

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

December 14, 2017
4:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Mr. Tony McCombs, 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, November 16, 2017** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, December 7, 2017** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, October 12, 2017** *Information*
(Attachment #3)
6. **Minutes, Special Meeting of the Board of Trustees, October 26, 2017** *Information*
(Attachment #4)
7. **Minutes, Regular Meeting of the Board of Trustees, November 9, 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. Oath of Office for Commissioner McCombs | <i>Information</i> |
| 12. Election of Personnel Commission Officers | <i>Action</i> |
| 13. Selection of Personnel Commission Meeting Dates
(Attachment #6) | <i>Action</i> |
| 14. Classification Study Approval
(Attachments #7-#19) | <i>Action</i> |
| 15. Eligibility Lists- Extension of Eligibility Lists
(Office Assistant)
(Attachment #20) | <i>Action</i> |

PERSONNAL

- | | |
|-------------------------------------------------------|--------------------|
| 16. Job Announcements
(Attachments #21-#26) | <i>Information</i> |
|-------------------------------------------------------|--------------------|

FINANCIAL

- | | |
|----------------------------------------------------------|---------------|
| 17. CSPCA Conference Approval
(Attachment #27) | <i>Action</i> |
|----------------------------------------------------------|---------------|

CLOSED SESSION

18. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**January 2018
4:30 p.m.
Board Room**

ADJOURNMENT

20. 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 NOVEMBER 16, 2017**

DATE: November 21, 2017

Attached for your approval are the minutes of the Personnel Commission regular meeting of November 16, 2017.

RECOMMENDATION

The Personnel Commission approve the minutes of the November 16, 2017 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

November 16, 2017

4:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. in the PDC room, 10055 Slater Avenue, Fountain Valley, California. Rabbi Einstein led the Pledge of Allegiance.

Present for the entire meeting:

(Mrs. Carol Davis, Chairperson -absent)
Mr. William Mullin, Vice Chairperson
Rabbi Einstein, Member
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Rabbi Einstein moved to approve the agenda as presented. Automatic second used due to absence of Mrs. Davis. Motion Carried.

Introduction of Guests

Ms. Cathie Abdel, Mr. Steve Benner, Ms. Rena Bonifay, Ms. Suzie Davis, Ms. Mona Green, Ms. Kitty Kaufman, Mr. Sam Koser, Ms. Vanessa Larios, Ms. Jill Martin, Ms. Chris Olsen, Ms. Sandy O'Toole, Mr. Jeff Polen, Ms. Connie Ramirez, Cathy Silva, Ms. Nancy Spirk and Ms. June Williams were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, October 26, 2017

No approval of the October 26, 2017 minutes due to Mrs. Davis' absence.

Agenda, Special Meeting of the Board of Trustees, October 26, 2017

Presented as an information item only.

Agenda, Regular Meeting of the Board of Trustees, November 9, 2017

Presented as an information item only.

Director's Report

Mr. Hessler thanked the Personnel Commission and the Board of Trustees for authorizing the funds and the process used for the classification study. He stated it was a more employee involved process which included an opportunity for follow-up. He reminded everyone that the study and draft job descriptions could be found online on the Fountain Valley School District website.

Commissioners' Comments

Mr. Mullin stated there would be no action taken on the Classification Study at this meeting due to the absence of Ms. Davis.

Public Comments

Five employees requested the opportunity to address the Personnel Commission regarding the classification study and the draft job descriptions provided by EMS. The first to speak was Jeff Polen, who asked that his classification as A/V Communications Repair Technician be reviewed further for internal equity against other trade classifications. The second group to speak included three employees, Suzie Davis, Chris Olsen and Nancy Spirk, who represented the School Office Managers. They requested their classification's range be reconsidered due to internal equity. They stated the Personnel Commission had approved a range increase for their classification in March 2008 but not approved at that time by the Board of Trustees. The fourth employee to address the Personnel Commission was Mr. Steve Benner. He wished to thank the Commission for the study and since the classification study was not being voted on at this meeting, chose not to address anything further regarding his classification. The fifth employee to address the Commission was Ms. Mona Green, who also wished to thank the Personnel Commission for classification study and consideration of changes to the ESP Lead Instructor classification's title and salary.

ADMINISTRATION

Classification Study Approval- Presentation by Educational Management Solutions (EMS)

The classification study was presented by Ms. Betty Gray from EMS. She presented an overview of the Classification and Compensation Study including the three main components of the study. These components are job analysis, job valuation (internal equity) and market analysis (external equity). She presented the findings and recommendations of the study. The internal equity study resulted in three classes recommended for an increase and two recommended for a range decrease. Regarding the market review, she recommended that we consider salaries greater than 5% below the median as being significant. She also discussed the implementation strategies and explained the exhibits.

After the classification study was presented there were some questions by the audience and additional comments by the Personnel Commission. The Extended School Program Lead Instructors requested their classification be reviewed for internal equity due to the educational requirement. Mr. Mullin stated he wants to implement this process more often and wanted to reassure employees there would be no reductions to current employees.

Eligibility Lists

Rabbi Einstein moved to approve the Eligibility Lists for Bus Driver, Instructional Assistant, IA SH/PH, IA Special Education. Automatic second. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Office Assistant was reviewed

FINANCIAL

Nothing at this time.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:
December 14, 2017
4:30 p.m.
Board Room

ADJOURNMENT

The November 16, 2017 regular meeting of the Personnel Commission was adjourned at 6:06 p.m.

Mrs. Carol Davis, Chairperson

Mr. Bill Mullin, Vice Chairperson

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 DECEMBER 7, 2017**

DATE: November 7, 2017

Attached for your information is the agenda of the Board of Trustees regular meeting of December 7, 2017.



Fountain Valley School District

BOARD OF TRUSTEES
ANNUAL ORGANIZATIONAL MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

December 7, 2017

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

M ___
 2nd ___
 V ___

BOARD WORKSHOP

1. MEASURE O PROJECT UPDATE

Assistant Superintendent, Business Services, Chris Fullerton, and Director, Maintenance and Facilities, Joe Hastie, will provide an update to the Board of Trustees regarding Phases 1 and 2 of the Measure O HVAC and Modernization Project.

- 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*

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.

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 2.10 acres of land improved with a 43,191 sq. ft. two-story commercial office building located at 265 S. Anita Drive, Orange, California (known generally as the Crossroads Office Park site) ("Property").

Negotiating Parties: Fountain Valley School District (real property negotiators Christine Fullerton, Assistant Superintendent, Business Services, and District legal counsel) (potential Seller), and the County of Orange (potential Buyer).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the proposed sale of the Property to the potential Buyer.

- Conference with Legal Counsel – Existing Litigation: *Government Code Section 54956.9*
(Subdivision (a) of Section 54956.9)

Name of case: Cal200 v. Apply Valley USD, et al.

- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of *Government Code section 54956.9*: 1 case

- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

2. RECOGNITION OF OUTGOING PRESIDENT SANDRA CRANDALL

The Board of Trustees would like to recognize and thank outgoing Board President Sandra Crandall for her leadership this past year. The Board of Trustees will join staff and the community in celebrating the successes of 2017 in the Fountain Valley School District under her leadership.

- RECESS

STAFF REPORTS AND PRESENTATIONS

3. FIRST INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)

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

BOARD REPORTS AND COMMUNICATIONS

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

PUBLIC COMMENTS

Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. If a member of the audience requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them personally or in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

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

LEGISLATIVE SESSION

- 4. **ELECTION OF BOARD PRESIDENT FOR 2018** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees opens nominations and reaches consensus on a Board President for the calendar year 2018.

- 5. **ELECTION OF PRESIDENT PRO TEM FOR 2018** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees opens nominations and reaches consensus on a Board President Pro Tem for the calendar year 2018.

- 6. **ELECTION OF BOARD CLERK FOR 2018** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees opens nominations and reaches consensus on a Board Clerk for the calendar year 2018.

- 7. **SELECTION OF REPRESENTATIVES TO COUNTY COMMITTEES AND COUNCILS AND DISTRICT COMMITTEES** M ___
2nd ___

V ____

As part of the annual organizational meeting, the Board shall select board representatives to County committees and councils and various District committees. Alternates may be selected for some of the committees at the discretion of the board.

Superintendent's Recommendation: It is recommended that the Board of Trustees opens for discussion and reaches consensus on board representation on County Councils and District Committees.

8. SELECTION OF BOARD MEETING DATES FOR 2018

M ____
2nd ____
V ____

Superintendent's Recommendation: It is recommended that the Board of Trustees discusses and reaches consensus on the Board Calendar for 2018.

9. CSBA DELEGATE ASSEMBLY NOMINATIONS

M ____
2nd ____
V ____

The Delegate Assembly is the policy-making body of CSBA. Board members elected to the Delegate Assembly serve a two-year term beginning April 1, 2018.

Superintendent's Recommendation: It is recommended that the Board of Trustees reach consensus on which name or names it will submit in nomination for the CSBA Region 15 Delegate Assembly.

10. 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

- 10-A.** Board Meeting Minutes from November 9 regular meeting
- 10-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 10-C.** Donations
- 10-D.** Warrants
- 10-E.** Purchase Order Listing
- 10-F.** Budget Adjustments
- 10-G.** Resolution 2018-18: Payment to Trustee Jeanne Galindo for missed meeting due to illness.

Consent Items

10-H. APPROVAL OF 2017-18 FIRST INTERIM REPORT

Superintendent's Comments: The First Interim Report is completed and submitted to the County Office of Education and the State Controller's Office as of October 31, 2017. It is recommended that the Board of Trustees receives and authorizes submittal of the First Interim Report for 2017-18.

10-I. REVIEW AND APPROVAL OF 2016-17 FINANCIAL AUDIT

Superintendent's Comments: It is recommended that the Board of Trustees receives and accepts the 2016-17 Financial Audit.

10-J. APPROVAL OF A THREE-YEAR EXTENSION OF THE MCGRAW-HILL EDUCATION CA MATH TEXTBOOK ADOPTION FOR FVSD MIDDLE SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approves the three-year extension of the McGraw-Hill Education *CA Math* textbook adoption to continue providing textbook materials for the District's three middle schools.

10-K. DECLARATION OF SURPLUS PROPERTY AND AGREEMENT WITH GENERAL AUCTION COMPANY FOR DISPOSAL OF DISTRICT SURPLUS VEHICLES

Superintendent's Comments: It is recommended that the Board of Trustees declares the property listed in the attached memo to be surplus. It is further recommended that the Board of Trustees approves the agreement with General Auction Company and authorizes the Superintendent or designee to sign all related documents.

10-L. APPROVE RESOLUTION 2018-17 ESTABLISHING DISTRICT STANDARDS FOR PARTS, EQUIPMENT AND PRODUCTS ASSOCIATED WITH THE MEASURE O HVAC AND MODERNIZATION PROJECTS

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2018-17, establishing District standards for parts, equipment, and produces associated with Measure O HVAC and Modernization Projects.

10-M. APPROVAL OF REVISED CONSULTING SERVICES AGREEMENT WITH TOTAL COMPENSATION SYSTEMS, INC. FOR POST-EMPLOYMENT BENEFITS ACTUARIAL STUDY

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.

10-N. 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
LeRoy Haynes Center for Children And Family Services	N/A	12/7/17-6/30/18
LeRoy Haynes Center for Children And Family Services	\$4,000	12/7/17-6/30/18
Port View Preparatory School, Inc.	\$13,747.50	7/1/17-6/30/18

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, January 18, 2018 at 7:00pm
(pending Board approval this evening).**

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 by calling 714.843.3255 during normal business hours.

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 by calling 714.843.3255 or by faxing 714.841.0356.

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 OF OCTOBER 12, 2017**

DATE: December 6, 2017

Attached for your information are the minutes of the Board of Trustees regular meeting of October 12, 2017.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

October 12, 2017

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 5:36pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

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

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

AGENDA APPROVAL

Second: Mrs. Shultz

Vote: 5-0

BOARD WORKSHOPS

Steve McLaughlin, Assistant Superintendent, Educational Services and Julianne Hoefler, Director, Educational Services presented the 2017 California Assessment of Student Performance and Progress (CAASPP) results for Fountain Valley School District and reviewed the California Dashboard with the Board of Trustees. Dr. McLaughlin provided an overview of the information to be shared this evening. He also reiterated the message shared with staff at the Leadership Advance: stay on target. Following this, he provided a historical review of CST results in the District. In addition, he shared 2015-16 SBAC results, noting an overview of the performance indicators and some of the graphics and studies of data shared last year. He shared the continued focus on data, as inquiry and exploration motivate action and data is meant to inform our practice. He shared as well the results for 2016-17, noting that the District is at 75% in ELA and 70% in math. Dr. McLaughlin provided a comparison of the District's

CALIFORNIA
ASSESSMENT OF
STUDENT
PERFORMANCE AND
PROGRESS (CAASPP)
RESULTS 2017 AND
CALIFORNIA
DASHBOARD

performance in relation to the County and State, noting that the District continues to exceed County and State averages. He also shared grade level results for the District in both ELA and math, noting that multi-year gains in all areas from the first administration to the third, with the exception of sixth grade math. He noted as well the intervention plans already in place from the summer involving CGI to address this. He highlighted as well that 80% of eighth graders are at or exceeded standards in ELA and 71% in math, both commendable results for our students on their way to high school. He also shared subgroup results. He commended Dr. Hoefer and Danielle Zavala for the engaging graphics created to share this data. Dr. McLaughlin noted trends across our subgroups with gains across the three years for all, with the exception of our EL students, down in ELA from 43% to 42%. He noted as well that in math, all subgroups are up. Again, our subgroups exceed County and State averages in ELA and math. Lastly, he reviewed our site results, providing results overall and by grade level for each school in both ELA and math. He also reviewed our curriculum targets, supported by our TOSAs. In closing, he noted the focus this year on deeper questions regarding interventions, including: who is at risk; why; what are we doing; and how is it working. Following this, Dr. Hoefer provided a review of the California School Dashboard. She shared the Local Control Funding Formula (LCFF) Evaluation Rubrics and the California School Dashboards, noting its fully operational tentative release set for December 2017. She shared the California School Dashboard State Indicators and a review of the Status/Change Grid. Following this, she shared specifics of the FVSD Dashboard and our Equity Report. In addition, she focused on the Local Indicators, only reported at the District level, including: basics, implementation of academic standards, parent engagement and local climate survey. In closing, she reiterated the focus this year, staying on target, for all kids.

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: District owned real property
located at 265 S. Anita Drive,
Orange, California, known
generally as the Crossroads
Office Park (“Property”).

Negotiating Parties: Fountain Valley School
District, real property
negotiators Christine Fullerton,
Assistant Superintendent,
Business Services and District
legal counsel, and the County
of Orange.

Under Negotiation: Instruction to negotiators will
concern price and terms of
purchase issues associated with
the possible sale of the
identified Property.

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

PLEDGE OF
ALLEGIANCE

Mr. Cunneen led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

The Board of Trustees joined staff and the community in
celebrating Wally Krichesky, Heavy-Duty Mechanic, as
Fountain Valley School District’s Classified Employee of the
Year.

CELEBRATION OF
CLASSIFIED EMPLOYEE
OF THE YEAR: WALLY
KRICHESKY

Following the grant presentation, the Board took a brief recess for cookies and photos.

BOARD REPORTS AND COMMUNICATIONS

Mr. Collins' activities since the last meeting included: three FVSF meetings, Rotary meetings, school visits to Fulton, Tamura, Newland, Courreges and Oka, Fulton and Oka Back to School Nights, SPC meeting, Hyundai Hope on Wheels Night Under the Stars, and OCSBA fiscal seminar with CSBA. He noted looking forward to the FV Rotary Ed Arnold Event honoring David Truong. He also reminded the audience of the upcoming Marc Ecker Golf Tournament on October 23.

Mrs. Schultz's activities since the last meeting included: Back to School Night at Fulton and ACSA/OCSBA Joint Dinner Meeting. She noted that now when at the schools, modernization is on her mind. She thanked Mr. Johnson for touring them around campus.

Mrs. Galindo's activities since the last meeting included: FVSF meeting, noting that the Taste of Fountain Valley will be April 21st, OCSBA fiscal seminar with CSBA, Back to School Night at Talbert, and visits to Plavan, Gisler and Courreges. In addition, having missed the opportunity last meeting, she thanked staff and families for a wonderful start to the year.

Mr. Cunneen's activities since the last meeting included: Back to School Night at Newland and Masuda, OCSBA fiscal seminar with CSBA, ACSA/OCSBA Joint Dinner Meeting.

Mrs. Crandall congratulated our students and staff for collectively raising the CAASP scores for 2016-17. Her activities since the last meeting included: tours at all of our schools, Back to School Nights at Courreges, Tamura and Oka, OCSBA fiscal seminar with CSBA, OCSBA/ACSA Joint Dinner Meeting, SPC meeting, Mayor's Breakfast with District Attorney Tony Ricacus, Tustin Schools Foundation State of the District breakfast, Hyundai Hope on Wheels Night Under the Stars event and 5k/10k Family Fun Run, presented a Boy Scout Troop address on how to be a community leader, 6th-8th grade ELA training with Carol Jago, and after school CGI training for new teachers. She thanked the Board for their service this month.

PUBLIC COMMENTS

There was one request to address the Board of Trustees. A parent addressed the Board regarding safety at our schools.

PUBLIC COMMENTS

PUBLIC HEARINGS

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the certification of provisions of standards-aligned instructional materials for the Fountain Valley School District. Public input was welcomed. There were no requests to speak and the hearing was closed.

CERTIFICATION OF PROVISIONS OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

LEGISLATIVE SESSION

Motion: Mrs. Schultz moved to adopt Resolution 2018-12 In Support of the Filing of an Application For State Funding for Listed School District Eligible Facilities

RESOLUTION 2018-12 IN SUPPORT OF THE FILING OF AN APPLICATION FOR STATE FUNDING FOR LISTED SCHOOL DISTRICT ELIGIBLE FACILITIES

Second: Mrs. Galindo

Vote: 5-0

Motion: Mr. Cunneen moved to adopt Resolution 2018-14: Certification Of Provision Of Standards-Aligned Instructional Materials

RESOLUTION 2018-14: CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

Second: Mr. Collins

Vote: 5-0

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

CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS

Second: Mr. Collins

Vote: 4-0

The Consent Calendar included:

- Board Meeting Minutes from September 7th regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Order Listing
- Williams Uniform Complaint Quarterly Report

- Approve Christine Fullerton, Assistant Superintendent, Business Services and Joe Hastie, Director of Maintenance & Facilities as the District’s Representatives to the State Facilities Program
- Resolution 2018-13: Authorization for Teaching Credentials
- Approval to Solicit Request For Proposal to Upgrade Existing 1 GB Data Lines To 10 GB Districtwide
- Language Network
- Independent Contract for Behavior Solutions
- California Healthy Kids Survey
- Approve the Contract with Governmental Financial Strategies to Provide Continuing Disclosure Service Related to Measure O General Obligation Bonds
- Approval of Full Day Consulting Agreement between Growing Educators, Incorporated and Fountain Valley School District to Provide a Balanced Literacy Presentation at the November 9th Staff Development Day
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Olive Crest Academy	N/A	7/1/17-6/30/18
Olive Crest Academy	\$1,764	7/1/17-6/30/18
Olive Crest Academy	\$1,764	7/1/17-6/30/18
Olive Crest Academy	\$1,764	7/1/17-6/30/18
Trinity Consulting	\$1,150	10/12/17-6/30/18

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Noted that a month in, it is remarkable the amount of work going on in our District with nearly all of our teachers receiving professional development. He focused on CGI, noting the high quality with this being only the third year in our District. He commended and thanked our pioneer teachers that allowed peers to watch their demo lessons. He noted that those presenting were rock stars and he commended our organization for honoring them as such. He thanked Dr. McLaughlin and Dr. Hoefer for leading this work. In addition, he highlighted the focus on writing, and the recent adoption of a software called Turnitin.com that allows teachers to more efficiently give feedback to students, will also highlighting great student work. He noted his pride in our use of technology and the prevalence of devices, nearing 1:1 in many instances. Moreover, he commended our Board of Trustees for their involvement in our schools, noting that we are already in our second round of tours. He highlighted the tour at Plavan, commending the CGI board in their CDC Preschool classroom, in addition to the work being done in kindergarten and up with CGI. He also thanked Hyundai, a wonderful community partner, for their recent, generous donation to our literacy program. We are so fortunate for partners like them in our community. Dr. Johnson commended Mrs. Fullerton and Mr. Hastie for the submission of

our plans to DSA on September 19th. He explained the hope that we will have these plans back in late December/January, allowing us to have shovels in the ground once students leave in June. In closing, he commended Dr. McLaughlin and Dr. Hoefler for their presentation this evening, noting that our District is one of only a few that went up in both ELA and math, truly commendable.

CLOSED SESSION

Mrs. Crandall announced that the Board would retire into a second Closed Session. Action was still 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: District owned real property located at 265 S. Anita Drive, Orange, California, known generally as the Crossroads Office Park ("Property").

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel, and the County of Orange.

Under Negotiation: Instruction to negotiators will concern price and terms of purchase issues associated with the possible sale of the identified Property.

The public portion of the meeting resumed at 7:59pm.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 8:00pm.

Second: Mrs. Schultz

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

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

DATE: December 6, 2017

Attached for your information are the minutes of the Board of Trustees special meeting of October 26, 2017.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

October 26, 2017

MINUTES

President Crandall called the special meeting of the Board of Trustees to order at 5:34pm. CALL TO ORDER

The following board members were present: ROLL CALL

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

Absent:
Jeanne Galindo Member

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

Second: Mrs. Schultz

Vote: 5-0

Mrs. Abdel led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

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 2.10 acres of land improved with a 43,191 sq. ft. two-story commercial office building located at 265 S. Anita Drive, Orange, California (known generally as the Crossroads Office Park site) (“Property”).

Negotiating Parties: Fountain Valley School District (real property negotiators Christine Fullerton, Assistant Superintendent, Business Services, and District legal counsel) (potential Seller), and the County of Orange (potential Buyer).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the proposed sale of the Property to the potential Buyer.

- 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 possible sublease under the existing lease agreement.

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

BOARD WORKSHOPS

Superintendent, Mark Johnson, Ed.D., and Assistant Superintendent, Business Services, Christine Fullerton, joined the Board for a discussion of the allocation of investment proceeds generated during the 2015-2016 fiscal year from Fund 40-41. Dr. Johnson opened the workshop with an overview of the discussion this evening. Mrs. Fullerton provided a review of Fund 40-41, including how it is invested. She also provided a review of the August workshop. Mrs. Fullerton shared that proceeds in fiscal year 2015-16 was \$308,219.38 and proceeds for fiscal year 2016-17 was \$485,261.86. Following this, the Board was given the opportunity to review the priority list generated by the Board over the last few months. Facilities modernization, allocation to the General Fund and increased AC costs were seen as the top three priorities for the Board. Staff will bring back a process examining these three priorities for the Board to discuss.

DISCUSSION ON THE INVESTMENT INCOME FROM FUND 40-41

Assistant Superintendent, Business Services, Christine Fullerton, and Director of Maintenance and Facilities, Joe Hastie, joined the Board for a discussion of the addition of science rooms and a music room at each of the District's three middle school campuses. The discussion also included possible additional projects outside the scope of Measure O Bond funds, and potential alternative funding sources. Mrs. Fullerton opened the workshop with a review of the items to be discussed this evening. She provided an update regarding our Measure O projects. She also reviewed school phase assignments and scope categories from the Facilities Master

DISCUSSION OF ADDITION OF SCIENCE AND MUSIC ROOMS AT THREE MIDDLE SCHOOLS

Plan and the Board's prioritization of these scope categories. Mrs. Fullerton reviewed possible science classrooms, noting the option of Gen7 science rooms. Mrs. Fullerton shared renderings of the interior and exteriors of the Gen7 buildings. Moreover, Mrs. Fullerton shared the exploration of more traditional rooms for music classrooms. Following this, Mrs. Fullerton shared the estimated costs associated with science and music classrooms and the associated site work, at \$2.0-\$2.4 million per site, or \$6.5-\$7.0 million for all three sites. In closing, Mrs. Fullerton reviewed possible funding sources, including deferred maintenance, the sale of Crossroads, proceeds from Fund 40-41 and additional funds in Fund 40. Following discussion, the Board reached consensus to allocate the proceeds from Crossroads to facilities, and for staff to continue to do considerable research regarding value engineering choices surrounding science rooms and music rooms at our middle schools.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz's activities since the last meeting included: Fountain Valley Rotary Club Ed Arnold event honoring David Truong.

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen's events since the last meeting included: Fountain Valley Rotary Club Ed Arnold event honoring David Truong.

Mr. Collins' events since the last meeting included: Fountain Valley Rotary Club Ed Arnold event honoring David Truong, Rotary MIS recognition, SPC meeting, FVSF Marc Ecker Golf Tournament, visits to Oka and Cox Schools, with upcoming activities including meeting with HBCSD regarding evaluation of the Golden Bell program, Wine and Words Literacy Program at Meadow Lark, and the Hyundai Trunk or Treat.

Mrs. Crandall extended our thanks to the many community organizations for their support of our schools. Her activities since the last meeting included: Fountain Valley Rotary Club Ed Arnold event honoring David Truong, OCDE Teacher of the Year recognition dinner, tour of the Twilight Program run by the Huntington Valley Boys and Girls Club, SPC meeting, and the FVSF Marc Ecker Golf Tournament. She thanked the Trustees for their service since the last meeting.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees

PUBLIC COMMENTS

LEGISLATIVE SESSION

Mr. Cunneen requested that Item 3B Approve the Right to Entry Agreement with the County of Orange for the District Property Located at 265 S. Anita Drive, Orange, California, Known as Crossroads Office Park be pulled for separate vote.

**CONSENT
CALENDAR/
ROUTINE ITEMS OF
BUSINESS**

Motion: Mrs. Schultz moved to approve the Consent Calendar with the exception of Item 3B Approve the Right to Entry Agreement with the County of Orange for the District Property Located at 265 S. Anita Drive, Orange, California, Known as Crossroads Office Park.

Second: Mr. Collins

Vote: 4-0

Motion: Mr. Cunneen moved to approve Item 3B Approve the Right to Entry Agreement with the County of Orange for the District Property Located at 265 S. Anita Drive, Orange, California, Known as Crossroads Office Park.

Second: Mrs. Schultz

Mrs. Fullerton shared that the County of Orange, upon review of the Right of Entry Agreement, asked for changes to be made to the agreement. These minor changes have been reviewed by our legal counsel and it is recommended that the Board approve the agreement with the inclusion of these minor changes.

Vote: 4-0

The Consent Calendar included:

- Contract for Differentiated Curriculum and Instruction Professional Development Services at Talbert Middle School Provided by Kimberly Dodds Keran
- Approve the Right of Entry Agreement with the County of Orange for the District Property Located at 265 S. Anita Drive, Orange, CA, Known as Crossroads Office Park

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Noted that despite being a short agenda, it has been an important meeting with valuable discussion. He noted his excitement regarding the progress of the sale of our Crossroads building. Moreover he celebrated this evening's discussion regarding Fund 40-41. And, he noted his excitement that we have moved one step closer to having science and music classrooms at our middle schools. He thanked the Board for their work this evening. In addition, he commended Mrs. Fullerton and Mr. Hastie for their research and presentations this evening. In closing, he noted the difficult this week has been for our teachers and classified staff given the heat. He noted how grateful we are that we continue to work together.

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 8:33pm.

Second: Mr. Collins

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF NOVEMBER 9, 2017**

DATE: December 6, 2017

Attached for your information are the minutes of the Board of Trustees regular meeting of November 9, 2017.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

November 9, 2017

MINUTES

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

Absent:

Jeanne Galindo	Member
----------------	--------

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

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 4-0

BOARD WORKSHOPS

Superintendent, Mark Johnson, Ed.D., and Assistant Superintendent, Business Services, Christine Fullerton, joined the Board for a follow up discussion of the allocation of investment proceeds generated during the 2015-2016 fiscal year from Fund 40-41. Mrs. Fullerton provided a review of the discussion during the August and October workshops. She reviewed the priorities discussed by the Board. Following this, Dr. Johnson shared staff's recommendation that the Board allocate the 2015-16 revenue of \$308,219.38 to facilities/modernization budget. Following discussion, the Board gave direction to allocate the revenue from 2015-16 to the facilities/modernization budget.

DISCUSSION ON THE
INVESTMENT OF
INCOME FROM FUND
40-41

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 Legal Counsel—Existing Litigation: *Government Code Section 54956.9*
(Subdivision (a) of Section 54956.9)

Name of case: Cal200 v. Apply Valley USD, et al.

- Conference with Real Property Negotiator: *Government Code Section 54956.8*
Property: Approximately 2.10 acres of land improved with a 43,191 sq. ft. two-story commercial office building located at 265 S. Anita Drive, Orange, California (known generally as the Crossroads Office Park site) ("Property").

Negotiating Parties: Fountain Valley School District (real property negotiators Christine Fullerton, Assistant Superintendent, Business Services, and District legal counsel) (potential Seller), and the County of Orange (potential Buyer).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the proposed sale of the Property to the potential Buyer.

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

PLEDGE OF
ALLEGIANCE

Dr. McLaughlin led the Pledge of Allegiance.

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen noted that he is looking forward to the Masuda Veterans' Day ceremony on Monday. He noted as well missing colleague Mrs. Galindo and thanked everyone for their thoughts and prayers regarding his wife, Mimi.

Mr. Collins' activities since the last meeting included: Huntington Beach Wine and Words fundraiser for literacy, evaluator for the Golden Bell Award, visit to Plavan, FVSF meeting, FV Rotary meeting, Courreges' Veterans' Day ceremony and elementary literacy program staff development day at Plavan.

Mr. Schultz commended our staff for the recent, successful parent conference week, thanking them for their efforts in connecting our families to our schools. She also commended staff's efforts regarding today's elementary literacy program staff development day, in addition to the middle school site-led staff development days focused on Visible Learning. She commended the Courreges' Veterans' Day ceremony, noting the upcoming Masuda Veterans' Day ceremony on Monday. Lastly, with the upcoming holidays, she expressed her wish that everyone has the chance to enjoy time with family and friends.

Mrs. Crandall congratulated Dr. McLaughlin and his team, Dr. Hoefler and her team, Mrs. Fullerton and the technology team, our TOSAs and Mrs. Lucchese for a successful elementary literacy program staff development day at Plavan. Her activities since the last meeting included: District Office Halloween luncheon, Courreges' Veteran's Day ceremony, elementary literacy program staff development day at Plavan, Hyundai Trunk or Treat event, and the Chamber of Commerce Mayor's Ball. She thanked the Board for their service this month.

PUBLIC HEARINGS

A public hearing was held for the purpose of receiving public comment on the initial contract proposals between the Fountain Valley School District and the Fountain Valley Education Association for the 2017-18 school year. Public input was welcomed. There were no requests to speak and the hearing was closed.

PUBLIC HEARING ON
INITIAL CONTRACT
PROPOSALS BETWEEN
FOUNTAIN VALLEY
SCHOOL DISTRICT AND
FOUNTAIN VALLEY
EDUCATION
ASSOCIATION FOR 2017-
18

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 Memorandum of Understanding Between the Orange County Department of Education and the Fountain Valley School District for the Teacher Induction Program Consortium.

APPROVAL OF 2017-18
MEMORANDUM OF
UNDERSTANDING
BETWEEN THE
ORANGE COUNTY
DEPARTMENT OF
EDUCATION
AND THE FOUNTAIN
VALLEY SCHOOL
DISTRICT FOR THE
TEACHER INDUCTION
PROGRAM
CONSORTIUM

Second: Mrs. Schultz

Vote: 4-0

Motion: Mr. Cunneen moved to approve the 2017-18 Memorandum of Understanding Between the Orange County Department of Education Program Consortium and the Fountain Valley School District for the Education Specialist (ES) Induction Program Consortium.

APPROVAL OF 2017-18
MEMORANDUM OF
UNDERSTANDING
BETWEEN THE
ORANGE COUNTY
DEPARTMENT OF
EDUCATION PROGRAM
CONSORTIUM AND THE
FOUNTAIN VALLEY
SCHOOL DISTRICT FOR
THE EDUCATION
SPECIALIST (ES)
INDUCTION PROGRAM
CONSORTIUM

Second: Mrs. Schultz

Vote: 4-0

Regarding item 5, Mrs. Fullerton noted that the District and the County of Orange have made further changes to the purchase agreement originally agendized for tonight’s board meeting. The changes have been provided to the Board, and are mostly non-substantive in nature. These changes are acceptable to administration and District’s legal counsel, and the only real substantive changes relate to allowing the County to negotiate with current tenants, as well as modification to insurance coverage language to become consistent with the current right of entry agreement between the parties. Therefore, staff recommends that the Board approve the purchase agreement as revised and presented at tonight’s board meeting.

ESCROW
INSTRUCTIONS BY AND
BETWEEN THE
FOUNTAIN VALLEY
SCHOOL DISTRICT AND
THE COUNTY OF
ORANGE FOR DISTRICT
PROPERTY LOCATED
AT 265 S. ANITA,
ORANGE, CA
GENERALLY KNOWN
AS CROSSROADS
OFFICE PARK

Motion: Mrs. Crandall moved that the purchase agreement and joint escrow instructions between the District and the County of Orange for the Crossroads Office Park property, as has been revised and presented at tonight’s board meeting, be approved by the Board, and that a delegation of authority be given to the Superintendent and the Assistant Superintendent of Business to make any further non-substantive revisions they deemed necessary in consultation with District legal counsel so that we can have this purchase agreement finalized and escrow opened.

Second: Mr. Collins

Vote: 4-0

Motion: Mr. Collins moved to approve the Consent Calendar.

CONSENT CALENDAR/
ROUTINE ITEMS OF
BUSINESS

Second: Mrs. Schultz

Vote: 4-0

The Consent Calendar included:

- Board Meeting Minutes from October 12th regular meeting
- Board Meeting Minutes from October 26th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations

- Warrants
- Purchase Order Listing
- Resolution 2018-15: Compensation to Trustee Jeanne Galindo for missed meeting due to illness
- Annual Organizational Meeting
- Receipt of Fountain Valley Education Association’s Initial Proposal for 2017-18
- Presentation of Fountain Valley School District’s 2017-18 Initial Contract Proposals to the Fountain Valley Education Association
- Special Ed Settlement Agreement 2018-B
- Approval of Contract Between Fountain Valley School District and Turnitin, Llc, to provide Revision Assistant to a Small Group of Teachers in the District’s Three Middle Schools
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Del Sol School	\$35,716	10/30/2017-6/8/2018
Olive Crest Academy	\$37,158.40	10/11/2017-6/30/2018

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Welcomed Mr. McCombs to the meeting this evening. He thanked him for his work on the Facilities Committee, in addition to being a wonderful community member. As he will now be a Personnel Commissioner, he welcomed him back to the family. Regarding the Courreges’ Veterans’ Day ceremony, he noted his pride in not only being an American, but in Courreges’ teaching our students of the importance of our veterans. He thanked our veterans for their service. Given that we will not see each other until after the Thanksgiving holiday, he wished everyone an opportunity to spend time with family and friends. In closing, he noted the District-led reading conference today held at Plavan, with all seven elementary schools present. He extended the biggest kudos to Dr. McLaughlin and his team for the execution of this conference, with 27 sessions. Each of nearly 200 participants was given the opportunity to choose the session of their preference. In addition, at each of our middle schools, there was a focus on Visible Learning as staff took time to reflect on lessons to better define learning targets, use data to inform practices, and increase rigor for all students. He noted that while he can describe what we did, he is at a loss for the words to express his pride regarding this work. Moreover, he is noted that he is gratified to be in this district and honored to be with those that care so deeply for student learning.

CLOSED SESSION

Mrs. Crandall announced that the Board would retire into a second 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 Legal Counsel—Existing Litigation: *Government Code Section 54956.9*
(Subdivision (a) of Section 54956.9)

Name of case: Cal200 v. Apply Valley USD, et al.

- Conference with Real Property Negotiator: *Government Code Section 54956.8*
Property: Approximately 2.10 acres of land improved with a 43,191 sq. ft. two-story commercial office building located at 265 S. Anita Drive, Orange, California (known generally as the Crossroads Office Park site) ("Property").

Negotiating Parties: Fountain Valley School District (real property negotiators Christine Fullerton, Assistant Superintendent, Business Services, and District legal counsel) (potential Seller), and

the County of Orange (potential Buyer).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the proposed sale of the Property to the potential Buyer.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 8:12pm.

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: **Selection of Personnel Commission Meeting Dates for 2018**

DATE: November 28, 2017

Attached is a proposed calendar of the Personnel Commission meeting dates for 2018.

- | | |
|---------------|----------------|
| ➤ January 25 | ➤ July – dark |
| ➤ February 22 | ➤ August 23* |
| ➤ March 22* | ➤ September 27 |
| ➤ April 26 | ➤ October 25* |
| ➤ May 24 | ➤ November 15 |
| ➤ June 28 | ➤ December 20 |

***Conflicts with proposed Board of Trustees’ meeting (PDC or Harper Room for alternate meeting place)**

RECOMMENDATION:

It is recommended that the Personnel Commission discuss and reach consensus on the Personnel Commission meeting calendar for 2018.

2018 Calendar

January 2018							
W	S	M	T	W	T	F	S
1		1	2	3	4	5	6
2	7	8	9	10	11	12	13
3	14	15	16	17	18	19	20
4	21	22	23	24	25	26	27
5	28	29	30	31			

February 2018							
W	S	M	T	W	T	F	S
5					1	2	3
6	4	5	6	7	8	9	10
7	11	12	13	14	15	16	17
8	18	19	20	21	22	23	24
9	25	26	27	28			

March 2018							
W	S	M	T	W	T	F	S
9					1	2	3
10	4	5	6	7	8	9	10
11	11	12	13	14	15	16	17
12	18	19	20	21	22	23	24
13	25	26	27	28	29	30	31

April 2018							
W	S	M	T	W	T	F	S
14	1	2	3	4	5	6	7
15	8	9	10	11	12	13	14
16	15	16	17	18	19	20	21
17	22	23	24	25	26	27	28
18	29	30					

May 2018							
W	S	M	T	W	T	F	S
18			1	2	3	4	5
19	6	7	8	9	10	11	12
20	13	14	15	16	17	18	19
21	20	21	22	23	24	25	26
22	27	28	29	30	31		

June 2018							
W	S	M	T	W	T	F	S
22						1	2
23	3	4	5	6	7	8	9
24	10	11	12	13	14	15	16
25	17	18	19	20	21	22	23
26	24	25	26	27	28	29	30

July 2018							
W	S	M	T	W	T	F	S
27	1	2	3	4	5	6	7
28	8	9	10	11	12	13	14
29	15	16	17	18	19	20	21
30	22	23	24	25	26	27	28
31	29	30	31				

August 2018							
W	S	M	T	W	T	F	S
31				1	2	3	4
32	5	6	7	8	9	10	11
33	12	13	14	15	16	17	18
34	19	20	21	22	23	24	25
35	26	27	28	29	30	31	

September 2018							
W	S	M	T	W	T	F	S
35							1
36	2	3	4	5	6	7	8
37	9	10	11	12	13	14	15
38	16	17	18	19	20	21	22
39	23	24	25	26	27	28	29
40	30						

October 2018							
W	S	M	T	W	T	F	S
40		1	2	3	4	5	6
41	7	8	9	10	11	12	13
42	14	15	16	17	18	19	20
43	21	22	23	24	25	26	27
44	28	29	30	31			

November 2018							
W	S	M	T	W	T	F	S
44					1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	

December 2018							
W	S	M	T	W	T	F	S
48							1
49	2	3	4	5	6	7	8
50	9	10	11	12	13	14	15
51	16	17	18	19	20	21	22
52	23	24	25	26	27	28	29
1	30	31					



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: CLASSIFICATION STUDY RECOMMENDATIONS

DATE: December 6, 2017

The Personnel Commission received the report and heard the presentation from Educational Management Solutions at their meeting in November. Due to the absence of Commissioner Davis, it was decided to table the item until December's meeting in order to have all three commissioners present and involved in making decisions.

The items requiring action and recommendations are listed below.

Recommendations:

1. It is recommended that the Personnel Commission accept the final classification and compensation study report by Education Management Solutions.
2. It is recommended that the Personnel Commission approve the job descriptions as presented at the November 16, 2017 Personnel Commission meeting, with the exception of the attached job descriptions which include revisions.
3. It is recommended that the Personnel Commission approve the following changes in classification title:

FROM

Office Assistant

Sr. Office Assistant

TO

Office Assistant - School

Office Assistant – Department

Personnel Technician

<u>FROM</u>	<u>TO</u>
Child Care Assistant	Child Care Technician
Child Care Technician	Child Care Specialist
School Office Manager – Elementary &	School Office Manager
School Office Manager – MS	
Computer Network Specialist II	Computer Network Specialist
Lead Heavy Duty Mechanic	Senior Heavy Duty Mechanic
ESP Aide	ESP Assistant
Preschool Aide	Preschool Assistant
ESP Lead Instructor	ESP Coordinator
Instructional Assistant – Special Ed	Instructional Assistant – Mild/Moderate
Instructional Assistant – SH/PH	Instructional Asst. – Moderate/Severe
Instructional Assistant – DTT	Inst. Asst. – Applied Behavior Analysis
Material Expediter	Maintenance & Operations Coordinator
Custodial/Warehouse Supervisor &	Operations Supervisor
Energy Conservation Manager	

4. It is recommended that the Personnel Commission approve the following changes in salary range:

a. Classified represented

<u>CLASSIFICATION</u>	<u>FROM</u>	<u>TO</u>
Bilingual Translator	36	38
Duplicating Operator	32	34
ESP Coordinator	40	44
Lead Preschool Instructor	39	43
Maintenance & Operations Coordinator	66	74
Payroll Clerk	47	49

b. Classified represented (continued)

<u>CLASSIFICATION</u>	<u>FROM</u>	<u>TO</u>
Preschool Instructor	29	33
Recreation Coordinator	40	44

c. Classified confidential

Executive Assistant	55	56
---------------------	----	----

d. Classified management

<u>CLASSIFICATION</u>	<u>FROM</u>	<u>TO</u>
Supervisor, Transportation	8	8 + 2%
Director, Food Services	10	10 + 1%
Director, Fiscal Services	17	17 + 1%
Director, Human Resources	17	17 + 1%

A/V Communications Repair Technician

Purpose Statement

The job of A/V Communications Repair Technician is done for the purpose/s of performing skilled work in the installation, modification, maintenance and repair of low voltage electronic equipment devices and systems providing information on the proper uses of equipment; and ensuring that tools and materials are available to complete work orders district-wide.

This job reports to Director Maintenance, Operations & Facilities

Essential Functions

- Assists vendors and personnel with the preparation and installation of equipment for the purpose of ensuring proper methods, materials and equipment are used to meet established guidelines.
- Coordinates with teachers, site administration, supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Diagnoses causes of problems and/or failures in electronic equipment (e.g. LCD projectors, television monitors, audio equipment, video records, computer hardware, telephone systems, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment quantities needed to complete work projects for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Fabricates equipment parts for the purpose of meeting specialty needs and/or replacing unavailable parts.
- Informs personnel regarding status of work orders (e.g. supervisory staff, site staff, etc.) for the purpose of providing information for making decisions, taking appropriate action, and/or complying with safety regulations.
- Installs and troubleshoots audiovisual systems and equipment (e.g. sound/cable systems, cable outlets, intercom systems, etc.) for the purpose of providing enhancements and/or upgrades meeting the Uniform Electrical Code; conduit installations methods; appropriate safety regulations to meet customer service request.
- Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Participates in meetings; attend workshops, trainings as assigned for the purpose of gathering and/or disseminating information required to perform job functions.
- Prepares written materials (e.g. schedule, repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Repairs and tests a variety of items, systems and/or components (e.g. data and voice cable systems, optical fiber, cabling, sound equipment, portable and permanently installed multimedia systems and equipment; computer hardware, etc.) for the purpose of ensuring a safe working condition.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

- Warehouses replacement and/or disposable parts for the purpose of establishing an inventory of items commonly required to complete repairs.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electronic equipment; handling hazardous materials; adhering to safety practices; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic electronic and electrical theory and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using 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 a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; displaying mechanical aptitude; and establishing and maintaining effective working relationships.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

62

Child Care Program Specialist (Child Care Program Technician)

Purpose Statement

The job of Child Care Program Specialist (Child Care Program Technician) is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; overseeing communication between school sites, parents and staff; monitoring assigned activities and budget accounts; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Director Child Care (& Recreation) Programs

Essential Functions

- Compiles data from a wide variety of sources (e.g. enrollment records, child care hours/schedules, family/provider files, attendance, financial records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. participant eligibility/re-certification/enrollment/registration, state subsidy program, new preschool licensing, teacher training registration, grant money disbursement, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Facilitates meetings and processes for prospective participants (e.g. pre-screening, enrollment, orientation, etc.) for the purpose of approving participants for State funded programs.
- Maintains a wide variety of manual and electronic documents files and records (e.g. family/provider files, family roster, wait lists, website, attendance records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. financial status (budget and revenue), site budgets, enrollments, attendance, regulatory compliance, etc.) for the purpose of achieving goals and meeting target dates.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. /orientation meetings, webinars about new/changed regulations, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of documents and reports (e.g. annual, quarterly, and monthly State reports; District reports, as needed, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. attendance records, work orders, supply orders, state license renewals, employee eligibility, grant documentation, registration, enrollment, budget transfers, tuition payments, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials (e.g. furniture, equipment, office supplies, teaching supplies, etc.) for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories (e.g. tuition payments, license fees, registration payments, grant disbursements, supply expenses, etc.) for the purpose of maintaining accurate account balances.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.

- Responds to a wide variety of inquiries from a variety of internal and external parties (e.g. program participants, teachers/aides, providers, agencies, District staff, parents/families, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Reviews a variety of information (e.g. current practices, policies, education codes, state regulations, subsidized child care, etc.) for the purpose of examining information as it pertains to administrative or governmental requirements.
- Schedules a wide variety of activities (e.g. program participant interviews, orientation sessions, licensing visits, appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator and program.
- Supports assigned administrative personnel (e.g. answer phones, greet visitors, take and relay messages, process mail, compose/distribute memos, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications, including Microsoft Office suite; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District operations and procedures; applicable laws, rules and regulations; State laws and practices related to Title 5, Title 22, and State and Local licensing requirements; accounting/bookkeeping principles; business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

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

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing

Certificates and Licenses

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

46

Child Care Program Technician (Child Care Program Assistant)

Purpose Statement

The job of Child Care Program Technician (Child Care Program Assistant) is done for the purpose/s of providing administrative support to the Director, performs a variety of complex technical financial and secretarial duties; coordinating activities of multiple programs ; oversees and directs communications of office, school sites, parents and staff; monitoring assigned budget accounts and reports.

This job reports to Director Child Care (& Recreation) Programs

Essential Functions

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, time sheets, student eligibility for services, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, in-service events, conferences, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintain student records in computer tracking system (e.g. contract, tuition payments, late notices, county/state data, etc.) for the purpose of accurate recordkeeping to ensure compliance with regulatory mandates and district practices.
- Maintains a wide variety of manual and electronic documents files and records for all Child Care programs (e.g. budget data, student records, financial records, reports, etc.) for the purpose of providing accurate information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Oversees the registration, enrollment and eligibility process for Child Care programs (e.g. ESP, summer camps, outdoor education, etc.) for the purpose of ensuring participants in the programs have met required state and federal regulations and confidentiality of records are maintained.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Performs a variety of administrative functions (e.g. planning, organizing, sub scheduling, etc.) for the purpose of supporting the day-to-day operations of the department ensuring efficiency and effectiveness in the delivery of services.
- Prepares a variety of documents (e.g. correspondence, site notices, tuition notes, agendas, minutes, event programs, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. time cards, payroll information, parent ledgers, enrollments, parent communication, budget items, etc.) for the purpose of disseminating information; resolving discrepancies in compliance with administrative guidelines and/or regulatory requirements.
- Reconciles account balances for assigned budget categories (e.g. accounts payable and receivable, state program funds, etc.) for the purpose of maintaining accurate account balances to ensure financial practices and budgetary guidelines are followed.
- Responds to a variety of inquiries from parents and staff (e.g. enrollment status, messages, correspondence, ESP, Childcare programs, etc.) for the purpose of providing information to ensure inquiry is addressed or directed to appropriate staff.

- Reviews a variety of information (e.g. current practices, policies, education codes, state regulations, subsidized child care, etc.) for the purpose of examining information as it pertains to administrative or governmental requirements.
- Supports assigned administrative personnel (e.g. phones/messages, substitute coverage, ordering office supplies, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications, including Microsoft Office Suite; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; 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; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

- Criminal Background Clearance
- DOJ Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
41

Computer/Network Specialist

Purpose Statement

The job of Computer/Network Specialist is done for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing 2nd level technical support to district and site staff.

This job reports to Information Technology Supervisor

Essential Functions

- Administers systems and servers related to district networks (e.g. documentation, backup/restore, security, virus protection, performance monitoring, user access rights, addressing schemes, etc.) for the purpose of ensuring availability of services to authorized users.
- Configures computer and network hardware (e.g. network servers, routers, etc.) for the purpose of ensuring availability for use by District personnel.
- Designs computer network systems (e.g. logical and physical design, addressing, capacity planning, etc.) for the purpose of ensuring effective and efficient operating systems.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District computers and networks.
- Maintains network operations and software applications (e.g. servers (file, print, application, proxy), etc.) for the purpose of ensuring efficient operations.
- Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Participates in a variety of meetings (e.g. workshops, district committees, seminars, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs installation, configuring and maintaining network services and equipment (e.g. switches, routers, servers, etc.) for the purpose of meeting district network systems requirements.
- Prepares written materials (e.g. procedures, standard desktop/laptop configuration, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends software, hardware, equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
- Repairs computers, peripherals, network equipment and software for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Researches trends, best practices, policies, products, equipment for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. District office staff, administrators, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.

- Supports other members of the technical staff (e.g. assist in designing and producing reports, provide 2nd tier support for difficult problems, etc.) for the purpose of providing direction and/or solving technical problems.
- Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's networks and servers (e.g. VMWare, MS servers, computer room equipment, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy and emerging operating systems; environments and network protocols; router configurations; software applications; data security, project management, processes and methodology.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting schedules and deadlines; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

MCSE, CCNA, CISSP Certifications

Continuing Educ. / Training

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade
95

Extended School Program Assistant (ESP Aide)

Purpose Statement

The job of Extended School Program Assistant (ESP Aide) is done for the purpose/s of providing a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program; assist with the planning, implementing and participation in a variety of activities to meet the needs and interests of children.

This job reports to Director Child Care (& Recreation) Programs

Essential Functions

- Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.) for the purpose of meeting immediate health care needs.
- Assist with planning and implementing a variety of activities (e.g. meeting the needs and interests of the children; supervise children in outdoor and indoor play; lead children in singing, dancing; other recreational and educational activities; snack and lunch, clean up eating areas; supervising rest periods, etc.) for the purpose of overall quality of student outcomes and achieving establish classroom objectives.
- Attends meetings and in-service presentations (e.g. attend staff meetings, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Maintains a variety of records, reports and program materials (e.g. health, accident/injury reports, attendance, student portfolios, attendance sheets and routine maintenance, others as assigned, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and complying with district requirements.
- Manages student behavior (e.g. on site, field trips, bus loading/unloading, etc.) for the purpose of providing a safe and optimal recreational learning environment.
- Models appropriate behavior for children (e.g. conversation, manners, clean up activities, listening skills, etc.) for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues.
- Provides assistance for physical, personal hygiene and self image needs of students (e.g. basic first aide; promoting self-esteem and healthy self-image; personal hygiene, etc.) for the purpose of meeting immediate health care needs and/or developing children's daily living activities and behavioral skills.
- Provides instruction to students in a safe, nurturing environment; curriculum-based activities (e.g. STEM; cooking; art; proper use of equipment and materials; teach and facilitate pro-social skills; provide guidance and encouragement; patient, caring and sensitive manner, etc.) for the purpose of reinforcing instructional objectives; and ensuring students success in school.
- Reports incidents (e.g. observe behavior of children; monitor for signs of neglect or suspected child abuse, fights; suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to school policies and mandatory reporting.
- Supports clean, safe and orderly environment (e.g. sanitary and orderly child care environment, etc.) for the purpose of ensuring facilities are operational, and hazard free.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts; administer first aid and/or prescribed medications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; public relations protocols; understanding of nutritional guidelines; stages of child development for children with special needs; classroom management techniques and relevant professional standards and practices;.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and in a clean atmosphere.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance
Hepatitis B Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

13

Extended School Program Coordinator (ESP Lead Instructor)

Purpose Statement

The job of Extended School Program Coordinator (ESP Lead Instructor) is done for the purpose/s of managing, coordinating and implementing 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; provide work direction and guidance to staff.

This job is distinguished from similar jobs by the following characteristics: Mandated Reporter.

This job reports to Director Child Care (& Recreation) Programs

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. notify appropriate personnel, emergency units, prescription and over the counter medication, other medical procedures as needed, etc.) for the purpose of meeting immediate health care needs.
- Assist with employment process, training and monitoring staff performance (e.g. hiring; orient and train staff on appropriate methods, procedures, behavior standards, implementation of curriculum, staff evaluations, goal setting/expectations; work direction and guidance; modeling;, etc.) for the purpose of meeting district staffing expectations while complying with established guidelines.
- Collaborates with other school personnel (e.g. Psychologists, Speech Therapists, Special Education staff, etc.) for the purpose of providing a safe, accommodating, successful and nurturing environment for all students; providing support in accordance with IEP's or any specific behavioral plans.
- Coordinates class activities with staff (e.g. create and implement lesson plans and activities in multiple classrooms; plan and coordinate field trips, provide communication and flexibility; staff meetings; clean and orderly environment; arrange and set-up rooms, etc.) for the purpose of overall quality of student outcomes and achieving established program objectives.
- Manages budget allocations, expenditures, fund balances and related financial activities (e.g. snack, educational materials, toys, games, outdoor equipment; project student participation for future purchases; purchase orders, purchasing, , etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Monitors interactions between staff and children (e.g. teach and model appropriate behavior and conflict management, modification and redirection, etc.) for the purpose of maintaining behavior standards established by the district.
- Organizes a variety of activities (e.g. parent meetings, conferences, back to school night, open house, kindergarten round-up, emergency drills, field trips, etc.) for the purpose of providing support to the school, students and parents.
- Participates in a variety of meetings (e.g. PTO, district meetings, community meetings; outside agencies, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of reports and documentation (e.g. plans, budgets, funding requests, procedures; tuition records and fees collected; health, accident/injury reports, staff attendance records, program objectives, schedules, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and complying with district requirements.

- Provides guidance, instruction and modeling positive behavior to students in a safe, nurturing environment; curriculum-based activities (e.g. proper use of equipment and materials; teach and facilitate pro-social skills; encouragement of expected behavior, etc.) for the purpose of reinforcing instructional objectives; and ensuring students success in school.
- Responds to inquiries of other school personnel (e.g. support to preschool staff when needed, etc.) for the purpose of providing information, assistance and/or direction related to preschool program.
- Serves as liaison between administration, staff, students and parents (e.g. teachers, principals, district staff, school secretary, school nurse, school psychologist, ESP management, payroll, and public safety officials, etc.) for the purpose of allowing for efficient communication between all parties; providing information and direction regarding plans, activities, schedules, children needs or concerns, etc.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; nutritional guidelines and dietary requirements; public relations protocols; and relevant professional standards and practices.

ABILITY is 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 wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: Bachelors degree in job-related area.

Equivalency: Bachelor's degree in non-related field, plus 24 units of Early Childhood or related courses. Adult Supervision and Management courses are required.

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance
Hepatitis B Clearance
Flu, Measles & Pertussis Vaccinations (SB-792)

FLSA Status

Non Exempt

Approval Date

Salary Grade

40

Extended School Program (ESP) Instructor

Purpose Statement

The job of Extended School Program (ESP) Instructor is done for the purpose/s of 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.

This job reports to Director Child Care (& Recreation) Programs

Essential Functions

- Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.) for the purpose of meeting immediate health care needs.
- Communicates with teachers, ESP Management, parents and appropriate community agency personnel (e.g. public safety officials, children needs and/or concerns and related matters, etc.) for the purpose of assisting in evaluating progress and/or implementing ESP objectives.
- Conduct a variety of activities (e.g. parent meetings, conferences, back to school night, open house, kindergarten round-up, fire drills, field trips, etc.) for the purpose of providing support to the school, students and parents.
- Coordinates class activities with subordinates (e.g. provide communication and flexibility in carrying out lesson plan, etc.) for the purpose of overall quality of student outcomes and achieving establish classroom objectives.
- Implements clean and orderly environment (e.g. arrange and set-up rooms, etc.) for the purpose of ensuring facilities are operational, and hazard free.
- Maintains a variety of records, reports and program materials (e.g. health, accident/injury reports, attendance, student portfolios, attendance sheets, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and complying with district requirements.
- Manages student behavior during field trips for the purpose of ensuring student compliance with established guidelines and maintaining student safety.
- Monitors interactions between staff, children and parents (e.g. teach student behavior and conflict management, modification and redirection, etc.) for the purpose of maintaining behavior standards established by the district.
- Operates computer, other office equipment, various audio-visual and instructional machines (e.g. assigning/reviewing work, coordinating communication, reviewing attendance/absence information, standard office applications, homework/grading applications, educational applications, student information system software, classroom instruction, etc.) for the purpose of classroom organization, classroom instruction and enrichment.
- Prepares classroom activities and lesson plans for multiple age groups in assigned classrooms for the purpose of overall quality of student outcomes and achieving establish classroom objectives.
- Provides instruction to students in a safe, nurturing environment; curriculum-based activities (e.g. proper use of equipment and materials; teach and facilitate pro-social skills; provide guidance and encouragement, etc.) for the purpose of reinforcing instructional objectives; and ensuring students success in school.

- Reports incidents (e.g. observe behavior of children; monitor for signs of neglect or suspected child abuse, fights; suspected substance abuse, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to school policies and mandatory reporting.
- Request supplies for various activities (e.g. toys, games, instructional tools, computers, etc.) for the purpose of ensuring availability of items and/or providing a learning environment.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; facilitating department goals; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices; age appropriate activities/behaviors; nutritional guidelines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

12 ECE credit hours
CPR/First Aid Certificate

Continuing Educ. / Training

Clearances

Maintains Certificates and/or Licenses

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

25

Maintenance & Operations Coordinator (Material Expeditor)

Purpose Statement

The job of Maintenance & Operations Coordinator (Material Expeditor) is done for the purpose/s of providing maintenance services with specific responsibility for assigning workers; tracking material/equipment costs; ensuring completion of projects in accordance with trade standards; coordinating special projects; and assisting maintenance supervisor and skilled trades.

This job reports to Director Maintenance, Operations & Facilities

Essential Functions

- Assists maintenance supervisor (e.g. assign/prioritize/escalate work orders, provide status of open orders, prepare emergency work orders, provide technical expertise and assistance, etc.) for the purpose of ensuring the proper and efficient maintenance and repair of District buildings, facilities and grounds.
- Communicates with maintenance workers, supervisor, District personnel and outside organizations (e.g. work order status, project timelines, priorities, materials order status, etc.) for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Coordinates complex projects with administration, other maintenance workers/skilled trades, and outside vendors (e.g. roof repair, emergency leak repair, mold remediation, preventative maintenance, etc.) for the purpose of completing projects/work orders efficiently.
- Dispatches maintenance personnel (e.g. assign work orders, call-out personnel for emergency repair, etc.) for the purpose of resolving maintenance requests.
- Estimates quantities and costs of materials and/or equipment needed to complete work projects for the purpose of ensuring timely completion of projects.
- Implements assigned activities and/or projects (e.g. hazardous material compliance, storm water runoff compliance, etc.) for the purpose of delivering services in compliance with guidelines and regulations.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Inspects completed work performed by outside contractors for the purpose of ensuring quality of work standards are met.
- Maintains a variety of files and records (e.g. time sheets, attendance records, work order material and labor costs, budget codes, inventory of materials and tools, purchase orders, petty/revolving cash, etc.) for the purpose of providing an up to date reference and audit trail.
- Negotiates with vendors for the purpose of ensuring purchases are within district requirements.
- Oversees maintenance department personnel and contractors day to day activities and operations (e.g. assign and prioritize work, track completion of tasks, review and approve orders for materials/parts/equipment, provide technical support, etc.) for the purpose of ensuring that assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Performs routine and preventive maintenance and repair (e.g. cutting materials, boarding up after vandalism, turning off water and power, etc.) for the purpose of ensuring the ongoing functioning of district wide systems.
- Prepares reports and written materials related to assigned activities and personnel (e.g. annual activities report, monthly attendance reports, work order material/labor costs, work order status, etc.) for the purpose of documenting activities and/or conveying information.
- Procures equipment and supplies (e.g. gloves, safety equipment, tools, etc.) for the purpose of maintaining availability of required items in order to complete jobs efficiently.
- Represents Maintenance Supervisor in their absence for the purpose of conveying and/or gathering information required for continuing departmental operations.
- Researches a variety of topics (e.g. material costs/availability, new regulations, etc.) for the purpose of ensuring compliance with relevant requirements, securing general information for planning, and/or responding to requests.
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
- Supervises assigned personnel in the absence of the Maintenance Supervisor for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; operating standard office equipment including pertinent software applications; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: tools, methods, materials, and equipment used in carpentry, plumbing, painting, and electrical work; maintenance programs, state and federal requirements regarding maintenance at school sites; and codes, regulations and laws related to the job functions.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use 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 standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; providing direction and leadership; setting priorities; working as part of a team; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

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

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

66

Office Assistant - Department

Purpose Statement

The job of Office Assistant - Department is done for the purpose/s of greeting and directing visitors; responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; perform a variety of clerical duties in support of assigned department or program.

This job reports to Assigned Administrator

Essential Functions

- Answers telephone system for the purpose of responding to inquiries, transferring calls to appropriate departments, and/or taking messages.
- Assists the assigned administrator in coordination of daily activities (e.g. substitute food service workers; vendor deliveries, etc.) for the purpose of ensuring that all department and program services are fully staffed, equipment in working order, and all appropriate paperwork completed in accordance with District policies.
- Communicates with other department personnel (e.g. orders, deliveries, inventory, etc.) for the purpose of coordinating activities, resolving issues and conflicts and exchanging information.
- Maintains a wide variety of manual and electronic documents files and records (e.g. vendor invoices, reports, inventory, supply orders, etc.) for the purpose of providing accurate information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. invoices, purchase orders, petty cash, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for the purpose of supporting office operations.
- Prepares a variety of documents (e.g. correspondence, reports, department time sheets and time cards, etc.) for the purpose of communicating information and/or creating accurate documentation in compliance with established guidelines.
- Processes documents from the school sites (e.g. frozen, dry and refrigerated food orders; requisitions; work orders, etc.) for the purpose of ensuring orders are delivered; services performed; and inventory is maintained at an appropriate level for completing and fulfilling orders.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, messages, etc.) for the purpose of distributing materials to appropriate parties.
- Responds to questions and notify internal and external parties (e.g. department personnel, vendors, school site personnel, etc.) for the purpose of providing appropriate information in a timely manner.
- Supports all program or departmental operations for the purpose of providing assistance with departmental functions for the completion of tasks, goals and assignments.

Other Functions

- Performs other related duties as assigned (e.g. ring bell on special events, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications, including Word, Excel and email.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Valid CA Class C Drivers License

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

36

Office Assistant - School (Office Assistant)

Purpose Statement

The job of Office Assistant - School (Office Assistant) is done for the purpose/s of greeting and directing visitors; responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; perform a variety of clerical duties in support of assigned school site office.

This job reports to Assigned Administrator

Essential Functions

- Administers emergency first aid and scheduled prescription and over the counter medication to students (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, injuries, etc.) for the purpose of meeting immediate health care needs until paramedic and/or school nurse arrives;.
- Answers telephone system for the purpose of screening calls, transferring calls, receiving and recording information, responding to inquiries and/or taking messages.
- Assists various school personnel in completing a variety of clerical tasks (e.g. alphabetize and organize; type/print letters and forms; set up packets, input attendance data; student data information collection; truancy information, etc.) for the purpose of supporting office operations; completing necessary tasks in an efficient and timely fashion.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors; , etc.) for the purpose of responding to inquiries; and/or directing individuals to appropriate location in accordance with established building security procedures.
- Maintains reception area materials (e.g. applications/forms; newsletters, event calendars; informational brochures, etc.) for the purpose of providing resource information to visitors.
- Maintains site information (e.g. use schedules; staff directories; emergency contacts; enrollment information; cum files; transcripts, etc.) for the purpose of providing reference information in accordance with established District guidelines.
- Monitors students (e.g. referred to office for illness or disciplinary action, early drop-off, late pick-up, etc.) for the purpose of ensuring student welfare and maintaining a secure office environment.
- Operate office equipment (e.g. computer, copier, fax machine, public address system, two-way radio, etc.) for the purpose of ensuring the efficient and effective functioning of the site.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, student attendance/transfer paperwork, etc.) for the purpose of supporting office operations.
- Receives a variety of items (e.g. mail, special deliveries, packages, supplies, messages, etc.) for the purpose of distributing materials to appropriate parties.
- Responds to questions from internal and external parties (e.g. staff, parents, students, public agencies; , etc.) for the purpose of providing information on school procedures and/or process; or referring questions to appropriate party.

Other Functions

- Performs other related duties as assigned (e.g. ring bell on special events, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; adapting to changing priorities; working with frequent interruptions; communicating with diverse groups; and displaying tact and courtesy.

Responsibility

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

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

CPR/First Aid Certificate

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

36

Operations Supervisor (Custodial & Warehouse Supervisor/Energy Conservation Manager)

Purpose Statement

The job of Operations Supervisor (Custodial & Warehouse Supervisor/Energy Conservation Manager) is done for the purpose/s of supervising warehouse/mail operations, custodial services and activities; overseeing assigned personnel; monitoring, programming, and maintaining energy systems; providing information to others; and scheduling work assignments within established time frames and standards.

This job reports to Assistant Superintendent, Business Administration

Essential Functions

- Coordinates with energy management providers and district personnel (e.g. remote thermostat software provider, energy solutions company, maintenance department, custodial staff, etc.) for the purpose of implementing and maintaining services and/or programs.
- Inspects custodial work for the purpose of ensuring site safety, maintaining cleaning standards, organizing and scheduling needed maintenance.
- Maintains custodial equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Operates remote thermostat system for the purpose of assuring proper function and maximum efficiency.
- Oversees District warehouse and mail operations (e.g. coordinating substitute staff, completion of work order requests, etc.) for the purpose of ensuring that deliveries and distribution are completed in a safe and efficient manner in compliance with established guidelines.
- Oversees scheduling and site maintenance (e.g. coordinates with school site personnel during school year and with head custodians during summer/school breaks, etc.) for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Participates in a variety of meetings (e.g. monthly safety, energy management, and in-services meetings, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.
- Prepares a variety of materials (e.g. work orders, energy use reports, energy policy memos, training materials, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Procures maintenance equipment and materials for the purpose of recommending and assisting in the selection of supplies and equipment to be stocked in the district warehouse for use by custodial staff and for general custodial purposes.
- Recommends plans, specifications and cost estimates (e.g. custodial products and equipment, preventative maintenance, etc.) for the purpose of implementing repairs and improvement projects.
- Researches a variety of topics (e.g. alternative energy sources, energy management measures, custodial process/products/equipment, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.

- Responds to emergency situations both during and outside regular work hours (e.g. vandalism, break-ins, fires, etc.) for the purpose of addressing immediate safety concerns.
- Schedules custodian training (e.g. use of chemicals and equipment, safety practices, etc.) for the purpose of ensuring proper cleaning and building maintenance techniques, injury prevention and legal compliance are being met by District personnel.
- Supervises department personnel (e.g. hiring/termination recommendations, disciplinary action, transfers, reassignments, planning/scheduling/coordinating activities, training, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.
- Supports other site maintenance staff (e.g. grounds, trades, custodial staff, etc.) for the purpose of completing routine or minor equipment maintenance or custodial activities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent policies, regulations and/or laws; education code; and budget management and accounting.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Forklift and Pallet Jack Operators Certificate
Valid CA Class C Drivers License

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

07A

Personnel Technician (Senior Office Assistant)

Purpose Statement

The job of Personnel Technician (Senior Office Assistant) is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for supporting department staff; providing information to applicants and employees; maintaining records; and completing assigned projects and tasks.

This job reports to Assigned Administrator

Essential Functions

- Administers pre-employment proficiency tests for the purpose of ensuring eligibility for employment.
- Assists with employment process (e.g. call backs, scheduling interviewing, notification, logging information, etc.) for the purpose of meeting district staffing requirements while complying with established guidelines.
- Compiles data from a variety of sources (e.g. applicants, employees, benefit carriers, outside agencies, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Maintains an inventory of materials and equipment (e.g. handbooks, applications, benefit packets, personnel forms, etc.) for the purpose of ensuring availability and proper billing.
- Maintains a variety of employment files and records, compiling pertinent employee information (e.g. applicants, seniority and eligibility lists, test scores, salary, probationary period, eligibility, etc.) for the purpose of ensuring accuracy of employee's compensation, maintaining eligibility for position and complying with mandated requirements.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting department staff and leadership.
- Prepares a variety of reports and related documents (e.g. testing data, eligibility list, personnel files, hire/promotion records, etc.) for the purpose of providing support to personnel staff and ensuring accurate documentation is maintained in accordance with legal regulations and district practices.
- Processes documents and materials (e.g. applications, changes in employment status, purchase orders, employee recognition, TB Clearance tracking, etc.) for the purpose of disseminating information to appropriate personnel.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information to ensure inquiry is addressed or directed to appropriate staff.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; planning and managing projects; operating standard office equipment; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: standard office software; office methods and procedures; business telephone etiquette; concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety 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: maintaining confidentiality; establishing and maintaining effective working relationships; working with detailed information; adapting to changing priorities; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

41

Senior Payroll Technician

Purpose Statement

The job of Senior Payroll Technician is done for the purpose/s of providing support to department activities with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and directing assigned employees.

This job reports to Assistant Superintendent, Personnel

Essential Functions

- Assists site personnel with questions for the purpose of providing supporting documentation and/or information on internal process which may require changes in payroll-related data and/or adjustments.
- Compiles statistical and payroll data from a variety of sources (e.g. time sheets/payroll, salary adjustments, taxation, etc.) for the purpose of providing summaries to other personnel, district negotiations and/or ensuring compliance with established guidelines.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) for the purpose of ensuring the accurate payroll processing.
- Coordinates the payroll process with other departments and sites for the purpose of delivering services in compliance with established guidelines.
- Informs other staff and/or outside parties regarding procedural requirements for the purpose of processing transactions and resolving inquiries and/or disputes.
- Maintains a wide variety of payroll related information utilizing scanners, computer and manual systems (e.g. time records, worker compensation, tax-shelter programs, state and federal tax records, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll, leaves of absence, and workers compensation activities and/or program components (e.g. pay exceptions, sick leave, differential pay, etc.) for the purpose of ensuring accurate pay, documentation; compliance with established financial, legal, contractual and/or administrative requirements.
- Oversees the preparation and maintenance of financial records and coordinates related accounting activity (e.g. payroll, workers compensation, insurance, subpoenas, retirement, etc.) for the purpose of ensuring accuracy and the availability of documentation in compliance with established policies and regulatory guidelines.
- Oversees assigned payroll personnel for the purpose of enhancing productivity of staff through training and ensuring the accuracy of the payroll process required to perform job functions.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Prepares a variety of payroll related documents (e.g. unemployment insurance time records, retirement plans, payroll register, fiscal liability, W-2 controls, workers compensation, verification of employment, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of payroll and leave documents and materials (e.g. time sheets, withholding information, COBRA, employee leaves and/or contributions, etc.) for the purpose of disseminating information.

- Reconciles payroll account balances (e.g. time sheets, direct deposits, retirement wage earning, W-2 statements, benefits, etc.) for the purpose of maintaining accurate account balances, preparation of W-2 Forms and complying with established guidelines and legal regulations.
- Researches discrepancies of payroll information and/or documentation (e.g. time sheets, leave time, pay rate, etc.) for the purpose of ensuring accuracy and adherence to procedures.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, benefit provider/s, withholding versus W-4, salary status, etc.) for the purpose of ensuring accuracy of records and employee pay.
- Responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, verification of employment, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Reviews payroll and a variety of insurance-related information (e.g. payroll reports, medical / dental / vision / disability billing forms, carrier forms, Cobra requirements, etc.) for the purpose of ensuring accuracy of payroll and insurance records.
- Troubleshoots accounting discrepancies (e.g. posting entries, payroll system issues/updates, etc.) for the purpose of conforming with established fiscal guidelines.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; and State Education Codes and other applicable laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; 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; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

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

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

66

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: November 7, 2017

Attached is the extended eligibility list for:

Office Assistant

RECOMMENDATION

The Personnel Commission approve the extended eligibility list enumerated above.

Attachment #19

ELIGIBILITY LIST
Office Assistant
Expires 12-14-17 (Extended to 12-14-18)

RANK	NAME
1	Wendy Adams
2	Lisa-Anne Angebrandt
3	Pamela Holmes
3	Deanna Hansel
3	Cristie Collins
3	Elizabeth Villa
4	Yumi Tsurimoto
4	Cathy Calvert
4	Amber Burza
4	Tracee Mueller
4	Stephanie Rivas
4	Rabiathulbasaria Mohamedismail
5	Melinda Babbitt
6	Carolyn Galloway
6	Susan Oweiss
6	Kirsten Nocetti
6	Laura Calnon
7	Kris Scott
8	Valerie Crater
9	Abdul Batla

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: November 27, 2017

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

Interdepartmental Transfers:

Extended School Program Aide

Instructional Assistant SH/PH

Preschool Aide

Preschool Instructor

Dual Certification:

Heating and Ventilation Technician

Instructional Assistant- Severely Handicapped/Physically Handicapped



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Aide

Interdepartmental Transfer Only

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

POSTING DATE:	December 1, 2017
CLOSING DATE:	December 7, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	11.75 hours/week- MTWF 2:30 p.m. – 4:30 p.m., TH 12:45 p.m. – 4:30 p.m.
TERM:	9.6 months a year
VACANCIES:	1 position at Newland Extended School Program

THE JOB

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

APPLICATION PROCESS

Present employees in the position of Extended School Program Aide wanting to transfer must send or email a note to the Personnel Department at johnsond@fvsd.us asking to be considered for a position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **The Personnel Department must receive all employee requests by 4:00 p.m., Thursday, December 7, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

<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 INSTRUCTIONAL ASSISTANT – SH/PH *Interdepartmental Transfer Only*

The following position is posted in accordance with Personnel Commission rules and will be filled by “ready and willing” transfer eligibles from within the classification of Instructional Assistant – SH/PH or from the current list of “ready and willing” certified eligibles

POSTING DATE:	November 14, 2017
CLOSING DATE:	November 20, 2017 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	28.75 hrs/wk at Oka: Hours to be determined by site 27.50 hrs/wk at Talbert: Hours to be determined by site
TERM:	5 days a week, 9.6 months a year
VACANCY:	2 positions: one at Oka School & one at Talbert School

THE JOB

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or groups of students in an assigned special education program including Severely Handicapped and Physical Handicapped programs; monitor and report student progress regarding behavior and performance; perform a variety of clerical and supportive duties related to classroom activities.

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 one or both positions. 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, November 20, 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

PRESCHOOL AIDE

Interdepartmental Transfer Only

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

POSTING DATE:	November 28, 2017
CLOSING DATE:	December 4, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	25.0 hrs/wk: Monday – Friday, 7:00 a.m. – 12:00 p.m.
TERM:	9.6 months/year
VACANCY:	1 position at Plavan CDC

THE JOB

Under the direction of the Director-Child Care Program, and daily oversight of the Preschool Instructor, assist with planning and implementing a variety of activities to meet the needs and interests of preschool-aged children; participate in activities with groups of children; and maintain and report progress regarding behavior and performance.

APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. **Requests must be received by 4:00 p.m., Monday, December 4, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Preschool Instructor

Interdepartmental Transfer Only

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

POSTING DATE:	November 15, 2017
CLOSING DATE:	November 28, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	27.5 hrs/wk, Monday - Friday 7:30 a.m. – 1:00 p.m.
TERM:	9.6 mo/yr
VACANCY:	1 position at Gisler CDC Preschool

THE JOB

Under the direction of the Director-Child Care Program, be responsible for the general supervision and management of a class that may average 30 children between the ages of three and five. Plan, supervise, and implement the program for the class in accordance with the policies and philosophy of the school and District; provide a program which meets the developmental needs of individual children with concern for their interests, handicaps, special talents, and individual style and pace of learning; plan and provide for key learning experiences in number concepts, time, classification skills, music, art, physical education, and language; assume responsibility for orderly arrangement, appearance, décor, and learning environment of the classroom; assure appropriate classroom supplies, materials and food inventory is maintained; order, purchase and transport materials and supplies as necessary; maintain records of budget expenditures; provide an appropriate climate which assists the children in making a satisfactory transition from home to preschool and reinforces positive attitudes and social skills; establish and maintain standards of student behavior needed to achieve effective participation in activities while maintaining an informal atmosphere in the classroom; conduct parent conferences on children’s school adjustment and classroom behavior; plan and implement activities and communications in order to establish a positive liaison with parents of the students.

APPLICATION PROCESS

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., Tuesday, November 28, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Heating and Ventilation Technician

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:	November 27, 2017
CLOSING DATE:	December 15, 2017, by 4:00 p.m.
SALARY:	\$4,527 - \$5,500 per month (Range 66, 5 steps) *Per CSEA contract, hiring may be made up to step 3
TERM:	40 hours per week, 12 months a year
VACANCY:	Maintenance

THE JOB

Under the direction of the Director Maintenance, Operations and Facilities perform skilled work in the repair and maintenance of heating and ventilation systems. The ideal candidate for this position will possess technical knowledge of heating/ventilation systems and general maintenance repairs, work well with other trades, coworkers and school site personnel with school district experience a plus.

REPRESENTATIVE DUTIES

Inspect, repair, maintain and service a variety of heating and ventilating equipment and systems; install, replace or repair valves, fans, motors, gaskets, filters, belts, fuses, controls, thermostats, switches, gauges, tubing and pipes; fabricate, repair and install duct work and chassis covers; inspect, disassemble, repair and forced air gas heating and ventilation equipment; rewire heaters; replace switches, circuit breakers, time clocks, fuses and other related components; plan and lay out assigned tasks; maintain time, labor and material records; oversee the work of assigned helpers; perform light custodial duties as assigned; assist in other maintenance areas as assigned and perform related duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Proper methods, materials, tools and equipment used in the heating and ventilation trade; pipe fitting, sheet metal work and electrical work as it pertains to heating and ventilation repair; shop mathematics applicable to the heating and ventilation trade; applicable codes and regulations and appropriate safety precautions and procedures.

ABILITY TO:

Perform skilled work in the maintenance and repair of heating and ventilation equipment; use the tools, equipment and materials of the heating and ventilation trade with skill; perform shop

See other side

Heating & Ventilation Technician - Continued

ABILITY TO (continued):

mathematics; work from diagrams, blueprints, plans and specifications; perform and learn to perform wide range of general maintenance and repair work not requiring full journeyman skill. Operate a truck, observing legal and defensive driving practices; maintain routine records; maintain tools and equipment used in clean working order; understand and carry out oral and written instructions and work cooperatively with others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination equivalent to: graduation from high school and one year of skilled level heating and/or ventilating experience.

CERTIFICATES AND LICENSES

Possession of a valid and appropriate California Class C driver's 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. December 15, 2017.

EXAMINATION PROCESS

The examination process will consist of a written test, interview and performance test 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 final interview and performance test.

Written (30%)	December 19, 2017 at 9:00 a.m.
Interview (30%)	Week of January 8, 2018
Performance test (40%)	Week of January 8, 2018
<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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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITIES

Instructional Assistant - Severely Handicapped/Physically Handicapped *Dual Certification - Open and Promotional*

The following position is being posted in accordance with Personnel Commission rules to establish a substitute list and an eligibility list for future vacancies that will be filled by “ready and willing” certified eligibles or “ready and willing” transfer eligibles.

POSTING DATE:	November 15, 2017
CLOSING DATE:	Open until filled.
SALARY:	IA – SH/PH, \$18.27 - \$22.19 per hour (Range 30, 5 Steps)* *Per CSEA contract, hiring may be made up to step 3
HOURS:	28.75 hrs/wk: Hours to be determined by site
TERM:	9.6 months per year
VACANCIES:	1 position at Oka School

THE JOB

Under the direction of a school principal and certificated teacher, these classifications provide instructional support and assistance to teachers and students assigned to a designated special education instructional program, perform instructional support activities related to behavior management and other related activities to special education students, and perform a variety of routine clerical duties. SH/PH aides also assist with lifting students in and out of wheelchairs, braces and other orthopedic equipment, assist staff members in positioning pupils and in rendering various forms of personal care such as toileting and diapering, dressing, undressing, bathing, grooming and feeding, and assure the safe use and operation of wheelchairs, devices and other equipment including catheters and urinals. They also assist teachers with the implementation of Individualized Education Plans or Physical Training Programs through instruction in a variety of activities; provide guidance for students in various areas including critical life skills, academic learning, social and leisure skills, physical development and personal hygiene. The ideal candidate for these jobs is caring, dependable and a good team player.

KNOWLEDGE AND ABILITIES

Knowledge of: Child guidance principles and practices related to children with special education needs; problems and concerns of students with special needs; basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling; safe practices in classroom activities; basic instructional methods and techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; principles and practices of interpersonal effectiveness; basic record-keeping techniques; classroom procedures and appropriate student conduct.

See Other Side

Ability to: reinforce instruction to students with severe disabilities, physical, cognitive, communicative, behavioral and emotional disorders; assist with instruction and related activities in a classroom or

assigned learning environment; perform clerical duties related to classroom activities; understand and follow oral and written instructions; establish and maintain cooperative and effective working relationships with others; work confidentially with discretion; communicate effectively both orally and in writing; understand and work within scope of authority.

MINIMUM REQUIREMENTS

Any combination equivalent to graduation from high school preferably supplemented by course work in child development related to students with severe or physical disabilities and one year experience working with students of various age levels. It is highly desirable to have experience working with children in a specialized learning environment. Education may be substituted for experience on a year-for year basis.

APPLICATION PROCESS

Applicants must complete an online application. You can obtain an application through our website – www.fvsd.us, which links to EdJoin. **All 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

The examination process will consist of a written test and oral interview, weighted as shown below.

Exam parts and relative weights:

Written test and writing project (pass/fail)..... TBD

Qualifications appraisal interview (100%)..... TBD

Testing will take place at the Fountain Valley School District office, located at 10055 Slater Avenue, Fountain Valley

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on the list, along with “ready and willing” transfer eligibles. 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 a medical examination, fingerprinting/conviction clearance, and tuberculosis screening.

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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **CSPCA State Conference Approval**

DATE: November 30, 2017

Attached is the information for the 2018 CSPCA State Conference –February 1-4, 2018

RECOMMENDATION

The Personnel Commission approve the reasonable and necessary expenses for the 2018 CSPCA conference.

2018 CSPCA ANNUAL CONFERENCE

The California School Personnel Commissioners' Association (CSPCA) and San Diego County California School Personnel Commissioners' Association (SD-CSPCA) is pleased to present the 2018 CSPCA Annual Conference! The conference will be held Thursday, February 1 - Sunday, February 4, 2018, at the Wyndham San Diego Bayside Hotel. Please see the flyers regarding the conference and a half-day training on Thursday that is only \$30 or free to those who register for the full conference. **The early bird registration rate is \$325 and regular rate is \$400.** tinyurl.com/2018CSPCA

2018 CSPCA CONFERENCE



February 1 - 4, 2018 San Diego, CA

THE 5 C'S OF CLASSIFIED PERSONNEL

Collaboration • Creativity • Communication
Customer Service • Critical Thinking

Register now for the 2018 California School Personnel Commissioners' Association Conference at the Wyndham San Diego Bayside in beautiful San Diego!

The 2018 CSPCA Conference will feature a variety of sessions including: professional growth, leadership development, work/life balance, building relationships, ADA accommodations, commissioner's roundtable panel, public meetings, employee leaves, classification and compensation, recruiting strategies, reorganization, and more!

Don't miss a great opportunity to attend Thursday's half-day training for a special low rate of \$30. The training topics will focus on: a Mini Merit Academy, test development and item analysis, discrimination, and classification and compensation studies.

For more information, visit www.meritsystem.org!

Register by December 15, 2017 for the Early Bird Rate of \$325!

(price increases to \$400 after 12/15/17)

tinyurl.com/2018CSPCA



FEATURED SPEAKERS



Employee Engagement
Robert Lavigna
Institute for Public Sector
Employee Engagement



Cultivating Talent
Christopher Boucher
Port of Oakland



HR Legal Updates
Kristine Kwong
Musick, Peeler, & Garrett, LLP



CSPCA is a SHRM Recertification Provider, and this program is valid for nineteen point five (19.5) PDCs toward SHRM-CP and SHRM-SCP recertification. Proof of attendance will be provided upon request.



CSPCA is an **IPMA-HR Recertification**

Provider. This program is valid for as follows: Day 1 and Day 4 = 1 hour = 1 point, Day 2 and 3 = 8 hours = 3 points.

SD-CSPCA TRAINING

Thursday, February 1, 2018 San Diego, CA

Only \$30! Free to 2018 CSPCA Conference Attendees!

The San Diego County Chapter of the California School Personnel Commissioners' Association is pleased to present a half-day training on Thursday, February 1, 2018 from 12:30 pm - 5:45 pm at the Wyndham San Diego Bayside Hotel, located at 1355 N Harbor Drive, in San Diego!

Don't miss a great opportunity to attend Thursday's half-day training for a special low rate of \$30. The training topics include:

- ♦ **Mini Merit Academy**, presented by leading professionals in Merit districts
- ♦ **Test Development and Item Analysis**, presented by the Cooperative Organization for the Development of Employee Selection Procedures (CODESP)
- ♦ **Discrimination in Personnel Practices**, presented by Dean Adams of Adams, Silva, and McNally LLP
- ♦ **Assessing and Developing Leadership Talent**, presented by Anne Sandberg of Predict Success
- ♦ **Introduction to Classification and Compensation Studies**, presented by Fred Corn and Larry Hunn of Educational Management Solutions (EMS)

For more information, visit www.meritsystem.org or visit tinyurl.com/2018CSPCA to register!



Space is limited! Register online:
tinyurl.com/2018CSPCA



WYNDHAM SAN DIEGO BAYSIDE

Located directly across from the picturesque San Diego bay and conveniently near downtown, the Wyndham San Diego Bayside hotel in San Diego, CA is the embodiment of the laid back California attitude. Take a walk down Embarcadero and bask in the world famous "perfect weather", or stroll down to Little Italy for a taste of authentic Italian cuisine in southern California. At Wyndham San Diego Bayside hotel, we invite you to discover all that the city has to offer, with a convenient San Diego downtown hotel location to begin your adventures.

The CSPCA conference will be held at the Wyndham San Diego Bayside, located at 1355 N. Harbor Drive, San Diego, CA 92101.

Website For Reservations: <http://www.wyndhamsandiegobay.com>

Telephone: (619) 232-3861

We have blocked a limited number of rooms for CSPCA conference attendees for \$175 per night. Please mention that you are part of the CSPCA Conference group when making your reservation to get the group rate. It is recommended that you make your reservations early to ensure the group rate.

PARKING/TRANSPORTATION

Parking in the hotel garage is \$19 per night.

The Wyndham San Diego Bayside offers complimentary shuttle service to and from the San Diego Airport and other locations. For more information, please visit: <http://wyndhamsandiegobay.com/meetings/san-diego-meeting-services/transportation>



2018 CONFERENCE PROGRAM



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2018 CSPCA CONFERENCE SPONSORS