mrs. Fullerton and Dr. Hoefler. He noted that tomorrow he is off to CSBA Delegate Assembly.

Mrs. Galindo's activities since the last Board meeting included: Taste of Fountain Valley, FVSF meeting, Monster Concert, tours of Plavan and Talbert, ACSA Celebration of Excellence honoring Ms. Bains, Mrs. Fullerton and Dr. Hoefler and Open House at Fulton.

Mrs. Crandall congratulated our students and teachers for their hard work leading into Open House. Her activities since the last meeting included: tours of Gisler, Newland and Plavan, Open House at Fulton, Monster Concert, Rotary bowling fundraiser, Taste of Fountain Valley, first bond sale, Classified Employee Recognition, ACSA Celebration of Excellence honoring Ms. Bains, Mrs. Fullerton and Dr. Hoefler, Dr. Johnson's presentation at the Mayor's Breakfast, SPC meetings in April and May, CA Elwyn Friends and Family event, Chamber of Commerce Legislative Breakfast, OCDE presentation by Sal Khan regarding Khan Academy, and webinar presented by Patrick Lencioni. She thanked the Trustees for their service this month.

STAFF REPORTS AND COMMUNICATIONS

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.

ANNOUNCEMENT OF
PUBLIC HEARING FOR
PERSONNEL
COMMISSION BUDGET
(WRITTEN ONLY)

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to approve the Proclamation of Appreciation to Our Speech/Language Pathologists During May 2017: Better Speech and Hearing Month.

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

Second: Mr. Cunneen

Vote: 4-0

Motion: Mr. Collins moved to approve the Declaration of Need.

DECLARATION OF
NEED

Second: Mrs. Galindo

Vote: 4-0

Motion: Mr. Cunneen moved to approve Board Policy 4119.11 4219.11 4319.11 Sexual Harassment for second reading and adoption.

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

Second: Mr. Collins

Vote: 4-0

Motion: Mr. Cunneen moved to approve Board Policy 6190 Evaluation of Instructional Program for second reading and adoption.

BOARD POLICY 6190
EVALUATION OF
INSTRUCTIONAL
PROGRAM
(SECOND READING
AND ADOPTION)

Second: Mrs. Galindo

Vote: 4-0

Motion: Mrs. Galindo moved to approve Board Policy

BOARD POLICY 0460

0460 Local Control Accountability Plan for second reading and adoption.

LOCAL CONTROL
ACCOUNTABILITY
PLAN
(SECOND READING
AND ADOPTION)

Second: Mrs. Crandall

Vote: 4-0

Motion: Mrs. Galindo moved to adopt Resolution 2017-23 to Establish Fund No. 21-21 General Obligation Bond (GOB), Election 2016, Series 2017.

RESOLUTION 2017-23
TO ESTABLISH FUND
NO. 21-21 GENERAL
OBLIGATION BOND
(GOB), ELECTION
2016, SERIES 2017

Second: Mr. Collins

Vote: 4-0

Motion: Mr. Cunneen moved to approve Appointment of Additional Members of Citizens' Bond Oversight Committee.

APPOINTMENT OF
ADDITIONAL
MEMBERS OF
CITIZENS' BOND
OVERSIGHT
COMMITTEE

Second: Mr. Collins

Vote: 4-0

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

CONSENT
CALENDAR/
ROUTINE ITEMS OF
BUSINESS

Second: Mrs. Crandall

Vote: 4-0

The Consent Calendar included:

- Board Meeting Minutes from the April 13th regular meeting
- Board Meeting Minutes from April 27th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Order Listing
- Budget Adjustments
- Student Accident Insurance – 2017-2018
- School Readiness Contract with The Children and Families Commission of Orange County
- Award Contract to Apps Forte, Inc. for Integration of HR 2.0 with District's Microsoft Active Directory System
- School Loop Contract Renewal
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Goodwill Industries Of Oc, Ca Db	\$1,000	3/27/17-6/30/17
Assistive Technology Exchange Center		

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Noted that the City of Fountain Valley's 60th Anniversary Parade will be on June 24th. All 10 sites will participate, in addition to the District Office, and the Fountain Valley Schools Foundation. He commended Melissa Watanabe and Eduardo Higuchi for their work on the Taste of Fountain Valley, noting that he is excited for what next year will bring. In addition, he noted that Open House is such a community event and while it is a celebration of students, it is also an opportunity for our community to come together. Moreover, he noted with excitement that Cotsen is coming back to our District. Courreges and Oka are about to start this journey and we are excited to have 8 from each site participate. He expressed appreciation to Costen for their support and investment in our sites. He noted as well that testing is currently going on at our sites. Our teachers, classified staff and principals do such an amazing job preparing our students to shine. In addition, our TOSAs this year took a leap of faith, and to see their demo lessons presented with such confidence motivates us to a whole new level. He commended this monumental growth, noting it is a tribute as well to Dr. McLaughlin, Dr. Hofer and our principals. In closing, he noted a monumental day in the District on Tuesday as we conducted a competitive sale for our first bond series issuance. The results were even better than projected and he commended Mrs. Fullerton and Mr. Guerra for their work, in addition to our partner Lori Raineri from Government Financial Strategies. He noted that he is so happy with what is happening in our classrooms, in our facilities efforts, with our certificated and classified employees and our management team. We are truly blessed to be together as a team at this time.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 9:35pm.

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 REGULAR
MEETING ON JUNE 15, 2017**

DATE: August 16, 2017

The minutes of the Board of Trustees regular meeting on June 15, 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

June 15, 2017

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 6:15pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

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

Absent:

Ian Collins	Member
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Motion: Mrs. Schultz moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 4-0

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.

- 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.

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

PLEDGE OF ALLEGIANCE

Cub Scout Pak 567 led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

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

CELEBRATION OF FVSD

to the teaching profession and our students and therefore, the Board wishes to recognize the following eight teachers who have completed the Fountain Valley School District’s rigorous two-year Induction Program and are now eligible to receive their clear teaching credential: Rob Covacevich, Sarah Hughes, Jeremy LaMantia, Jimmy Cao, Kelly Coleman, Ashley Holmes, Tracy Querry, and Ana Shin. The Board of Trustees joined staff and family members in recognizing their commitment and hard work, as well as that of their mentors, who supported them while they completed the program.

**TEACHERS
COMPLETING TWO-
YEAR BTSA INDUCTION
PROGRAM**

From Talbert Middle School, Principal Jennifer Morgan, teacher John Wood, and PTO President Nicola Weiss joined students Mariana Swete, Ian Weiss and Bradley Shannon in presenting an overview of their STEAM (Science Technology Engineering Art and Math) program to the Board of Trustees.

**TALBERT STEAM
PROGRAM
PRESENTATION**

Following the presentations, the Board took a brief recess.

Assistant Superintendent of Business Services, Christine Fullerton, was joined by Lori Raineri and Keith Weaver, from Government Financial Strategies Inc., to review and discuss the results from the District’s recent General Obligation Bonds issuance. Ms. Raineri reviewed the competitive bid process including the Government Finance Officers Association (GFOA) best practices utilized, the credit rating process, planning which assumed rising interest rates, and bond sale day. In addition, Ms. Raineri reviewed the results for the District and our District’s taxpayers, including the bid results, dollar difference in bids, more funds for facilities, more funds at a lower cost, and projected tax levies below maximum. Ms. Raineri summarized the results, noting lower debt service, less taxes, and more funds for facilities. In closing, she reviewed next steps including planning for the next sale of bonds in two years (2019) and beginning debt administration and compliance.

**RESULTS FROM
GENERAL
OBLIGATION
BONDS ISSUANCE**

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra provided an update for the Board of Trustees on the State Budget and its effect on the Fountain Valley School District. Mrs. Fullerton began the presentation by reviewing the mission statement of the District. She provided an overview of the State economy and budget discussions in the Capitol. Mr. Guerra reviewed the District 2017-18 budgeted revenues, including a historical look at total

**BUDGET UPDATE (ORAL
AND WRITTEN)**

revenues over the last five years, and LCFF Target, noting that the gap is narrowing. In addition, Mr. Guerra also reviewed District 2017-18 budgeted expenditures including a historical look at total expenditures over the last five years. He also provided an overview of the net impact on our General Fund Balance, components of the ending fund balance, and multi-year projection assumptions. In closing, Mrs. Fullerton reviewed risk factors looking forward, and the budget adoption calendar.

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen's activities since the last Board meeting included: tours of Fulton, Oka, Talbert, Gisler and Plavan, School Services Fiscal Seminar presented by Ron Bennett, Classified Employee BBQ, BTSA Induction, and the Masuda Middle School end of the year concert.

Mrs. Galindo's activities since the last meeting included: tours of Talbert, Oka, Newland, Gisler, Courreges and Fulton, the Certificated Recognition luncheon with FVEA at Mile Square Park, FVFSF meeting, BTSA Induction and School Services Fiscal Seminar presented by Ron Bennett. She noted that she will join Mrs. O'Neal's class at Masuda tomorrow for a Socratic discussion of John Steinbeck's *The Pearl*.

Mrs. Schultz noted her appreciation of her fellow trustees and their representation on behalf of the Board at District and local events. In addition, she thanked Dr. Johnson for his continued efforts in keeping her informed and also thanked staff for their efforts.

Mrs. Crandall congratulated Mrs. Lucchese and Mrs. Arjian for the success of the recent events in the District including the FVEA/FVSD Certificated Recognition and the FV Rotary Teacher Recognition. Her activities since the last meeting included: tours of Talbert, Oka, Newland, Courreges, Cox and Newland, carnivals at Newland, Plavan and Gisler, band, choir and orchestra concerts at Fulton and Masuda, Certificated Recognition with FVEA, BTSA Induction, FV Rotary Teacher Recognition, Girls Who Code event at Masuda, two bond sale presentations by Dr Johnson and Mrs. Fullerton, SPC meeting, track and field event at Fulton, School Services Fiscal Seminar presented by Ron Bennett, and the dedication of the Rosemary Eadie Memorial Garden at Talbert Middle School. She thanked all of the trustees for their service this month.

PUBLIC HEARINGS

The Board of Trustees held a public hearing for the purpose of receiving public comment on the Local Control Accountability Plan. Public input was welcomed. There were no requests to speak and the hearing was closed.

A public hearing was held for the purpose of discussing the proposed 2017-18 final budget prior to approval by the Board of Trustees. Public input was welcomed. There were no requests to speak and the hearing was closed.

PUBLIC HEARING ON
LOCAL CONTROL
ACCOUNTABILITY PLAN
(LCAP) (EDUCATION
CODE SECTION 52062)
PUBLIC HEARING FOR
2017-18 BUDGET

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to approve Board Policy 5127 Promotion Ceremonies and Activities for first reading and adoption.

BOARD POLICY 5127
PROMOTION
CEREMONIES AND
ACTIVITIES
(FIRST READING AND
ADOPTION)

Second: Mrs. Schultz

Vote: 4-0 (Absent: Collins)

Mrs. Crandall requested that Item 8-J Memorandum of Understanding with Cotsen Foundation for the Art of Teaching and Fountain Valley School District, Courreges and Oka Elementary Schools be pulled for separate vote.

CONSENT
CALENDAR/
ROUTINE ITEMS OF
BUSINESS

Motion: Mr. Cunneen moved to approve the Consent Calendar with the exception of Item 8-J.

Second: Mrs. Galindo

Vote: 4-0 (Absent: Collins)

Motion: Mrs. Galindo moved to approve Item 8-J Memorandum of Understanding with Cotsen Foundation for the Art of Teaching and Fountain Valley School District, Courreges and Oka Elementary Schools.

Second: Mr. Cunneen

Mrs. Crandall shared details regarding the Cotsen Foundation, its founder, and the Art of Teaching program. In addition, she highlighted the significance of this extraordinary program returning to the Fountain Valley School District and the gift that it will be to our teachers.

Vote: 4-0 (Absent: Collins)

The Consent Calendar included:

- Board Meeting Minutes from the May 18th regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Adjustments
- Resolution 2017-24: Payment to Mrs. Schultz for missed meeting due to illness
- School-Based Medi-Cal Administrative Activities (SMAA) Participation Agreement
- Approval of the Agreement for Student Transportation Services Between the Orange County School Districts
- Memorandum of Understanding with Cotsen Foundation for the Art of Teaching and Fountain Valley School District, Courreges and Oka Elementary Schools
- Change of District Employee Group Term Life Insurance
- Consolidated Application - Spring 2017 Data Collection
- MOU Between OCDE and FVSD for Special Schools Program
- Paradigm Healthcare Services, LLC Service Amendment to Agreement
- Special Ed Settlement Agreement Ref: Student A
- Special Ed Settlement Agreement Ref: Student B
- Special Ed Settlement Agreement Ref: Student C
- Authorization to use San Gabriel Valley Co-Op Frozen RFP (#1173-15/16)
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Cornerstone Therapies	\$1,700	5/23/17-12/31/17
Olive Crest Academy	\$1,802.38	4/25/17-6/30/17

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Highlighted the programs at our middle schools, including our band and orchestra programs. He noted with pride his enjoyment of the recent performances. He noted as well the growth of these programs as they have

outgrown their performance spaces. In addition, he highlighted our STEAM programs at each of our middle schools, including robotics and the recent Robot Wars under the guidance of teacher Evelyn Lee at Fulton. Moreover, he commended the Talbert STEAM program and their presentation this evening, highlighting as well the exit interviews of the students. Furthermore, he noted the Girls Who Code Club at Masuda under the direction of Laurie Gillis. He noted as well the amazing woodshop programs at each of our middle schools and the addition of foreign language at each of our middle schools. In addition, Dr. Johnson noted the professional development plan for the year to go out for all of 2017-18 to staff. He commended Dr. McLaughlin for his efforts in this regard. In addition, he commended Mrs. Robinson for her efforts with professional development for our SPED program and Mrs. Diecidue. Moreover, he commended Mrs. Abdel for taking on BTSA program. And he commended Mrs. Christine Currasco for the FVEA/FVSD Certificated Recognition joint event. He highlighted the efforts of Mrs. Morgan at Talbert, commending the Rosemay Eadie Memorial Garden dedication. He thanked Mr. Gary Ron and his grounds crew for creating a beautiful memorial to her. Following this, he commended Mrs. Fullerton as we are one step closer to shovels in the ground, with the hope to bring a construction firm to the Board shortly. And lastly, he commended Dr. McLaughlin who recently went to FVSF for funding of STEAM and music programs. He thanked the Foundation for their support, noting what a truly phenomenal organization this is under Judy Edwards' leadership.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 9:15pm.

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 REGULAR
MEETING ON JUNE 22, 2017**

DATE: August 16, 2017

The minutes of the Board of Trustees regular meeting on June 22, 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

June 22, 2017

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 6:30pm. CALL TO ORDER

The following board members were present: ROLL CALL

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

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

Second: Mr. Cunneen

Vote: 5-0

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.
- 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.

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

PLEDGE OF ALLEGIANCE

Dr. Johnson led the Pledge of Allegiance.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo’s activities since the last Board meeting included: tours of Oka and Cox.

Mr. Collins’ activities since the last meeting included: tours of Masuda, Newland, Gisler, Plavan, and Cox, CSBA Delegate Assembly, Rotary meetings, FV Rotary Teacher Recognition, FVSF meeting regarding the Golf Tournament, Gisler Carnival, dedication of the Rosemary Eadie Memorial Garden at Talbert, OCSBA Fiscal Seminar by Ron Bennett, and graduation at Edison High School. In addition, he commended Dr. Hoefer and her team for their efforts regarding the District’s LCAP.

Mrs. Schultz’s activities since the last meeting included: working on the evaluation of the Superintendent and review of the agenda and materials for this evening.

Mr. Cunneen’s activities since the last meeting included: tour of Cox.

Mrs. Crandall congratulated Mrs. Green and her CDC staff for their recent recognition by OCDE. Her activities since the last meeting included: kindergarten rainbow connection at Courreges and farewell to Shelia Blain.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to approve the 2017-18 Local Control Accountability Plan for Fountain Valley School District

APPROVAL OF THE 2017-18 LOCAL CONTROL ACCOUNTABILITY PLAN FOR FOUNTAIN VALLEY SCHOOL DISTRICT

Second: Mrs. Galindo

Mrs. Crandall noted that we are truly realizing the goals being set out in this plan. Moreover, the addition of the infographics has been beneficial. She commended the LCAP.

Vote: 5-0

Motion: Mrs. Schultz moved to approve the 2017-18 District Budget.

APPROVAL OF THE 2017-18 DISTRICT BUDGET

Second: Mr. Collins

Mrs. Crandall commended the Business team for their efforts, in addition to being available for Board questions.

Vote: 5-0

Motion: Mr. Cunneen moved to approve Board Policy 5127 Promotion Ceremonies and Activities for second reading and adoption.

BOARD POLICY 5127 PROMOTION CEREMONIES AND ACTIVITIES (SECOND READING AND ADOPTION)

Second: Mrs. Schultz

Vote: 5-0

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

CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

Second: Mr. Cunneen

Vote: 5-0

The Consent Calendar included:

- Children and Families Commission of Orange County Agreement Amendment, Resolution 2017-25 Authorizing First Amendment and Signature
- Consulting Agreement Approval: The Leader’s Institute
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Scott Larson, Ph.D.	\$3,500	5/23/17-12/31/17

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Mrs. Crandall Initiated discussion and consensus amongst the Board regarding casual dress during summer Board meetings, with school being out.

Dr. Johnson Extended his heartfelt thanks to all members of the FVSD families for their work this year, noting another exceptional year. He thanked our certificated staff and wished them well this summer break. To our students, he wished them a safe summer spent with loved ones. We look forward to their return and the start of the new school year!

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 7:26pm.

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: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF JULY 13, 2017**

DATE: August 16, 2017

Attached for your information is the agenda of the Board of Trustees regular meeting of July 13, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

July 13, 2017

- CALL TO ORDER: 6:30PM
- ROLL CALL
- APPROVAL OF AGENDA

M ___
 2nd ___
 V ___

- 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.
- 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

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.

- PLEDGE OF ALLEGIANCE

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

- 1. REJECTION OF ALL PROPOSALS FOR THE PRECONSTRUCTION AND LEASE-LEASEBACK SERVICES FOR MEASURE O PHASE 1 - SCHOOL MODERNIZATION AND AIR CONDITIONING**

M ___
2nd ___
V ___

On April 13, 2017, the Board of Trustees approved “Resolution 2017-21 Approving The Request For Proposal For Pre-Construction And Lease-Leaseback Services For Measure O Phase 1 – School Modernization And Air Conditioning.” After review, and in accordance with SECTION XI of the April 13, 2017 RFP, the Board of Trustees expressly reserved the right to reject any and all proposals.

Superintendent's Recommendation: It is recommended that the Board of Trustees reject all Proposals for the Preconstruction And Lease-Leaseback Services For Measure O Phase 1 - School Modernization And Air Conditioning.

- 2. ADOPT RESOLUTION 2018-05 APPROVAL OF REQUEST FOR PROPOSALS FOR PRECONSTRUCTION AND LEASE LEASEBACK SERVICES FOR MODERNIZATION AND HVAC PROJECT**

M ___

2nd ___
V ___

The lease-leaseback construction project delivery method is authorized under Education Code section 17406 and is one of the most widely used project delivery methods for public school construction in California.

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2018-05 approving the Request for Proposals for Preconstruction

and Lease leaseback Services for Modernization and HVAC Project.

3. 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

- 3-A.** Board Meeting Minutes from June 15 regular meeting
- 3-B.** Board Meeting Minutes from June 22 regular meeting
- 3-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 3-D.** Donations
- 3-E.** Warrants
- 3-F.** Purchase Order Listing
- 3-G.** Budget Adjustments
- 3-H.** Resolution 2018-07: Payment to Mr. Collins for missed meeting

Consent Items

3-I. RESOLUTION 2018-01: AUTHORIZATION OF SIGNATURES ON REPLACEMENT WARRANTS

Superintendent's Comments: It is recommended that the Board of Trustees approves Resolution 2018-01: Authorization of Signatures on Replacement Warrants.

3-J. RESOLUTION 2018-02: APPOINTMENT OF CUSTODIAN OF REVOLVING CASH FUND

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2018-02 naming Christine Fullerton, Assistant Superintendent, Business Services, custodian of the Revolving Cash Fund.

3-K. RESOLUTION 2018-03: AUTHORIZATION OF APPROVAL OF VENDOR CLAIMS/ORDERS

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2018-03: Authorization of Approval of Vendor Claims/Orders.

3-L. RESOLUTION 2018-04: AUTHORIZATION OF SIGNATURES

Superintendent's Comments: It is recommended that the Board of Trustees approves Resolution 2018-04: Authorization of Signatures.

3-M. RECORD OF EIGHTH GRADE PROMOTION, JUNE 2017

Superintendent's Comments: It is recommended that the Board of Trustees approves, as submitted by the principals, the names of all students recommended for an eighth grade Certificate of Promotion in the 2016-17 school year.

3-N. DISTRICT FIELD TRIP LIST 2017-18

Superintendent's Comments: It is recommended that the Board of Trustees approves the District field trip list for the 2017-18 school year.

3-O. EDUCATIONAL SERVICES APPROVED INDEPENDENT CONTRACTOR LIST

Superintendent's Comments: It is recommended that the Board of Trustees approves the attached Independent Contractor List for the 2017-18 school year.

3-P. APPROVAL OF SINGLE YEAR WITH ANNUAL RENEWAL CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND MIND RESEARCH INSTITUTE TO PROVIDE ST MATH TO THE DISTRICT'S EIGHT SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract between Fountain Valley School District and MIND Research Institute to continue to provide ST Math to the District's eight schools.

3-Q. APPROVAL OF THREE YEAR CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND TURNITIN, LLC., TO PROVIDE WRITING-TO-LEARN PRODUCTS TO THE DISTRICT'S THREE MIDDLE SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract between Fountain Valley School District and Turnitin, LLC., to provide writing-to-learn products to the District's three middle schools.

3-R. APPROVE DISTRICT USE OF CMAS CONTRACT AND ANY EXTENSIONS TO PROCURE COPIERS AND RELATED MAINTENANCE AND PRINT SERVICES TO MEET THE NEEDS OF THE DISTRICT

Superintendent's Comments: It is recommended that the Board of Trustees approves the District's use of CMAS contract 3-17-36-0030B and delegates to the Assistant Superintendent of Business Services the authority to execute any related documents.

3-S. APPROVE AGREEMENT WITH VAVRINEK, TRINE, DAY & CO., LLP

FOR YEAR-END CLOSE CONSULTING SERVICES

Superintendent's Comments: It is recommended that the Board of Trustees approves the consulting services agreement and authorizes the Superintendent or designee to sign all required documents.

3-T. ADOPTION OF RESOLUTION 2018-06: TEMPORARY INTER-FUND TRANSFERS FROM FUND 40

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2018-06, the temporary inter-fund transfers of funds from Fund 40.

3-U. APPROVAL OF LEASE ADDENDUMS FOR MODULAR CLASSROOMS

Superintendent's Comments: It is recommended that the Board of Trustees approves the lease addendums extending the term of these leases thru June 30, 2018 and authorizes the Superintendent or his designee to sign all documents.

3-V. APPROVAL OF ORANGE COUNTY DEPARTMENT OF EDUCATION SUNGARD CONTRACTS

Superintendent's Comments: It is recommended that the Board approves Agreement Number 42950 – Amendment #1, “Sungard Business-Plus System Support” and Agreement 39389 – Amendment #4 “Human Resources Application” with the Orange County Department of Education and authorizes the Superintendent or designee to sign all documents.

3-W. AGREEMENT WITH REVENUE ENHANCEMENT GROUP, INC. FOR ASSESSMENT REFUND SERVICES

Superintendent's Comments: It is recommended that the Board of Trustees approves Agreement 9705HA with Revenue Enhancement Group, Inc., for the period of one year, beginning July 26, 2017 and ending July 25, 2018, and authorizes the Superintendent or designee to sign all documents.

3-X. AGREEMENT FOR SPECIAL SERVICES WITH SCHOOL SERVICES OF CALIFORNIA

Superintendent's Comments: It is recommended that the Board of Trustees approves the Agreement for Special Services with School Services of California, Inc., for the period of one year, beginning August 1, 2017 and ending July 31, 2018, and authorizes the Superintendent or designee to sign all documents.

3-Y. 2016-17 QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS

Superintendent's Comments: It is recommended that the Board of Trustees receives the Williams Quarterly Report for the fourth quarter of the 2016-17 year and

approves its submittal to the Orange County Department of Education.

3-Z. RETAINER AGREEMENT FOR LEGAL SERVICES IN 2017-18 SCHOOL YEAR WITH THE LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES

Superintendent’s Comments: It is recommended that the Board of Trustees approves the retainer agreement for legal services in 2017-18 with the Law Offices of Margaret A. Chidester & Associates.

3-AA. CONTRACT FOR PROFESSIONAL DEVELOPMENT SERVICES WITH ELENA MACDONALD

Superintendent’s Comments: It is recommended that the Board of Trustees approves the contract for professional development services with Elena MacDonald.

3-BB. SPECIAL ED SETTLEMENT AGREEMENT

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

3-CC. 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
Cornerstone Therapies	N/A	7/1/17-6/30/18
Cornerstone Therapies	\$2,970	7/1/17-12/31/17
Del Sol School	N/A	7/1/17-6/30/18
Del Sol School	\$67,783	7/1/17-6/30/18
Olive Crest Academy	N/A	7/1/17-6/30/18
Olive Crest Academy	\$47,079.53	7/1/17-6/30/18
Olive Crest Academy	\$49,196.51	7/1/17-6/30/18
Olive Crest Academy	\$73,014.51	7/1/17-6/30/18
Port View Preparatory, Inc.	N/A	7/1/17-6/30/18
Port View Preparatory, Inc.	\$97,847.50	7/1/17-6/30/18
Del Sol School	N/A	6/19/17-6/30/17
Del Sol School	\$4,884	6/19/17-6/30/17

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, August 24, 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: **CLASSIFICATION STUDY UPDATE**

DATE: August 16, 2017

Mr. Hessler will give a status update on the classification study being conducted by EMS for Fountain Valley School District.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: August 16, 2017

Attached are the eligibility lists for:

Accountant

Administrative Assistant

Bilingual Translator

Library/Media Technician

ELIGIBILITY LIST
Accountant
Expires 8-3-2018

RANK	NAME
1	Cherie Moreno
2	Pooja Shah
3	James Carrigan
4	Hojat Entezari
5	Mino Nhek
5	Emily Ta
6	Saira Hernandez
6	Meeta Shah
7	Joan Austin
8	Jolene Johnson
8	Junsung Hwang
9	Maribel Bui
10	Kristine Nguyen
10	Christy Borack
11	Oscar Parada

ELIGIBILITY LIST
Administrative Assistant
Expires 7-24-2018

RANK	NAME
1	Linh Thai
2	Talisa Zavala
3	Stephanie Smallshaw
4	Claudette Brunelli
5	Tiffany Nguyen
5	Sarah Trondle
6	Tram Banks
6	Renee Wood
7	Tracy Clinscales
8	Jolean Robles
9	Daisy Mendez
10	Michelle Nguyen
11	Pamela Holmes
11	Debra Reynolds
12	Amy Roe
13	Jacquelyn Estrada
14	Sonya Joyce

ELIGIBILITY LIST
Bilingual Translator
Expires 8-11-2018

RANK	NAME
1	Tina Dao
2	Phuong Pham
3	Phuong Phung
4	Dung Pham (Junnie)
5	Xuan Pham
6	Vy Pham
7	Thao Balsitis
8	Lanh Truong
9	Dien Tran

ELIGIBILITY LIST
Library/Media Technician
Expires 7-24-2018

RANK	NAME
1	Kentanne Tran
2	Robert Brock
2	Lisa-Anne Angebrandt
3	Debbie Redmond
3	Kelly Lopez
4	David Brown
5	Esther Grove
6	Sylvana Martinez
7	Nancy Vang
7	Susan McKinlay

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: August 16, 2017

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

Interdepartmental Transfers:

Bus Driver
CDC Preschool Instructor at Cox and Plavan
Extended School Program Instructor
Food Services Worker (2 positions, both Rovers)
Health Assistant

Dual Certification:

Accountant
Administrative Assistant
Bilingual Translator
Bus Driver
Field Support/Help Desk Technician
Health Technician - LVN



Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
Bus Driver
Interdepartmental

The following positions are 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:	July 17, 2017
CLOSING DATE:	July 31, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
LOCATION:	Transportation
HOURS:	2 hours per day, 10 hours per week, Monday-Friday, Hours to be determined
TERM:	9.6 months a year
VACANCY:	1 position

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:

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (hesslerr@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, July 31, 2017.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from among the “ready and willing” transfer eligibles or from the top three ranks of “ready and willing” certified eligibles.

<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>
--

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.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

CDC Preschool Instructor

Interdepartmental

The following positions are 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:	June 23, 2017
CLOSING DATE:	July 17, 2017
SALARY:	\$18.05 – 21.95 per hour, (Range 29, 5 Steps)
HOURS:	27.5 hrs/wk, 5.5 hours per day - Hours at Cox -12:30 p.m. – 6:00 p.m. Hours at Plavan -7:45 a.m. – 1:15 p.m.
TERM:	9.6 mo/yr
VACANCY:	2 positions (one position at Cox and one position at Plavan)

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, July 17, 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.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

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

OPENING DATE:	July 21, 2017
CLOSING DATE:	August 7, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	18.50 hrs/wk – MTWF 2:15 p.m. – 5:30 pm, TH 12:00 p.m.- 5:30 p.m. @ Courreges 14.50 hrs/wk – MTWF 2:15 p.m. – 4:45 pm, TH 12:15 p.m.- 4:45 p.m. @ Gisler
TERM:	9.6 months a year, Start date 9/6/2017
VACANCIES:	Two positions, one at Courreges School and one at Gisler School

THE JOB

Under the direction of the Director-Child Care Program, organize and implement a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program; assure compliance with school objectives to meet the needs of children, parents, school and the community.

APPLICATION PROCESS

Present employees in the position of Extended School Program Instructor wanting to transfer must send or email a note to the Personnel Department at hesslerr@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., August 7, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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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.fvsd.us

EMPLOYMENT OPPORTUNITY

FOOD SERVICES WORKER (Rover)

Interdepartmental Transfer Only

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

POSTING DATE:	July 12, 2017
CLOSING DATE:	July 31, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
TERM:	9.6 months a year
HOURS:	12 hrs/wk: Monday, Tuesday, Wednesday, & Friday, 11:00 a.m. – 2:00 p.m.
VACANCY:	2 positions, both roving between sites

THE JOB

Under the direction of the Director, Food Services, this position provides for the nutritious and timely service of foods to students and staff at an assigned school site; orders and sells prepared food to students and faculty; and maintains accurate records of food service activities.

APPLICATION PROCEDURE

To be considered for this position, please send a written request or e-mail to the Personnel Office at hesslerr@fvsd.us. All employee requests **must be received by 4:00 p.m., July 31, 2017. POSTMARKS WILL NOT BE ACCEPTED.** All requests must contain information sufficient to indicate applicant is a “ready and willing” transfer eligible.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from among the “ready and willing” transfer eligibles or from the top three ranks of “ready and willing” certified eligibles. 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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Health Assistant

Interdepartmental

The following positions are 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:	July 18, 2017
CLOSING DATE:	August 4, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	20.0 hrs/wk, 4.0 hours per day, Monday – Friday, 9:30 a.m. – 1:30 p.m.
TERM:	9.6 mo/yr
VACANCY:	1 position at Plavan School

THE JOB

Under direction of an assigned supervisor, this position assists the school nurse in providing health services to students; administers first aid and medication to students; tracks immunizations and waivers; and performs a variety of supportive duties related to providing health services to students. The ideal candidate is organized with good attention to detail and is good with people.

APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department (hesslerr@fvdsd.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., Friday, August 4, 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.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Accountant

Dual Certification (*Open and Promotional*)

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for future vacancies that will be filled by promotion, transfer, or certified eligibles.

POSTING DATE:	June 26, 2017
CLOSING DATE:	July 18, 2017, by 8:00 a.m.
SALARY:	\$5,357 - \$6,513 per month (Range 83, 5 steps)
TERM:	40 hours per week, 12 months a year
VACANCY:	District Office

THE JOB

Under the general supervision of the Director-Fiscal Services, participates in the planning and operation of the district's accounting activities, including overseeing the general ledger accounts, district funds, and year-end closing processes; perform skilled accounting work independently in the monitoring, auditing and preparation of accounting records and reports for District-wide programs. The ideal candidate for this position will be a team player with a can-do attitude and possesses extensive knowledge of and experience in public school and fund accounting. They will have expert-level understanding of the California School Accounting Manual (CSAM), Generally Accepted Accounting Principles (GAAP), Standardized Account Code Structure (SACS) and experience interfacing and working effectively with staff at a variety of levels.

REPRESENTATIVE DUTIES

Research, compile, prepare, and revise accounting and budgetary data with oversight responsibility of all district funds, including journal entries, budget transfers and adjustments; monitors all fund balances and advises Director of any discrepancies and/or errors. Provide support and interpretation to management and employees regarding accounting matters including budget balances, appropriateness of program expenditures, program fiscal performance, reports and other matters. Plan, manage, conduct and implement the year-end closing processes and procedures; provides information to financial auditors; conduct standard internal audits of various accounting records. Maintain and reconcile balance sheet accounts for all funds and reconcile reports with County Office balances monthly and annually; provide adjusting entries as appropriate. Maintain fiscal reports and revisions for assigned accounts; generates various complex system reports and audits, reviews calculations and ensures accuracy; has primary oversight of all General Ledger accounts including all Categorical programs. Conduct internal audits of accounts and ensures adherence to generally accepted accounting standards and principles; ensure maintenance of proper audit trails and verification and reconciliation actions for all processed work. Assist Director in the preparation of annual budget, expenditure report, budget documents, and cash flow projections. Coordinates budget requirements with categorical program administrator, prepares budget and maintains fiscal control over categorical and other special projects. Ensures all programs operate within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control; has sole responsibility for maintenance of all budgetary codes and makes decisions about proper coding all expenditures; maintain Position Control procedures and activities; and validates, creates, and updates positions in District Human Resource system.

See Other Side

Assist Director in preparing financial documents for presentation to the Board of Trustees. Perform financial reviews of ASB accounts and coordinates annual audit of ASB accounts. Communicates and coordinates regularly and effectively with management in connection with day to day operations, reporting, special projects and other department related issues.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of school accounting, auditing, budgeting, and analysis; account number structure and correct use of State Account Code Structure (SACS); financial and statistical record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; applicable laws, codes, policies, procedures, and regulations; district organization, operations, policies and objectives; operation of a computer and word processing, spreadsheet and other accounting software applications.

Ability to: Maintain accurate financial and statistical, records; plan and organize work to meet schedules and time lines; process and record accounting transactions accurately; apply and explain policies, procedures, rules, regulations and State Education codes involved in assigned activities; work confidentially with discretion; understand and follow oral and written directions; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; analyze data, draw sound conclusions and establish effective financial controls; work independently and exercise sound judgment.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination equivalent to: Bachelor’s degree in accounting, finance, business administration or related field and four years of accounting experience.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us . All application materials must be submitted through Ed Join by 8:00 a.m. July 18, 2017.

EXAMINATION PROCESS

The examination process will consist of a written test and a technical interview to be held on the dates listed below. These dates are subject to change. Applicants who successfully complete the written test will be scheduled for the interview.

Written (50%).....	July 18, 2017 at 9:30 a.m.
Technical Interview (50%)	Week of July 24, 2017
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on a merged open and promotional list. Promotional candidates will receive seniority points based on their length of service. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a test for tuberculosis.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Administrative Assistant

Dual Certification (*Open and Promotional*)

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for future vacancies that will be filled by promotion, transfer, or certified eligibles.

OPENING DATE:	June 19, 2017
CLOSING DATE:	July 11, 2017 at 8:30 a.m.
SALARY:	\$3,903- \$4,744 per month (Range 51, 5 Steps)
WORK SCHEDULE:	40 hours per week, 12 months per year
VACANCY:	Educational Services

THE JOB

Under the direction of the Director, Support Services, the job must plan, schedule and perform a wide variety of secretarial and administrative assistant duties in support of the department; prepare and maintain a variety of records and reports related to the department, programs and other assigned activities. The ideal candidate for this position is skilled in working with others, including handling difficult situations dealing with sensitive issues. S/he is organized, detail oriented, and good with numbers in order to interpret data and create data visualizations for staff.

DUTIES

Perform special projects at the direction of the Director, Supp; research and compile information. Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. Provide work direction and guidance to other clerical personnel assigned to the office. Prepare and maintain cumulative student records as assigned; forward records requested by other schools; operate a microfilm machine to retrieve student records. Schedule, arrange for and attend a variety of meetings, in-services, workshops and conferences as assigned; prepare materials for meetings including agendas, flyers and other materials; coordinate room set-up activities as assigned. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports, grants, and other documents; prepare and duplicate applications and send to appropriate agencies according to established procedures. Monitor budget expenditures and maintain financial records; order and maintain office supplies and other materials; input purchase orders, work orders and other documents. Coordinate activities of assigned office between the supervisor and staff, the public or other District officials; serve as liaison for District office, school site and other personnel as needed regarding various programs and activities. Use a computer and appropriate software including database, spreadsheet, and word processing software and programs to obtain, organize and maintain information. Operate standard office equipment as assigned. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Correct operations, procedures and methods of office to which assigned; policies and objectives of assigned program(s); modern office practices, procedures and equipment; financial and statistical record-keeping techniques; basic arithmetic functions; correct English usage, grammar, spelling, punctuation and vocabulary; receptionist and telephone techniques; oral communication principles and practices; district organization, operations, policies and objectives; computer use including operating systems, Internet access, and computer software used for word processing, spreadsheets, and databases.

ABILITY TO:

Assemble diverse data and prepare clear and concise reports, grants and other documents; maintain complex and varied files and records; type at an acceptable rate of speed; interpret and apply specific rules, policies and procedures of the office or program to which assigned; establish and maintain cooperative and effective working relationships with others using tact, patience and courtesy; work independently with little direction; communicate effectively both orally and in writing; meet schedules and time lines.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination equivalent to: graduation from high school, preferably supplemented by course work in secretarial science, and four years secretarial and clerical experience.

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website – www.fvsd.us . All application materials **must be submitted through Ed Join by 8:30 a.m. July 11, 2017.**

EXAMINATION PROCESS

The examination process will consist of a written and technical examination to be held on the dates listed below. These dates are subject to change. Applicants who successfully complete the written test will be scheduled for the Technical Interview.

Written test (50%):

July 11, 2017 at 9:30 a.m.

Technical Interview (50%):

Week of July 17, 2017

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228.

APPOINTMENT/CERTIFICATION

The examination process will result in both a promotional list and an open list. The promotional list will take precedence and be used first. Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles. The two lists will be merged if the highest ranking candidate on the open list has a higher score than the highest available candidate on the promotional list after seniority points have been added. Otherwise, when fewer than three ranks are available on the promotional list, the open list will be used to provide three ranks of candidates. The eligibility lists for this classification will be established for twelve months. All employment offers are conditional, based upon successful completion of the medical examination, fingerprinting, conviction clearance, and a test for active tuberculosis.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Bilingual Translator

Dual Certification (Open and Promotional)

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for a current vacancy that will be filled by promotion, transfer, or certified eligibles.

OPENING DATE:	July 03, 2017
CLOSING DATE:	July 24, 2017 at 4:30 p.m.
SALARY:	\$3,353 - \$4,076 per month (Range 36, 5 Steps) Pending Board Approval
WORK SCHEDULE:	40 hours per week, 11 months per year
VACANCY:	District Office

THE JOB

The job of Bilingual Translator is done for the purpose/s of coordinating the English Learner program and related activities; providing Vietnamese translation and interpretation to English from the student's native language and from the student's native language to English; implementing and maintaining bilingual services within established guidelines and standards. This job reports to the Director, Educational Services. The ideal candidate for this position has very strong bilingual skill in both English and Vietnamese, works well with a variety of individuals, and has great attention to detail.

TYPICAL TASKS

Collaborates with others (e.g. other district personnel, community, etc.) for the purpose of implementing and maintaining English learner services and/or programs; communicates with parents and guardians (e.g. testing needs, test result, assessment schedules, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed; coordinates requests for written translation services from English to the student's home language (e.g. bus schedules, redesignation, student health history, report cards, parent letters, etc.) for the purpose of providing information to non-English speaking parents to support the education process; implements all phases of the English learner program (e.g. student placement, parent notifications, reclassification, etc.) for the purpose of ensuring participants in the program have met required state and federal regulations and confidentiality of records are maintained; inputs data into student information system (e.g. English learner testing data, program information, etc.) for the purpose of ensuring accuracy of data in compliance with established policies and guidelines; interprets verbal and written communication of non-English speaking students and parents (e.g. parent/teacher meetings, health screenings, etc.) for the purpose of assisting in communication with teachers and other school personnel; maintains a variety of files and/or records (e.g. English learner testing reports, student information system, annual Language Census, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines; participates in meetings, workshops, trainings, and seminars (e.g. English Language Advisory Committees, parent conferences, in-service training, staff meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions; prepares a variety of documents, reports and written materials (e.g. parent notification forms and information materials, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information; responds to inquiries from a variety of internal and external sources (e.g. parents, teachers, school and District personnel, etc.) for the purpose of providing information and/or direction regarding English learner program; translates accurately and concisely

See other side

documents and other materials to and from English and Vietnamese (e.g. parent notifications, flyers, letters, etc.) for the purpose of providing translation for school and District-level functions.

KNOWLEDGE AND ABILITIES

Knowledge required: to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of English and Vietnamese grammar and punctuation; codes and regulations relating to employment.

Ability required: to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups including those with limited English proficiency; maintaining confidentiality; meeting deadlines and schedules; and occasionally working nonstandard hours.

EDUCATION/EXPERIENCE REQUIREMENTS

Job related experience is required. Vietnamese bilingual oral and written proficiency is required in a designated second language. Targeted, job related education with study in job-related area.

LICENSES AND OTHER REQUIREMENTS

Valid Driver's License

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website - www.fvdsd.us . All application materials **must be submitted through Ed Join by 4:30 p.m., July 24, 2017.**

EXAMINATION PROCESS

The examination process will consist of a written, performance and oral examination and an appraisal interview to be held on the dates listed below. These dates are subject to change.

Written Test (40%), Bilingual writing assessment (pass/fail)	July 25, 2017 at 9:00 a.m.
Oral bilingual assessment (pass/fail)	Week of July 31, 2017
Qualifications Appraisal Interview (60%)	Week of July 31, 2017

Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of "ready and willing" certified eligibles on a merged open and promotional list. Promotional candidates will receive seniority points based on their length of service. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a test for tuberculosis.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

BUS DRIVER

Dual Certification - Open and Promotional

The following position is being posted in accordance with Personnel Commission rules to establish an eligibility list for vacant positions.

POSTING DATE:	July 25, 2017
CLOSING DATE:	Open until filled
HOURS:	2 hrs/day (plus additional hours as needed to substitute for absent employees)
SALARY:	\$20.78-\$25.25 per hour (Range 43, 5 steps)
TERM:	9.67 months/year
VACANCY:	1 position

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 handicapped students as necessary; reporting incidents which affect the safety of students; and maintaining records concerning vehicle maintenance, miles driven and number of children transported. The ideal candidate has excellent driving skills, gets along well with others, has a good customer service approach and is dependable.

MINIMUM REQUIREMENTS

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

LICENSES AND OTHER REQUIREMENTS

- Valid California Special Driver Certificate for School Bus
- Valid California Class A or B driver license with passenger and air brake endorsements
- Valid medical card (DL-51)
- Valid Red Cross First Aid Card – only required if there is a restriction #6 at the bottom of the Special Driver Certificate
- H-6 printout (current – within 30 days)

See Other Side

KNOWLEDGE AND ABILITY

Knowledge of: Safe driving practices and provisions of the California State Motor Vehicle Code; Education Code applicable to the operation of vehicles transporting students; and basic first aid methods and practices.

Ability to: Maintain order and discipline among students while driving a school bus; recognize equipment malfunctions and take appropriate action; learn designated bus routes including stops and traffic hazards; maintain routine records; meet schedules and timelines; demonstrate good interpersonal skills using tact, patience and courtesy; and provide good customer service.

APPLICATION PROCESS

All applicants must submit an online application, along with the required documentation, through our website at www.fvvd.us. Application materials will be screened and when a sufficient number of qualified and “ready and willing” applicants are received, they will be invited to the written test.

EXAMINATION PROCESS – Examination parts and weights

Written Test (30%)	TBA
Oral Interview (30%)	“
Performance Test - Driving (40%)	“

APPOINTMENT/CERTIFICATION

Final selection of appointees for “permanent” positions will be made from the top three ranks of “ready and willing” certified eligibles on the list. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional based upon successful completion of the fingerprinting/conviction clearance, medical examination, drug test, test for tuberculosis, and approval by the Board of Trustees.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

FIELD SUPPORT/HELP DESK TECHNICIAN

Dual Certification (Open and Promotional)

This recruitment/examination process is being posted in accordance with Personnel Commission rules to establish an eligibility list for current and future vacancies that will be filled by promotion, transfer, or certified eligibles.

OPENING DATE:	August 7, 2017
CLOSING DATE:	August 25, 2017 at 8:00 a.m.
SALARY:	\$21.18 - \$25.76 per hour, range 45 (5 step range - step at hire is up to step 3, DOQ)
SCHEDULE:	28.75 hours per week, 9.7 months per year
VACANCY:	One – Works at various schools

THE JOB

Under the general supervision of the Supervisor, Information Technology (IT), performs basic software and hardware installation, routine computer maintenance and basic network operations. Provides technical assistance and support for all district users to ensure minimal downtime and maximize staff and student productivity. The ideal candidate has strong technical skills, as well as the ability to work and communicate effectively with others.

DUTIES

Troubleshoot PC and Mac desktops, laptops, Smartboards, local and network printers, mobile devices and other problems identified by teachers, students and staff; provide first line technical assistance and follow-up; determine whether a computer connectivity problem is related to hardware, software and/or LAN/WAN/Wi-Fi network systems; communicate step-by-step instructions in person, via telephone, or through email. Repair, replace, install, configure, and relocate computer equipment and related peripheral devices, and make appropriate connections and disconnections of cabling as directed; utilize remote access tools to solve problems. Perform software installations, routine maintenance and minor repairs on desktop computers and network printers in computer labs. Maintain repair records in a help desk system, which includes creating new tickets, and updating and closing tickets. Communicate with IT staff about developing technology problems. Serve as a primary interface between school site users such as teachers, students, staff and IT personnel. Perform tests of basic network infrastructure equipment, such as switches, routers, and associated cabling to expedite troubleshooting.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Macs, PCs, and mobile devices; Windows (7, 8, 10), Mac OS 10.6 – El Capitan, IOS (8-9), and Microsoft Office; Google Apps, student information system software, and IOS educational apps; basic network connectivity with both wired and wireless devices; correct English usage and grammar; customer service principles and practices.

See other side

ABILITY TO: Communicate effectively orally; complete work assignments with minimal supervision; handle multiple projects simultaneously; provide efficient, friendly customer support; establish and maintain effective working relationships; maintain accurate records; drive a vehicle to various sites to complete assigned duties.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination equivalent to: High school diploma or equivalent and two years experience involving computer and software maintenance, computer and network help desk support, and/or IT field support.

LICENSES AND CERTIFICATIONS

Valid California driver license. The following certifications are highly desired: A+, ACMT, MCSA, and any other related advanced certifications, as well as Network+ and Security+.

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website – www.fvvsd.us. All application materials **must be submitted through Ed Join by 8:00 a.m. August 25, 2017.**

EXAMINATION PROCESS

The examination parts and tentative dates are listed below. All applicants are invited to attend the written test. Applicants who successfully complete the written test, and meet the minimum qualifications above, will be scheduled for the interview and performance test.

Written test (30%):	August 25, 2017 at 9:00 a.m.
Interview (30%):	Tentatively planned for Sept. 1, 2017
Performance test (40%):	(Same as above)

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228.

APPOINTMENT/CERTIFICATION

The examination process will result in a merged list of promotional and open candidates. Promotional employees will receive seniority points based on their years of service. The final selection will be made from the top three ranks of “ready and willing” certified eligibles. The eligibility lists for this classification will be established for twelve months. All employment offers are conditional, based upon successful completion of the medical examination, fingerprinting, conviction clearance, and a test for active tuberculosis.

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Health Technician -LVN

Open and Promotional

The following position is posted in accordance with Personnel Commission policy and will be filled from the list of "ready and willing" certified eligibles. Promotional employees will be given seniority credit.

POSTING DATE:	July 17, 2017
CLOSING DATE:	August 18, 2017, by 4:00 p.m.
SALARY:	\$23.65 - \$28.74 per hour (Range 56, 5 Steps)
TERM:	20 hours per week, Monday – Friday, 9:30 a.m. – 1:30 p.m. 9.6 months
VACANCY:	1 position @ Tamura School

THE JOB

The job of Health Technician – LVN is done for the purpose 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 position is under the guidance of the Credentialed School Nurse and reports to the School Principal. The ideal candidate for this position has excellent nursing skills, gets along and communicates well with others, and is a team player.

REPRESENTATIVE DUTIES

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 for the purpose of identifying health concerns and/or delivering school health services in compliance with established guidelines: communicates with parents, students, school staff, and/or public agencies 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 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 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 for the purpose of supporting health services activities through the maintenance of paper and electronic records; responds to emergency medical situations for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

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 including: 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 documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions: emergency first aid/CPR procedures; safety practices and procedures; and health standards and reporting procedures.

EDUCATION/EXPERIENCE REQUIREMENTS

Community college and/or vocational school degree with study in job related area. Job related experience with increasing levels of responsibility is required.

LICENSES AND OTHER REQUIREMENTS

Licensed Vocational Nurse Certificate, current CPR Certificate, current First Aid Certificate, California Driver License.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsvd.us . All application materials must be submitted through Ed Join by 4:00 p.m. August 18, 2017.

EXAMINATION PROCESS

The examination parts, weights, and dates are listed below. Applications will be screened and qualified applicants' materials will be closely reviewed in the Training/Experience evaluation. The candidates scoring highest in this evaluation will be invited to the technical interview/performance test.

Evaluation of Training & Experience (pass/fail - candidates do not participate)	Week of August 21, 2017
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Performance Test (weighted 50%)/Technical Interview (weighted 50%)	August 30, 2017
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All testing will be conducted at the Fountain Valley School District Office

Applicants who need reasonable accommodation for testing or interviewing must notify the Personnel Department by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of "ready and willing" certified eligibles on a merged open and promotional list. Promotional candidates will receive seniority points based on their length of service. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a test for tuberculosis.

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 DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION 2016-2017: YEAR-END ACTUALS REVIEW**

DATE: August 16, 2017

Attached is the year-end actual cost information by budget number for 2016-2017.

Cost Center: 4281Personnel Commis

FOUNTAIN VALLEY SD

As of: 06/30/2017

Manager: 0071Personnel Comm.

3 Year Budget Worksheet by Manager/Cost Center

Sub Fund: 0101GENERAL FUND

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	68,398.94	67,862	2320	
2410	Sch Off Mgr..Off/Admin Assist.	XP	31,870.49	32,732.00	0.00	33,160.25	33,001	2410	
2413	Additional Duty - Cler.Tech,Of	XP	549.83	500.00	0.00	277.97	500	2413	
2430	Confidential Salaries	XP	72,163.35	80,955.00	0.00	77,519.92	69,144	2430	
2470	Overtime - Clerical,Tech,Off	XP	365.74	250.00	0.00	128.95	250	2470	
3202	PERS-CLASSIFIED	XP	20,084.89	24,302.00	0.00	23,333.26	26,148	3202	
3314	MEDICARE-CLASSIFIED	XP	2,408.57	2,653.00	0.00	2,517.99	2,465	3314	
3354	ALTERNATIVE RETIRE-CLASSIFIED	XP	12.35	14.00	0.00	13.00	14	3354	
3356	OASDI-CLASSIFIED	XP	10,115.71	11,273.00	0.00	10,366.92	10,472	3356	
3402	HEALTH & WELFARE-CLASSIFIED	XP	42,500.10	45,750.00	0.00	45,750.00	45,750	3402	
3502	SUI-CLASSIFIED	XP	82.29	86.00	0.00	82.84	84	3502	
3602	WORKERS'COMP-CLASSIFIED	XP	3,990.36	4,130.00	0.00	4,052.86	3,723	3602	
3954	Long Term Disability-Class	XP	279.00	295.00	0.00	294.50	279	3954	
4325	Office Supplies	XP	853.18	550.00	0.00	531.10	550	4325	
5210	Travel, Conference, Workshop	XP	1,415.04	4,008.00	0.00	4,017.16	2,500	5210	
5290	Mileage 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	34,296.50	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	0.00	1,354.88	1,550	5828	
Total	012819771 Personnel Commission		257,689.11	305,997.00	0.00	309,247.99	281,742		

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **APPROVAL OF 2017-2018 EDJOIN ANNUAL FEE AND/OR MEMBERSHIP TO PCASC**

DATE: August 16, 2017

Attached are the invoices for 2017-2018 EDJOIN annual fee and membership to PCASC for approval.

RECOMMENDATION

The Personnel Commission approve 2017-2018 annual fee to EDJOIN.

The Personnel Commission approve 2017-2018 membership to PCASC.

Attachments #21 & #22

SAN JOAQUIN COUNTY OF EDUCATION

James A. Mousalimas, Superintendent
P.O.Box 213030
Stockton, Ca 95213-9030



INVOICE

TO: Fountain Valley Elementary
Ross Hessler
10055 Slater Ave
Fountain Valley CA 92708

INVOICE: 17180755
INVOICE DATE: 8/16/2017
CUSTOMER'S P.O NO.: L20R0176

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1	Fountain Valley Elementary EDJOIN Account Fees - FY 17/18, see service agreement for details.	\$929.55	\$929.55

REMIT TO: San Joaquin County Office of Education
P.O. Box 213030, Stockton, CA, 95213-9030

Please contact Rachel Aschwanden at (209) 292-2662 with any questions or concerns regarding this info.

TOTAL:	\$929.55
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DISTRIBUTION: 2 Copies - PURCHASER
1 Copy - ORIGINATING DEPT.
2 Copies - CO. OFFICE OF EDUC. BUSINESS SERVICES

ACCOUNT NUMBER(S)	AMOUNT(S)
01-0000-0-0000-0000-8689-500-5026	\$929.55
INITIALS:	



PCASC ANNUAL MEMBERSHIP INVOICE

Invoice Number: 2017/18-011

June 29, 2017

Mr. Ross Hessler, Director Human Resources
Fountain Valley School District
10055 Slater Ave.
Fountain Valley, CA 92708

<u>Description</u>	<u>Unit Price</u>
Annual Membership: <i>Personnel Commissioners Association of Southern California (PCASC)</i> 2017 - 2018 (18-19 will increase next year)	\$40.00

Checks only (No purchase orders, please) payable to:

Personnel Commissioners Association of Southern CA (PCASC)

Please send check with copy of invoice to: PCASC Treasurer A. Perez
1012 W. Beverly Blvd #341
Montebello, CA 90640

More information visit pcasc.meritsystem.org or email pcascsecretary@gmail.com

[Tax ID: 80-0925314] – TIN