

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

January 25, 2018
4:30 p.m.

Mr. William Mullin, Chairperson
Mrs. Carol Davis, 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, December 14, 2017** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, January 18, 2018** *Information*
(Attachment #2)
5. **Minutes, Special Meeting of the Board of Trustees, December 7, 2017** *Information*
(Attachment #3)
6. **Minutes, Regular Meeting of the Board of Trustees, December 12, 2017** *Information*
(Attachment #4)
7. **Director's Report** *Information*
8. **Commissioners' Comments** *Information*

9. Public Comments

Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

10. Eligibility Lists-

(Heating/Ventilation Technician and Instructional Assistant – Moderate/Severe) (Attachment #5)

Action

PERSONNEL

11. Job Announcements

(Attachments #6-#18)

Information

FINANCIAL

12. SCPMA Conference Approval

(Attachment #19)

Action

CLOSED SESSION

13. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**February 22, 2018
4:30 p.m.
Board Room**

ADJOURNMENT

15. 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 DECEMBER 14, 2017**

DATE: January 12, 2018

Attached for your approval are the minutes of the Personnel Commission regular meeting of December 14, 2017.

RECOMMENDATION

The Personnel Commission approve the minutes of the December 14, 2017 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

December 14, 2017

4:30 p.m.

Mrs. Carol Davis called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. in the Board room, 10055 Slater Avenue, Fountain Valley, California. Martin Headland -Wauson led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson
Mr. William Mullin, Vice Chairperson
Tony McCombs, Member
Mr. Ross Hessler, Director, Human Resources

GENERAL FUNCTIONS

Approval of Agenda

Mr. Mullin moved to approve the agenda as presented. Automatic second used due to the absence of Rabbi Einstein. Motion carried.

Introduction of Guests

Ms. Cathie Abdel, Mr. Steve Benner, Ms. Rena Bonifay, Ms. Kimberly Cooper, Ms. Tiffany Covington, Ms. Suzie Davis, Ms. Pam Dizon, Ms. Mary Fox, Ms. Barbara Krause, Ms. Mona Green, Ms. Cheryl Hall, Mr. Martin Headland-Wauson, Ms. Vanessa Larios, Ms. Chris Olsen, Ms. Sandy O'Toole, Ms. Connie Ramirez, Ms. Nancy Spirk, Ms. Cheryl Tom, Ms. Natalie Velez and Ms. June Williams were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

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

Mr. Mullin moved to approve the agenda as presented. Automatic second used due to the absence of Rabbi Einstein. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, December 7, 2017

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, October 12, 2017

Presented as an information item only.

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

Presented as an information item only.

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

Presented as an information item only.

Director's Report

Mr. Hessler wished everyone, "Happy Holidays". He welcomed Mr. Tony McCombs who will be our new Personnel Commissioner, after his oath of office is administered, later in this meeting. Mr. Hessler congratulated Kathy Davis who was named Administrator of the Year for Fountain Valley School District.

Commissioners' Comments

None

Public Comments

Suzie Davis, who represented the School Office Managers, spoke on their behalf. She welcomed Mr. McCombs to the Personnel Commission. She stated the School Office Managers (SOM's) were in attendance to listen and be available for any questions for item number 14 on the agenda. She gave a review of the past history of their requests to be reclassified. She distributed several hand-outs from the November Personnel Commission meeting to the Commissioners that contained the SOM's notes, range concerns and the 2008 letter sent to the Board. She stated the SOM's believe EMS did not address the internal equity of the two full time positions at the school sites. These two positions are the SOM's and Head Custodians. She stated the Personnel Commission had already approved a range increase to their classification, in March 2008, which was not approved at the time by the Board of Trustees. The second employee to address the Commission was Ms. Mona Green, who also wished to thank the Personnel Commission and asked them to approve the 4% increase to the ESP Lead Instructor and the Preschool Instructor salaries.

ADMINISTRATION

Oath of Office for Commissioner Mc Combs

Mrs. Davis administered the oath of office to Mr. McCombs.

Election of Personnel Commission Officers

Mrs. Davis nominated Mr. Mullin for the position of Chairperson for 2018. Mr. McCombs seconded the motion. Motion carried. Mr. Mullin nominated Mrs. Davis for the position of Vice Chairperson for 2018. Mr. McCombs seconded the motion. Motion carried. Mrs. Davis stated Mr. McCombs would be a member.

Selection of Personnel Commission Meeting Dates

Mr. Mullin moved to approve the proposed dates as presented for 2018. Mr. McCombs seconded the motion. Motion carried.

Classification Study Approval

Four recommendations were put forward to approve the study findings by EMS. For the first recommendation, Mr. Mullin moved to accept the classification study from EMS. Mr. McCombs seconded the motion. Motion carried. For the second recommendation, Mr. McCombs moved to approve the job descriptions as presented. Mr. Mullin seconded the motion. During discussions, Mr. McCombs questioned why the minimum qualifications were removed from some of the positions. He was concerned the new criteria for hiring would become more subjective. Mr. Hessler stated in general this is a change for us but not in our expectations for hiring. EMS wanted to create defensible minimum qualifications for the positions. Mr. Hessler stated our exam process is still being used to get the best people through the written test, performance test and interviews. Motion carried. For the third recommendation, Mr. Mullin moved to approve the changes in job titles as presented. Mr. McCombs seconded the motion. Motion carried. For the fourth recommendation, Mr. Mullin moved to approve the changes in salary ranges as presented. Mr. McCombs seconded the motion. During discussion, Mr. McCombs moved to amend the motion to include the School Office Managers in the group of classifications with a change in salary range. He questioned how the 5% above or below the median was applied. Mr. Hessler stated that any positions below the 5% range were brought up to 5% of the median. Mr.

Mullin stated his recommendation was to accept the study as presented. He stated that if you adjust one classification, you need to look at how that adjustment affects the other classifications and what the logic is for why EMS placed the classification where they did. Mrs. Davis thanked EMS for conducting the study and stated the Commission is very pleased the Board of Trustees approved the funds for the study. She was deeply saddened and concerned that EMS did not recommend a change in salary for the School Office Managers. She would like to add the School Office Manager classification to the EMS list of recommendations for salary changes moving them from range 51 to 56. Mr. Mullin recommended forwarding this item along with the study to the Board for approval. Mr. Hessler said with other classes slotted in equivalently the Administrative Assistant classification should be looked at since it is at the same level. Mr. McCombs stated he supports the recommendation from Commission ten years ago to increase the range for the SOM's. Mr. McCombs amended the motion to include the School Office Managers and make the adjustments put forward by Mrs. Davis. Mrs. Davis seconded the motion. Motion carried. Mr. McCombs requested to see the final product/recommendation before it goes to the Board of Trustees.

Eligibility Lists

Mr. Mullin moved to approve the extension of the Eligibility List for Office Assistant. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Office Assistant was reviewed

FINANCIAL

CSPCA Conference Approval

Mr. Mullin moved to approve the reasonable and necessary expenses for the 2018 CSPCA conference. Mr. McCombs seconded the motion. Motion carried.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:
February 22, 2018
4:30 p.m.
Board Room

ADJOURNMENT

The December 14, 2017 regular meeting of the Personnel Commission was adjourned at 5:44 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 JANUARY 18, 2018**

DATE: January 16, 2018

Attached for your information is the agenda of the Board of Trustees regular meeting of January 18, 2018.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

January 18, 2018

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

M ___
 2nd ___
 V ___

BOARD WORKSHOP

1. PERSONNEL COMMISSION CLASSIFICATION STUDY

Assistant Superintendent, Personnel, Cathie Abdel, will lead the Board of Trustees through a review of the recent Classification Study conducted in 2017.

- PUBLIC COMMENTS

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

- CLOSED SESSION

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

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.

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

- 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 – Pending 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 will be led by Boy Scout Den 12 Pack 1226.

SPECIAL PRESENTATIONS

2. RECOGNITION OF RETIRING PERSONNEL COMMISSIONER RABBI STEPHEN EINSTEIN

The Board of Trustees would like to recognize and thank retiring Personnel Commissioner Rabbi Stephen Einstein. The Board of Trustees will join staff and the community in celebrating Rabbi Einstein’s dedication to the Fountain Valley School District since his appointment to the Personnel Commission in December 1990.

3. PRESENTATION OF ELEMENTARY LITERACY PROFESSIONAL DEVELOPMENT VIDEO, *CAN’T STOP THE READING*

On November 9th, all of the elementary schools in Fountain Valley School District participated in a District-conducted professional development conference focused on elementary literacy, *Can’t Stop the Reading*. Assistant Superintendent, Educational Services, Dr. Steve McLaughlin will present to the Board of Trustees the video that kicked off this momentous day of learning.

4. RECOGNITION OF PARENT VOLUNTEERS FROM NEWLAND SCHOOL

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Newland School, the Board shall recognize and thank Megan Bowen and Kim Louie.

5. RECOGNITION OF PARENT VOLUNTEERS FROM PLAVAN SCHOOL

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Plavan School, the Board shall recognize and thank Phu Nguyen and Lynda Misajon.

6. RECOGNITION OF STUDENTS FROM NEWLAND SCHOOL

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

7. RECOGNITION OF STUDENTS FROM PLAVAN SCHOOL

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

- RECESS

BOARD REPORTS AND COMMUNICATIONS

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

PUBLIC COMMENTS

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

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

LEGISLATIVE SESSION

- 8. **APPROVAL OF RESOLUTION 2018-20 APPROVING THE REQUEST FOR PROPOSAL FOR PRE-CONSTRUCTION AND LEASE-LEASEBACK SERVICES FOR MEASURE O SCHOOL MODERNIZATION AND AIR CONDITIONING** M ___
2nd ___
V ___

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

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2018-20 approving the Request for Proposal for Pre-Construction and Lease-Leaseback Services for Measure O – School Modernization and Air Conditioning.

- 9. **BOARD POLICY 3280 SALE OR LEASE OF DISTRICT-OWNED REAL PROPERTY (FIRST READING)** M ___
2nd ___
V ___

Board Policy 3280 Sale or Lease of District-Owned Real Property requires updates to reflect changes in Education Code related to priorities for first offer of property for sale and lease, specifically to delete the requirement of first offer to a charter school with at least 80 students. In addition, changes were made to specify circumstances under which the District is not required to convene a committee to sell, lease, or rent District owned property. BP 3280 is being brought to the Board of Trustees for approval for first reading.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves BP 3280 Sale or Lease of District-owned Real Property for first reading with necessary changes as indicated by the Board.

- 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 December 7th annual organizational meeting
- 10-B. Board Meeting Minutes from December 12th special meeting

- 10-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 10-D.** Donations
- 10-E.** Warrants
- 10-F.** Purchase Order Listing
- 10-G.** Budget Adjustments

Consent Items

10-H. WILLIAMS QUARTERLY REPORT FOR SECOND QUARTER 2017-18

Superintendent's Comments: It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the second quarter of the 2017-18 year and approves its submittal to the Orange County Department of Education.

10-I. SCHOOL ACCOUNTABILITY REPORT CARDS (SARCS)

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

10-J. APPROVE A CONTRACT WITH JAMF, INC., TO PROVIDE MOBILE DEVICE MANAGEMENT SOFTWARE

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with JAMF, Inc., to provide mobile device management software.

10-K. APPOINT MEMBERS OF CITIZEN'S BOND OVERSIGHT COMMITTEE

Superintendent's Comments: It is recommended that the Board of Trustees approves the appointment of members to the Citizen's Bond Oversight Committee.

10-L. SPECIAL ED SETTLEMENT AGREEMENT 2018-D

Superintendent's Comments: It is recommended that the Board of Trustees approves Special Education Settlement Agreement 2018-D.

10-M. SPECIAL ED SETTLEMENT AGREEMENT 2018-E

Superintendent's Comments: It is recommended that the Board of Trustees approves Special Education Settlement Agreement 2018-E.

10-N. SPECIAL ED SETTLEMENT AGREEMENT 2018-F

Superintendent's Comments: It is recommended that the Board of Trustees approves Special Education Settlement Agreement 2018-F.

10-O. SPECIAL ED SETTLEMENT AGREEMENT 2018-G

Superintendent's Comments: It is recommended that the Board of Trustees approves Special Education Settlement Agreement 2018-G.

10-P. RESOLUTION 2018-21 – AUTHORIZATION TO APPLY FOR AND SECURE GRANT FUNDING FROM THE SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT FOR THE PURPOSE OF BUS REPLACEMENT

Superintendent's Comments: It is respectfully recommended that the Board of Trustees adopts Resolution 2018-21 authorizing the District to apply for and secure grant funding from the SCAQMD PA 2018-02 Alternative Fuel School Bus Replacement Program for the replacement of the remaining pre-1994 model year school bus, committing \$38,595.28 in advance, and authorizes the Superintendent or designee to sign all documents.

10-Q. CONTRACT FOR PROFESSIONAL DEVELOPMENT SERVICES WITH SCOTT EVANS

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract for professional development services with Scott Evans.

10-R. MEMORANDUM OF UNDERSTANDING BETWEEN THE ORANGE COUNTY SUPERINTENDENT OF SCHOOLS AND SCHOOL DISTRICTS IN ORANGE COUNTY FOR PARTICIPATION IN THE ORANGE COUNTY INTEGRATED FOSTER YOUTH EDUCATION DATABASE

Superintendent's Comments: It is recommended that the Board of Trustees approves the Memorandum of Understanding between the Orange County Superintendent of Schools and School Districts in Orange County for Participation in the Orange County Integrated Foster Youth Education Database.

10-S. AWARD CONTRACT TO NINYO AND MOORE GEOTECHNICAL & ENVIRONMENTAL CONSULTANTS TO PERFORM HAZARDOUS BUILDING MATERIAL SURVEY AT COURREGES ELEMENTARY AND MASUDA MIDDLE SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Ninyo and Moore Geotechnical & Environmental Consultants to perform a Hazardous Building Material Survey at Courreges Elementary and Masuda Middle Schools.

10-T. 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
Port View Preparatory School, Inc.	\$2,380	11/17/17-6/30/18
Cornerstone Therapies	\$1,080	12/20/17-12/31/18

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, February 15, 2018 at 6:30pm.

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 DECEMBER 7, 2017**

DATE: January 10, 2018

Attached for your information are the minutes of the Board of Trustees regular meeting of December 7, 2017.

Fountain Valley School District
Superintendent's Office

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

December 7, 2017

MINUTES

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

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

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 5-0

BOARD WORKSHOPS

Assistant Superintendent, Business Services, Chris Fullerton, and Director, Maintenance and Facilities, Joe Hastie, provided an update to the Board of Trustees regarding Phases 1 and 2 of the Measure O HVAC and Modernization Project. Mrs. Fullerton provided a review of the scope of work at Courreges. She noted that plans are in DSA and we have received back comments and questions. Rachlin is working on responding by the middle of January. In addition, Mrs. Fullerton provided a review of the scope of work at Masuda. Similar to Courreges, Masuda plans are also in DSA, noting that we have also received some comments and questions. Rachlin is working on responding by the middle of December. In addition, she reviewed current budgets for both sites. Mrs. Fullerton reviewed Phase 2 plans in addition to the possibility of moving Cox into Phase 2, from Phase 3. She discussed some possibilities for bridging the cash flow issue that would result from moving Cox up to Phase 2. In addition, she reviewed the

MEASURE O PROJECT
UPDATE

alternative school phase assignments. In closing, she reviewed next steps for the Board. After discussion the Board gave direction to move Cox into Phase 2 and for Mrs. Fullerton to bring an RFP for Preconstruction and Lease Leaseback for the next phase(s) for Board approval in January.

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 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

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

PLEDGE OF ALLEGIANCE

Mrs. Fullerton led the Pledge of Allegiance.

Mrs. Crandall asked that the audience observe a moment of silence in honor of Masao Masuda, relative of Masuda Middle School namesake, Kazuo Masuda.

MOMENT OF SILENCE IN HONOR OF MASAO MASUDA

SPECIAL PRESENTATIONS

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 joined staff and the community in celebrating the successes of 2017 in the Fountain Valley School District under her leadership.

RECOGNITION OF OUTGOING PRESIDENT SANDRA CRANDALL

Mr. Collins left the meeting at 6:35pm due to a family emergency.

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra presented and reviewed with the Board of Trustees the First Interim Report for the Fountain Valley School District. Mrs. Fullerton began the presentation by reviewing the District’s mission statement. She also provided an overview of the State economy and changes

FIRST INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)

since adoption of the District budget. Mr. Guerra reviewed First Interim assumptions, revenues, and expenditures. Mr. Guerra also reviewed the ending fund balance at First Interim versus adoption. Mrs. Fullerton emphasized that revenue growth is slowing, but costs are increasing. She shared multi-year projection assumptions and risk factors. In closing, she noted that we have a positive certification for our First Interim, in addition to positive ending fund balances in the current and subsequent two years. Moreover, she shared that we are projected to deficit spend beginning in 2019-20 and that these are all preliminary estimates as we will know more in January after the Governor's Proposed Budget is released.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz' activities since the last meeting included: CSBA Annual Conference. She shared several of the topics reviewed at the conference in San Diego and the information discussed. In addition, she enjoyed a holiday luncheon with her fellow trustees hosted at Mrs. Crandall's home.

Mr. Cunneen's activities since the last meeting included: Masuda Veterans' Day ceremony and annual financial report audit meeting with VTD. He shared as well his recent interview by Mark Castro and Brian Baker, cub scouts. He wished everyone a very happy holiday season and New Year, noting all that we have to be thankful for here.

Mrs. Galindo thanked everyone for their support during her recent bout with pneumonia. Her activities since the last meeting included: FVSF meeting. She noted the upcoming Taste of Fountain Valley on April 21. In addition, she thanked Mrs. Crandall for her service as Board President this last year. She wished everyone a happy and healthy holiday season.

Mrs. Crandall congratulated our students and teachers on the completion of the first semester of the year. Her activities since the last meeting included: Masuda Veterans' Day ceremony, Masuda jazz band concert and the Masuda orchestra, band and choir concert, soccer tournament at Talbert, Oka Thanksgiving Feast, Rotary Most Improved Student recognition honoring Fulton, SPC meeting, City of Fountain Valley tree lighting ceremony with a performance by the Fulton choir. She thanked the Board for their service this month.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Schultz moved to approve Mr. Cunneen as Board President for 2018. **ELECTION OF BOARD PRESIDENT FOR 2018**

Second: Mrs. Galindo

Vote: 4-0

Motion: Mrs. Galindo moved to approve Mr. Collins as President Pro Tem for 2018. **ELECTION OF PRESIDENT PRO TEM FOR 2018**

Second: Mrs. Crandall

Vote: 4-0

Motion: Mrs. Crandall moved to approve Mrs. Galindo as Board Clerk for 2018. **ELECTION OF BOARD CLERK FOR 2018**

Second: Mrs. Schultz

Vote: 4-0

Motion: Mrs. Schultz moved to approve the Selection of Representatives to County Committees and Councils and District Committees as discussed. **SELECTION OF REPRESENTATIVES TO COUNTY COMMITTEES AND COUNCILS AND DISTRICT COMMITTEES**

Second: Mrs. Galindo

Vote: 4-0

Dr. Johnson shared a request to change the start time of open session from 7pm to 6:30pm. Following discussion, the Board reached consensus to change the start time of open session to 6:30pm. **SELECTION OF BOARD MEETING DATES FOR 2018**

Motion: Mr. Cunneen moved to approve the Selection of Board Meeting Dates for 2018 and the change in start time of open session to 6:30pm.

Second: Mrs. Schultz

Vote: 4-0

The Board did not see need to submit a name in nomination to the CSBA Delegate Assembly and no action was taken.

CSBA DELEGATE
ASSEMBLY
NOMINATIONS
CONSENT CALENDAR/
ROUTINE ITEMS OF
BUSINESS

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

Second: Mr. Cunneen

Vote: 4-0

The Consent Calendar included:

- Board Meeting Minutes from November 9th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Resolution 2018-18: Payment to Trustee Jeanne Galindo for missed meeting due to illness
- Approval of 2017-18 First Interim Report
- Review and Approval of 2016-17 Financial Audit
- Approval of a Three-Year Extension of the McGraw-Hill Education *CA Math* Textbook Adoption for FVSD Middle Schools
- Declaration of Surplus Property and Agreement with General Auction Company for Disposal of District Surplus Vehicles
- Approve Resolution 2018-17 Establishing District Standards For Parts, Equipment and Products Associated with the Measure O HVAC and Modernization Projects
- Approval of Revised Consulting Services Agreement with Total Compensation Systems, Inc. for Post-Employment Benefits Actuarial Study
- Non-Public Agency Contracts

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

- Mrs. Crandall Noted her recent work on the School Board Governance Handbook and the need to now work together as a Board to review and update this document. She suggested a January meeting in order to accomplish this work.
- Dr. Johnson Commended Mrs. Fullerton and Mr. Guerra for their presentation this evening. He shared as well a comment made by the County that the District is in the top five districts regarding district budget stability. In addition, he shared that the Board gave direction to move Cox into Phase 2 and to bring in a contractor for the rest of the phases. He commended Mrs. Abdel, our historian and the keeper of the culture in FVSD. He commended, as well, Mrs. Fullerton for her work regarding facilities. In addition, he commended Mr. Hastie for his efforts regarding facilities. He celebrated Dr. McLaughlin and the Ed Services team for their work on behalf of our students. And he also thanked Mrs. Lucchese. In closing, he thanked Mrs. Crandall for everything that she has done as president this year. And he congratulated Mr. Cunneen on his appointment as president, noting his excitement at the opportunity to work with him in the coming year. He thanked our staff, family and our community for the opportunity to serve our District and wished everyone a peaceful holiday season.

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: Mrs. Shultz moved to adjourn the meeting at 8:55pm.

Second: Mrs. Galindo

Vote: Unanimously approved

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

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

DATE: January 10, 2018

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

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

December 12, 2017

MINUTES

President Cunneen called the regular meeting of the Board of Trustees to order at 5:43pm. CALL TO ORDER

The following board members were present: ROLL CALL

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

Absent (arrived late):
Jeanne Galindo Clerk

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

Second: Mrs. Schultz

Vote: 4-0

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

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

Mr. Cunneen 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 – Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of *Government Code section 54956.9*: 1 case

Mrs. Galindo arrived to the meeting and joined Closed Session at 5:45pm.

The public portion of the meeting resumed at 6:18pm.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to adopt Resolution 2018-19: Intent to Initiate the Process of Establishing Trustee Areas and Elections By-Trustee Areas

**RESOLUTION 2018-19:
INTENT TO INITIATE
THE PROCESS OF
ESTABLISHING
TRUSTEE AREAS AND
ELECTIONS BY-
TRUSTEE AREAS**

Second: Mrs. Schultz

Mrs. Crandall noted her dissatisfaction with the need for the resolution, but acknowledged that it is an important step for the District.

Mr. Collins and Mrs. Galindo echoed these sentiments.

Vote:	Jim Cunneen	Aye
	Ian Collins	Aye
	Jeanne Galindo	Aye
	Sandra Crandall	Aye
	Lisa Schultz	Aye

5-0

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Mr. Collins Thanked everyone for their thoughts regarding his wife, Julie.

Dr. Johnson Wished everyone a happy holiday season and thanked the Board for their work.

ADJOURNMENT

Motion: Mrs. Crandall moved to adjourn the meeting at 6:25pm.

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: **ELIGIBILITY LISTS**
DATE: January 10, 2018

Attached is the eligibility lists for:

Heating and Ventilation Technician

Instructional Assistant Moderate/Severe

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachment #5

ELIGIBILITY LIST
Instructional Assistant Moderate/Severe
Merged List - Updated 1/18/2018

RANK	NAME
1	Jose Hernandez
2	Hanan Naber
3	Claudia Salvidar
3	Brandi Jones
4	Lindsey Sepa
5	Huong Bui
6	Emily Anderson
7	Jennifer Lightbody
8	Maria Rios
8	Crystal Bence
8	Ngan Nguyen
9	Stacy Patriarca

ELIGIBILITY LIST
HEATING/VENTILATION TECHNICIAN
Expires 1-17-2019

RANK	NAME
1	Nathan Le
1	Ron Pilchowski
2	Jeff Polen

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: January 10, 2018

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

Interdepartmental Transfers:

Extended School Program Aide (2)

Extended School Program Assistant

Extended School Program Coordinator

Extended School Program Instructor (3)

Instructional Assistant

Instructional Assistant Moderate/Severe

Preschool Aide (2)

Dual Certification:

Extended School Program Coordinator

Extended School Program Instructor



Fountain Valley School District
Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvds.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 11, 2017
CLOSING DATE:	December 15, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	14.0 hrs/wk: MTWF, 2:00 p.m. – 4:30 p.m. TH 12:30 p.m. – 4:30 p.m.
TERM:	9.6 months/year
VACANCY:	1 position at Newland ESP

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@fvds.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., Friday, December 15, 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
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 11, 2017
CLOSING DATE:	December 15, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	5.0 hrs/wk: Monday-Friday 7:00 a.m. – 8:00 a.m.
TERM:	9.6 months/year
VACANCY:	1 position at Plavan ESP

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., Friday, December 15, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY Extended School Program Assistant *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 Assistant (previously Extended School Program Aide) or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	January 11, 2018
CLOSING DATE:	January 18, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	12.0 hours/week- MTWF 2:30 p.m. – 4:30 p.m., TH 12:30 p.m. – 4:30 p.m.
TERM:	9.6 months a year
VACANCIES:	1 position at Oka 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, January 18, 2018. POSTMARKS WILL NOT BE ACCEPTED.**

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Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
EXTENDED SCHOOL PROGRAM COORDINATOR

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 Coordinator (previously ESP Lead Instructor) or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	January 8, 2018
CLOSING DATE:	January 12, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	40.0 hrs/wk: Monday–Friday, 9:30 a.m. –6:00 p.m. (with 1/2 hour unpaid lunch)
TERM:	9.6 months/year
VACANCY:	1 position at Gisler ESP

THE JOB

Under the direction of the Director-Child Care Program, manage, coordinate 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; provide work direction and guidance to staff.

APPLICATION PROCESS

Present employees in the classification of Extended School Program Coordinator (previously ESP Lead Instructor) wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvdsd.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., Friday, January 12, 2018. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program 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 Extended School Program Instructor or from the current list of “ready and willing” certified eligibles.

OPENING DATE:	December 14, 2017
CLOSING DATE:	December 20, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	20.25 hrs/wk – MTWF 2:15 p.m. – 6:00 pm, TH 12:45 p.m. - 6:00 p.m.
TERM:	9.6 months a year, Start date 9/6/2017
VACANCIES:	One position at Newland ESP

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Extended School Program Instructor 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., Wednesday, December 20, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program 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 Extended School Program Instructor or from the current list of “ready and willing” certified eligibles.

OPENING DATE:	January 8, 2018
CLOSING DATE:	January 12, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	14.5 hrs/wk – MTWF 2:15 p.m. – 4:45 pm, TH 12:15 p.m. - 4:45 p.m.
TERM:	9.6 months a year
VACANCIES:	One position at Cox ESP

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Extended School Program Instructor 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. **Requests must be received by 4:00 p.m., Friday, January 12, 2018. POSTMARKS WILL NOT BE ACCEPTED.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program 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 Extended School Program Instructor or from the current list of “ready and willing” certified eligibles.

OPENING DATE:	January 9, 2018
CLOSING DATE:	January 16, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	19.5 hrs/wk – MTWF 2:30 p.m. – 6:00 pm, TH 12:30 p.m. - 6:00 p.m.
TERM:	9.6 months a year
VACANCIES:	One position at Plavan ESP

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Extended School Program Instructor 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. **Requests must be received by 4:00 p.m., Tuesday, January 16, 2018. POSTMARKS WILL NOT BE ACCEPTED.**

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT

Interdepartmental Transfer Only

The following 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 or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	January 9, 2018
CLOSING DATE:	January 16, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS/TERM:	12.5 hrs/wk; M-F, 8:45 a.m. – 11:15 a.m.; Tamura Kindergarten Aide
TERM:	9.6 months/year
VACANCY:	1 Position at Tamura

THE JOB

Under the direction of a Principal, assist a certificated teacher in reinforcing instruction to individuals or small groups of students in a classroom, or other learning environment; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

APPLICATION PROCESS

Present employees in the classification of Instructional Assistant 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. **Requests must be received by 4:00 p.m., Tuesday, January 16, 2018. POSTMARKS WILL NOT BE ACCEPTED.**

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT – Moderate/Severe

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 – Moderate/Severe (previously IA SH/PH) or from the current list of “ready and willing” certified eligibles

POSTING DATE:	January 16, 2018
CLOSING DATE:	January 22, 2018 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	20.0 hrs/wk, Monday-Wednesday 8:30 a.m.-12:00 p.m. & 12:45 p.m. - 2:45 p.m., Friday 8:30 a.m.-12:00 p.m.
TERM:	4 days a week, 9.6 months a year
VACANCY:	1 position at Plavan 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, January 22, 2018.

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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Personnel Commission

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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:	December 14, 2017
CLOSING DATE:	December 20, 2017 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	15.0 hrs/wk: Monday – Friday, 1:00 p.m. – 4:00 p.m.
TERM:	9.6 months/year
VACANCY:	1 position at Gisler State Preschool

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 in the classification of Preschool Aide wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvds.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., Wednesday, December 20, 2017. POSTMARKS WILL NOT BE ACCEPTED.**

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Personnel Commission

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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:	January 8, 2018
CLOSING DATE:	January 12, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	12.5 hrs/wk: Monday – Friday, 1:30 p.m. – 4:00 p.m.
TERM:	9.6 months/year
VACANCY:	1 position at Gisler State Preschool

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 in the classification of Preschool Aide 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., Friday, January 12, 2018. POSTMARKS WILL NOT BE ACCEPTED.**

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Coordinator

Dual Certification - Open and Promotional

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

POSTING DATE: January 12, 2018
CLOSING DATE: February 7, 2018, 4:30 p.m.
SALARY: \$20.16 - \$24.52/hr (Range 40, 5 Steps)
HOURS: 40 hours per week, Monday – Friday, 9:30 a.m. - 6:00 p.m. (1/2 hour unpaid lunch)
TERM: 5 days a week, 9.6 months a year
VACANCIES: One vacancy

PURPOSE STATEMENT

The job of Extended School Program Coordinator is done for the purposes 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; assures compliance with school objectives to meet the needs of children, parents, school and the community and provides work direction and guidance to staff. The ideal candidate works well with children and other staff and has excellent communication and interpersonal abilities.

ESSENTIAL FUNCTIONS

Administers immediate first aid and medical assistance as instructed by a health care professional; assists with the employment process, training and monitoring staff performance; collaborates with other school personnel; provides support in accordance with IEP's or any specific behavioral plans; coordinates class activities with staff; manages budget allocations, expenditures, fund balances and related financial activities; monitors interactions between staff and children; organizes a variety of activities; participates in a variety of meetings; prepares a variety of reports and documentation; provides guidance, instruction and modeling positive behavior to students in a safe, nurturing environment with curriculum-based activities; responds to inquiries of other school personnel; serves as liaison between administration, staff, students and parents; and provides information and direction regarding plans, activities, schedules, children needs or concerns, etc.

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 required to perform the functions of the job include: knowledge of curriculum, instruction, and subjects of assignments; 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. Ability 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. Ability 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.

EDUCATION/EXPERIENCE REQUIREMENTS

Any combination equivalent to Bachelors degree in job-related area with related college-level coursework and two years of related experience including some lead or supervisory responsibilities.

LICENSES AND OTHER REQUIREMENTS

Maintains valid Pediatric First Aid and CPR certificate.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:30 p.m. on Wednesday, February 7, 2018. Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview to be held on the dates listed below. (These dates are subject to change.) All applicants are invited to attend the written test.

Written (50%).....February 8, 2018 at 9:00 a.m.

Qualifications Appraisal Interview (50%).....Week of February 12, 2018

Testing will be conducted at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

Dual Certification - Open and Promotional

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

POSTING DATE: January 12, 2018
CLOSING DATE: February 6, 2018, 4:30 p.m.
SALARY: \$17.35 - \$21.08/hr (Range 25, 5 Steps)
HOURS: 2 positions, 1 position at Plavan for 19.5 hrs/wk, 1 position at Cox for 14.5 hrs/wk
TERM: 5 days a week, 9.6 months a year
VACANCIES: Two vacancies

PURPOSE STATEMENT

The job of Extended School Program (ESP) Instructor is done for the purposes of organizing and implementing a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program and assuring compliance with school objectives to meet the needs of children, parents, school and the community. The ideal candidate works well with children and other staff and has excellent communication and interpersonal abilities.

ESSENTIAL FUNCTIONS

Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional; communicates with teachers, ESP Management, parents and appropriate community agency personnel; conducts a variety of activities; coordinates class activities with subordinates; implements a clean and orderly environment; maintains a variety of records, reports and program materials; manages student behavior during field trips; monitors interactions between staff, children and parents; operates a computer, other office equipment, various audio-visual and instructional machines; prepares classroom activities and lesson plans for multiple age groups in assigned classrooms; provides instruction to students in a safe, nurturing environment with curriculum-based activities; reports incidents and requests supplies for various activities.

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 skills 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.

See Other Side

KNOWLEDGE is required to perform basic math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Other knowledge includes: knowledge of curriculum, instruction, and subjects of assignments; pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices; age appropriate activities/behaviors; and nutritional guidelines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; use job-related equipment; work with a diversity of individuals and/or groups; work with a variety of data; problem solving with data requires independent interpretation of guidelines. Other abilities 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.

EDUCATION/EXPERIENCE REQUIREMENTS

Any combination equivalent to graduation from high school supplemented by 12 semester units from an accredited college in early childhood education or coursework in child development, elementary education, recreation or related field, **AND** one year experience working with school-age children in a group setting.

LICENSES AND OTHER REQUIREMENTS

Valid Pediatric First Aid and CPR certificate.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvdsd.us. The deadline is 4:30 p.m. on Tuesday, February 6, 2018. Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview to be held on the dates listed below. (These dates are subject to change.) All applicants are invited to attend the written test.

Written (50%).....February 7, 2018 at 9:00 a.m.

Qualifications Appraisal Interview (50%).....Week of February 12, 2018

Testing will be conducted at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

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

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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **SCPMA Conference Approval**

DATE: January 17, 2018

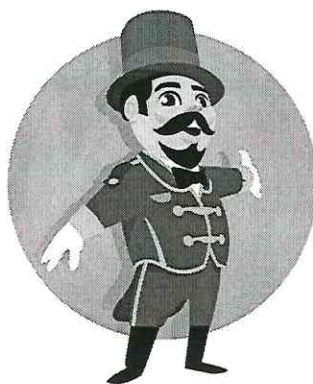
Attached is the information for the 2018 SCPMA Conference –April 18, 2018

RECOMMENDATION

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



EARLY BIRD CONFERENCE RATE THROUGH JANUARY 31



“Welcome to the Big Top” HR the Greatest Show on Earth!

**Wednesday, April 18, 2018
ALMANSOR COURT, ALHAMBRA, CA
8:00 A.M. - 5:00 P.M.**

You will be Amused, Amazed, and Astonished!
For the price of admission, six “Circus Side Acts” will feature labor trends, legal updates, succession planning, supervisory and leadership wisdom, professional development and all the innovative practices you need to know to become an HR Ringmaster!

Early Bird Rate through January 31st is \$89

Includes:

- Continental breakfast
- Delicious lunch Buffet
- After party cocktails and appetizers
- Excellent session choices
- Swag fit for a HR Ringmaster
- Lots of raffle prizes

Don't miss out on this exceptional conference at an excellent value. Register early to ensure your ticket to this event.

We aim to Inform, Invigorate, and Inspire YOU!

REGISTER HERE

2018 Call for Presentation Proposal

SCPMHR invites you to submit a proposal to share your experience and expertise with your Human Resources colleagues. The conference will be held on April 18, 2018, from 8am to 5pm at the Almanson Court in Alhambra, California. The conference theme is: *Welcome to the Big Top ~HR The Greatest Show on Earth*

Suggested Topics:

- Employment - recruitment and retention, testing, social media
- Employee benefits - ACA, health care costs
- Labor Relations/Employee Relations
- Organization Training and Development
- Performance Management
- Workforce and Succession Planning
- Diversity and Inclusion

Please submit your proposal by Wednesday, January 31, 2018

SUBMIT YOUR PROPOSAL HERE

STAY CONNECTED:



SCPMHR | scpma.hr@gmail.com | www.scpma-hr.org