

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

March 22, 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, February 22, 2018** *Action*  
*(Attachment #1)*
  
4. **Agenda, Regular Meeting of the Board of Trustees, March 8, 2018** *Information*  
*(Attachment #2)*
  
5. **Minutes, Regular Meeting of the Board of Trustees, February 15, 2018** *Information*  
*(Attachment #3)*
  
6. **Minutes, Special Meeting of the Board of Trustees, February 23, 2018** *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-

ESP Coordinator, ESP Instructor, Instructional Assistant –Moderate/Severe, Maintenance Worker III, Preschool Assistant, and Skilled Groundskeeper/ Equipment Operator  
(Attachments #5-#7)

*Action*

### PERSONNEL

#### 11. Job Announcements

(Attachments #8-#14)

*Information*

### FINANCIAL

#### 12. Nothing at this time

*Information*

### 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:

**April 26, 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 FEBRUARY 22, 2018**

DATE: March 6, 2018

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Attached for your approval are the minutes of the Personnel Commission regular meeting of February 22, 2018.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the February 22, 2018 Personnel Commission regular meeting.

**Attachment #1**

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

***REGULAR MEETING***

**MINUTES**

February 22, 2018

4:30 p.m.

Mr. William Mullin called the Regular Meeting of the Personnel Commission to order at 4:36 p.m. in the Board room, 10055 Slater Avenue, Fountain Valley, California. Rabbi Einstein 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. McCombs moved to approve the agenda as presented. Mrs. Davis seconded the motion. Motion carried.

**Introduction of Guests**

Ms. Cathie Abdel, Rabbi Stephen Einstein, Mrs. Robin Einstein, Ms. Chris Fullerton, Mr. Sam Koser, Mr. Gregg Millett, Ms. Lisa O’Cain and Ms. Connie Ramirez were in attendance.

**Introduction of Staff**

Ms. Donna Johnson was in attendance.

**Minutes, Regular Meeting of the Personnel Commission, January 25, 2018**

Mrs. Davis moved to approve the minutes as presented. Mr. McCombs seconded the motion. Motion carried.

**Agenda, Regular Meeting of the Board of Trustees, February 15, 2018**

Presented as an information item only.

**Minutes, Regular Meeting of the Board of Trustees, January 18, 2018**

Presented as an information item only.

**Director’s Report**

Mr. Hessler stated several people attended the CSPCA conference in San Diego. He stated it was one of the best he has attended. The sessions were well presented and top-notch. Two sessions to note in particular were on ADA and different issues dealing with requests for accommodations. He was happy to see we could get Rabbi Einstein while he was in town to recognize him for his 25 plus years of service on the Personnel Commission.

**Commissioners’ Comments**

Mrs. Davis and Mr. McCombs were both pleased with the Board’s recognition of Rabbi Einstein for his many years of service. Mr. McCombs reiterated that the CSPCA conference was a success. He was impressed with the amount and level of information that was available. Mr. McCombs stated one keynote speaker spoke about employee engagement studies and the engagement of employees. The message was if you want to know what your employees are thinking you need to ask them. Mr. Mullin agreed the conference was one of the better ones.

He stated it was well prepared, the subjects were timely, and the speakers were polished. He stated he has copies of some of the presentations and would be happy to share with anyone interested.

**Public Comments**

Ms. Ramirez thanked Rabbi Einstein for his time and effort dedicated to the classified employees.

**ADMINISTRATION**

**Recognition of Rabbi Einstein**

Mr. Hessler presented Rabbi Einstein a certificate from the California Assembly in recognition for his service to the Fountain Valley School District as School Board member and Personnel Commissioner and his commitment to advancing educational excellence. The second item presented was a certificate from the Board of Trustees to go with the bell presented at the Board meeting. The third item was a photo from the year 2005 from a classified recognition night. Mr. Hessler thanked him for his compassion, willingness to listen, and always doing what was right for the employees.

**“State of the State and Fountain Valley School District”**

Assistant Superintendent Chris Fullerton presented two topics. The first presentation contained information on the U.S. economy, the State economy and the Governor’s budget. The second topic covered was an update on Measure O.

**Review of Personnel Commission Rules- Field of Competition, Pass Point and Seniority Points**

Mr. Hessler presented a review of the Personnel Commission rules regarding field of completion, pass points and seniority. He covered the different types of examinations and how seniority credit is calculated and added to the final passing score of candidates. Mr. Hessler also covered the rating of exams and how pass points are determined.

**Eligibility Lists**

No eligibility lists were presented for approval.

**PERSONNEL**

**Job Announcements**

The interdepartmental transfer job posting for Instructional Assistant Moderate/Severe was reviewed. Also, the Dual Certification job postings for Maintenance Worker III, Preschool Assistant, Preschool Instructor and Skilled Groundskeeper/Equipment Operator were reviewed.

**FINANCIAL**

The Personnel Commission reviewed the 2017-2018 budget to date.

**CLOSED SESSION**

No closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**March 22, 2018**

**4:30 p.m.**

**PDC Room**

**ADJOURNMENT**

The February 22, 2018 regular meeting of the Personnel Commission was adjourned at 6:00 p.m.

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Mr. William Mullin, Chairperson

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Mrs. Carol Davis, 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 MARCH 8, 2018**

DATE: March 6, 2018

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Attached for your information is the agenda of the Board of Trustees regular meeting of March 8, 2018.



Fountain Valley School District

BOARD OF TRUSTEES  
REGULAR MEETING

**AGENDA**

Board Room  
10055 Slater Avenue  
Fountain Valley, CA

**March 8, 2018**

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

M    \_\_\_  
 2<sup>nd</sup> \_\_\_  
 V    \_\_\_

**BOARD WORKSHOP**

**1. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin, and Director, Educational Services, Dr. Julianne Hofer, will review with the Board of Trustees the process used to update the District's Local Control Accountability Plan (LCAP).

- 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 Real Property Negotiator: *Government Code Section 54956.8*  
 Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) ("Property").  
  
 Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and LePort Schools, Greg Marick, Vice President, Operations & Development (Lessee).  
  
 Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the possible amendment of the existing Lease Agreement for the identified Property.
- Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1*  
 The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.
- OPEN SESSION: 6:30PM
- PLEDGE OF ALLEGIANCE will be led by Girl Scout Troop 5311.

### **SPECIAL PRESENTATIONS**

**2. RECOGNITION OF DISTRICT ADMINISTRATOR OF THE YEAR 2018: PRINCIPAL KATHY DAVIS**

The Fountain Valley School District is please to honor our 2018 District Administrator of the Year, Tamura Elementary School Principal, Kathy Davis. The Board of Trustees will join staff and the community in celebrating Mrs. Davis for this very much deserved recognition.

**3. RECOGNITION OF TAMURA SCHOOL PARENT VOLUNTEERS**

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Tamura School, the Board shall recognize and thank Adria McDonald and Louise Proli.

**4. RECOGNITION OF OKA SCHOOL PARENT VOLUNTEERS**

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Oka School, the Board shall recognize and thank Allison Westrup and Marisa Campbell.

**5. RECOGNITION OF TAMURA SCHOOL STUDENTS**

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

**6. RECOGNITION OF OKA SCHOOL STUDENTS**

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

• RECESS

**STAFF REPORTS AND PRESENTATIONS**

**7. SECOND INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)**

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

**BOARD REPORTS AND COMMUNICATIONS**

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

**PUBLIC HEARINGS**

**8. PUBLIC HEARING ON TENTATIVE AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION**

A public hearing shall be held for the purpose of receiving public comment on the tentative agreement between the Fountain Valley School District and the Fountain Valley Education Association for the 2017-18 school year. Public input is welcome.

**PUBLIC COMMENTS**

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

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

**LEGISLATIVE SESSION**

**9. PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION FOR 2017-18 SCHOOL YEAR** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

Attached is the Public Disclosure of Collective Bargaining Agreement between the Fountain Valley School District and the Fountain Valley Education Association for the 2017-18 school year.

Superintendent's Recommendation: It is recommended that Board of Trustees approves the Public Disclosure of Collective Bargaining Agreement for the agreement between Fountain Valley School District and the Fountain Valley Education Association for the 2017-18 school year.

**10. AGREEMENT BETWEEN FOUNTAIN VALLEY EDUCATION ASSOCIATION AND FOUNTAIN VALLEY SCHOOL DISTRICT** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

On January 25, 2018, Fountain Valley Education Association (FVEA) and Fountain Valley School District (FVSD) reached a "Tentative Agreement" on all matters subject to collective bargaining for the contract year July 1, 2017 through June 30, 2018. The agreement includes a one-time 1.00% off schedule

salary increase for bargaining unit members employed at the time of ratification of the 2017-18 agreement; a 1.00% increase to the 2016-17 certificated salary schedule, effective July 1, 2017; an additional .50% increase to Column III Step 10, Step 12, and Step 24 of the 2016-17 certificated salary schedule; an increase of \$500 to health and welfare benefits increasing the District’s contribution to health and welfare from \$9000 to \$9500, effective January 1, 2019.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the agreement between the Fountain Valley School District and Fountain Valley Education Association dated January 25, 2018.

**11. MEMORANDUM OF UNDERSTANDING BETWEEN FVSD AND CSEA CHAPTER 358 REGARDING AB119—EMPLOYEE ORIENTATION BILL**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

On February 23, 2018, Fountain Valley School District, CSEA and its Chapter #358, agreed to address AB 119 Employee Orientation Bill which added Government Code Section 3555 to 3559 to the California Government Code, requiring public employers to provide the exclusive representative mandatory access to the new employee orientations of the employees it represents. Assembly Bill 119 was signed into law on June 27, 2017, and became effective July 1, 2017.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the Memorandum of Understanding regarding AB 119 which added Government Code sections 3555 to 3559, Employee Orientation.

**12. MEMORANDUM OF UNDERSTANDING BETWEEN FVSD AND CSEA CHAPTER 358 REGARDING IMPLEMENTATION OF CLASSIFICATION STUDY**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

In March of 2017, the Board of Trustees entered into a contract with Educational Management Solutions for completion of a classification study. The study was conducted over the course of eight months, and was presented to the Personnel Commission at the November 16, 2017 meeting and approved at the December 14, 2017 meeting. On February 14, 2018, Fountain Valley School District and CSEA Chapter #358 signed a Memorandum of Understanding agreeing to implement the changes in classification titles, salary range and job descriptions approved by the Personnel Commission.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the Memorandum of Understanding regarding the implementation of the classification study reflecting the changes in salary ranges for eight classifications.

**13. IMPLEMENTATION OF CLASSIFICATION STUDY FOR CONFIDENTIAL EMPLOYEES AND CLASSIFIED MANAGEMENT**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

In March of 2017, the Board of Trustees entered into a contract with Educational Management Solutions for completion of a classification study.

The study was conducted over the course of eight months, and was presented to the Personnel Commission at the November 16, 2017 meeting and approved at the December 14, 2017 meeting. The recommendations of the study include changes in job titles, salary range and job descriptions for Confidential employees and Classified Management.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the implementation of the classification study for Confidential employees and Classified Management and the 2016-17 Confidential and Classified Management salary schedules.

**14. PERSONNEL COMMISSION’S RECOMMENDATION OF CHANGE IN SALARY RANGE FOR SCHOOL OFFICE MANAGERS**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
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At their December 14, 2017 meeting, following the completion of the classification study and presentation of the results, the Personnel Commission took action to approve implementation of the study and included approval of a change in salary range for School Office Manager from Range 51 to Range 56. A further analysis of the Personnel Commission's recommendation, the classification study findings, and the appeal made by the School Office Managers was completed. There are two job classifications on Range 51 of the classified salary schedule, Administrative Assistant and School Office Manager. It is recommended that a change in salary range should include both job classifications to maintain internal equity within the job family.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves a change for the job classifications at Range 51- Administrative Assistants and School Office Managers, to Range 53 of the classified salary schedule. This recommendation is made after further analysis of the Personnel Commission's recommendation, the classification study findings, and the School Office Managers' appeal. The fiscal impact in implementing the recommended changes in salary ranges from Range 51 to Range 53 for Administrative Assistants and School Office Managers is an ongoing cost of approximately \$13,865.00.

**15. RESOLUTION 2018-23 CALLING FOR FULL AND FAIR FUNDING OF CALIFORNIA’S PUBLIC SCHOOLS**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
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As part of the ongoing effort to ensure that all students benefit from the resources needed for a high-quality education, the California School Boards Association and districts across the state are calling on the Legislature to raise school funding to the national average by 2020 and to the average of the top 10 states by 2025.

Superintendent’s Recommendation: It is recommended that the Board of Trustees Resolution 2018-23 Calling For Full and Fair Funding of California’s Public Schools.

**16. APPROVAL OF 2017-18 SECOND INTERIM REPORT**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

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

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the 2017-18 Second Interim Report.

**17. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
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**

- 17-A. Board Meeting Minutes from February 15<sup>th</sup> regular meeting
- 17-B. Board Meeting Minutes from February 23<sup>rd</sup> special meeting
- 17-C. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 17-D. Donations
- 17-E. Warrants
- 17-F. Purchase Order Listing
- 17-G. Budget Adjustments and Transfers
- 17-H. Resolution 2018-24: Payment to Collins for Missed Meeting due to Illness

**Consent Items**

**17-I. BOARD POLICY 6170.1 TRANSITIONAL KINDERGARTEN (SECOND READING AND ADOPTION)**

Superintendent’s Comments: It is recommended that the Board of Trustees approves the revision to Board Policy 6170.1 for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-J. REVISED BOARD POLICY 0400 COMPREHENSIVE PLANS (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that the Board of Trustees approves Board Policy 0400 Comprehensive Plans for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-K. REVISED BOARD POLICY 0460 LOCAL CONTROL AND ACCOUNTABILITY PLAN (SECOND READING AND ADOPTION)**

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

**17-L. NEW BOARD POLICY 0500 ACCOUNTABILITY (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that the Board of Trustees approves new Board Policy 0500 Accountability for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-M. REVISED BOARD POLICY 6020 PARENT INVOLVEMENT (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that the Board of Trustees approves Board Policy 6020 Parent Involvement for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-N. REVISED BOARD POLICY 5113.1 CHRONIC ABSENCE AND TRUANCY (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that Board Policy 5113.1 Chronic Absence And Truancy be approved for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-O. REVISED BOARD POLICY 5113.12 DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that new Board Policy 5113.12 District School Attendance Review Board be approved for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-P. REVISED BOARD POLICY 5117 INTERDISTRICT ATTENDANCE (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that Board Policy 5117 Interdistrict Attendance be approved for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-Q. REVISED BOARD POLICY 5131.6 ALCOHOL AND OTHER DRUGS  
(SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that Board Policy 5131.6 Alcohol and Other Drugs be approved for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-R. CONTRACT FOR TITLE I PRIVATE SCHOOL SERVICES –  
HUNTINGTON CHRISTIAN SCHOOL**

Superintendent's Comments: It is recommended that the Board of Trustees approves the Contract for Title I Private School Services with Huntington Christian Schools.

**17-S. CONTRACT FOR TITLE I PRIVATE SCHOOL SERVICES – ORANGE  
CRESCENT SCHOOL**

Superintendedent's Comments: It is recommended that the Board of Trustees approves the Contract for Title I Private School Services with Orange Crescent School.

**17-T. 2016/2017 ENGLISH LEARNER (EL) ANNUAL UPDATE**

Superintendedent's Comments: It is recommended that the Board of Trustees approves the 2016/2017 English Learner Annual Update.

**17-U. EXTEND AGREEMENT WITH CORINNE LOSKOT CONSULTING INC.,  
IN ORDER TO ASSIST WITH OBTAINING STATE SCHOOL  
FACILITIES FUNDING**

Superintendent's Comments: It is recommended that the Board of Trustees approves extending the agreement with Corinne Loskot Consulting, Inc. in order to assist the District in obtaining State School Facilities Funds.

**17-V. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2018-I**

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

**17-W. CONTRACT WITH DENNIS SMITH**

Superintendent's Comments: It is recommended that the Board of Trustees approves the consultant contract between Dennis Smith, Ed.D. and the Fountain Valley School District for the purpose of providing the services of Governance Team Workshop on March 24, 2018.

**17-X. CONTRACT WITH B43 PRODUCTIONS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the consultant contract between B43 Productions and the Fountain Valley



School District for the purpose of developing videos for the District and its ten schools.

**17-Y. APPROVAL OF SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM AND AUGUST PROGRAM**

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

**17-Z. SINGLE PLANS FOR STUDENT ACHIEVEMENT**

Superintendent’s Comments: It is recommended that the Board of Trustees approves the School Plans for Student Achievement for Newland, Oka, Plavan, Talbert, and Tamura. The other School Plans for Student Achievement were included on the February 15, 2018 Board of Trustees meeting agenda.

**17-AA. BOARD POLICY 6142.93 SCIENCE INSTRUCTION (SECOND READING AND ADOPTION)**

Superintendent’s Comments: It is recommended that the Board of Trustees approves revision to Board Policy 6142.93 for second reading and adoption, with necessary changes as indicated by the Board of Trustees.

**17-BB. 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 |
|--------------------------------|--------------------|-----------------|
| Marshall B. Ketchum University | \$500              | 2/20/18-8/31/18 |
| Trinity Consulting             | \$450              | 1/23/18-6/30/18 |

**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, April 19, 2018 at 6:30pm.**

*A copy of the Board Meeting agenda is posted on the District's web site ([www.fvcsd.us](http://www.fvcsd.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 FEBRUARY 15, 2018**

DATE: March 6, 2018

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Attached for your information are the minutes of the Board of Trustees regular meeting of February 15, 2018.

**Fountain Valley School District**  
Superintendent's Office

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

10055 Slater Avenue  
Fountain Valley, CA 92708

**February 15, 2018**

**MINUTES**

President Cunneen called the regular meeting of the Board of Trustees to order at 5:35pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

|                 |           |
|-----------------|-----------|
| Jim Cunneen     | President |
| Jeanne Galindo  | Clerk     |
| Sandra Crandall | Member    |
| Lisa Schultz    | Member    |

Absent:

|             |                   |
|-------------|-------------------|
| Ian Collins | President Pro Tem |
|-------------|-------------------|

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

AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 4-0

Following the adoption of Resolution 2018-19 at the December 12, 2017 meeting, Superintendent Dr. Mark Johnson was joined by Shawna McKee, Esq. with Atkinson, Andelson, Loya, Ruud and Romo to discuss with the Board of Trustees the next steps in establishing trustee areas and elections by-trustee areas. Mrs. McKee began by reviewing the types of elections that can be used by school districts. Following this, she explained the process of transitioning from At-Large to By-Trustee Area elections including the creation of trustee areas, public hearings, waiver of the election requirement from State Board of Education, and community and stakeholder input on both the waiver and the maps. She then detailed implementation of By-Trustee Area Election method including decennial updates.

BOARD WORKSHOP:  
CALIFORNIA VOTING  
RIGHTS ACT

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 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

The public portion of the meeting resumed at 6:30pm.

PLEDGE OF ALLEGIANCE

Boy Scout Den 12 Pack 1226 led the Pledge of Allegiance.

**SPECIAL PRESENTATIONS**

Members of the Fountain Valley Rotary Club joined the Board of Trustees for the generous presentation of a \$3000 grant in support of Fountain Valley School District literacy programs.

PRESENTATION OF FOUNTAIN VALLEY ROTARY GRANT IN SUPPORT OF FOUNTAIN VALLEY SCHOOL DISTRICT LITERACY PROGRAM  
RECOGNITION OF MIDDLE SCHOOL PARENT VOLUNTEERS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Fulton Middle School, the Board recognized and thanked Shauna Zukle and Karlyna Macey. From Masuda Middle School, the Board recognized and thanked Crystal Abbott and Stephen Schwarz. And from Talbert Middle School, the Board recognized and thanked Nicola Weiss and Laurey Yuro. The Board was joined by staff and the community in celebrating these volunteers for all that they do for our middle schools.

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized six outstanding students from each of our middle schools. From Fulton Middle School, the Board honored Adam Chohan (6<sup>th</sup>), Hope Svartstrom (6<sup>th</sup>), Kenzo Phillip Osmena (7<sup>th</sup>), Sarah Yoo (7<sup>th</sup>), Nam Vu (7<sup>th</sup>), and Hannah Robert (8<sup>th</sup>). From Masuda Middle School, the Board honored Alina Cotociu (6<sup>th</sup>), Ethan H. Nguyen (6<sup>th</sup>), Natalie Tran (7<sup>th</sup>), Ian Bui (7<sup>th</sup>), Brooke Bonny (8<sup>th</sup>) and Roger Nguyen (8<sup>th</sup>). And from Talbert Middle School, the Board honored Molly Ehrlich (6<sup>th</sup>), Justin Lak (6<sup>th</sup>), Ani Vamvas (7<sup>th</sup>), Talha Bektas (7<sup>th</sup>), Connor Grudt (8<sup>th</sup>), and Jesse Ly (8<sup>th</sup>). The Board of Trustees joined staff and family members in celebrating the outstanding accomplishments of these students.

## RECOGNITION OF MIDDLE SCHOOL STUDENTS

Following the recognitions, the Board of Trustees took a brief recess for cookies and photos.

## RECESS

## BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo's activities since the last meeting included: FV Schools Foundation meeting and the Tamura Lunar New Year celebration.

Mrs. Crandall congratulated our principals, assistant principals and leadership teams for the successful professional development day on February 9<sup>th</sup>. Her activities since the last meeting included: Carter Ankeny Buddy Bench unveiling at Cox School, OCSBA fiscal seminar, tours at Courreges, Newland, Masuda and Plavan, meet and greet at Oka School for EEK students, volleyball tournament at Fulton School, Tamura Lunar New Year celebration, fundraising presentation hosted by SPC, FV Fire recognition, FV Chamber of Commerce State of the City, 5K Fun Run, District Office Souper Bowl, State Senator Janet Nguyen press conference, and Free Little Library ribbon cutting.

Mrs. Schultz commended our teachers, principals and Education Services Division for the recent professional development day, noting that it was an extremely successful day. In addition, she commended our negotiations team for reaching a tentative agreement. Lastly, she thanked her fellow trustees for keeping her up to date.

Mr. Cunneen’s activities since the last meeting included: OCSBA fiscal seminar, ACE meeting, OCTA 405 freeway expansion project ground breaking, tours of Courreges, Newland, Masuda, Talbert, Gisler and Plavan, and FV Chamber of Commerce State of the City. He thanked the Board for their service this month.

**PUBLIC HEARING**

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 California School Employees Association, Chapter #358 for the 2017-18 school year. Public input was welcome. There were no requests to speak and the hearing was closed.

PUBLIC HEARING ON  
INITIAL CONTRACT  
PROPOSALS BETWEEN  
FOUNTAIN VALLEY  
SCHOOL DISTRICT AND  
CALIFORNIA SCHOOL  
EMPLOYEES  
ASSOCIATION,  
CHAPTER #358 FOR  
2017-18

**PUBLIC COMMENTS**

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

**LEGISLATIVE SESSION**

**Motion:** Mrs. Galindo moved to approve Board Policy 3280 Sale or Lease of District-Owned Real Property (Second Reading and Adoption).

BOARD POLICY 3280  
SALE OR LEASE OF  
DISTRICT-OWNED  
REAL PROPERTY  
(SECOND READING  
AND ADOPTION)

Second: Mrs. Schultz

Vote: 4-0

**Motion:** Mrs. Schultz moved to approve Board Policy 6142.93 Science Instruction (First Reading).

BOARD POLICY 6142.93  
SCIENCE INSTRUCTION  
(FIRST READING)

Second: Mrs. Crandall

Mrs. Crandall requested that the sentence “Such beliefs shall not be discussed in science class, but may be addressed in social science and language arts curricula,” be included on page 24.

Vote: 4-0

- Motion:** Mrs. Crandall moved to approve Board Policy 6170.1 Transitional Kindergarten (First Reading). BOARD POLICY 6170.1 TRANSITIONAL KINDERGARTEN (FIRST READING)
- Second: Mrs. Galindo
- Vote: 4-0
- Motion:** Mrs. Schultz moved to approve Revised Board Policy 0400 Comprehensive Plans (First Reading). REVISED BOARD POLICY 0400 COMPREHENSIVE PLANS (FIRST READING)
- Second: Mrs. Crandall
- Vote: 4-0
- Motion:** Mrs. Galindo moved to approve Revised Board Policy 0460 Local Control And Accountability Plan (First Reading). REVISED BOARD POLICY 0460 LOCAL CONTROL AND ACCOUNTABILITY PLAN (FIRST READING)
- Second: Mrs. Schultz
- Vote: 4-0
- Motion:** Mrs. Schultz moved to approve New Board Policy 0500 Accountability (First Reading). NEW BOARD POLICY 0500 ACCOUNTABILITY (FIRST READING)
- Second: Mrs. Crandall
- Vote: 4-0
- Motion:** Mrs. Crandall moved to approve Board Policy 6020 Parent Involvement (First Reading). REVISED BOARD POLICY 6020 PARENT INVOLVEMENT (FIRST READING)
- Second: Mrs. Schultz
- Vote: 4-0
- Motion:** Mrs. Crandall moved to approve Settlement Agreement With Cal 200 Petitioners. APPROVE SETTLEMENT AGREEMENT WITH CAL 200 PETITIONERS
- Second: Mrs. Galindo
- Vote: 4-0
- Motion:** Mrs. Galindo moved to adopt Resolution 2018-22 Finding the Sale of District Property Exempt RESOLUTION 2018-22 FINDING THE SALE OF



|                |  |  |
|----------------|--|--|
|                | from the California Environmental Quality Act and Providing the Filing and Recordation of a Notice of Exemption      | DISTRICT PROPERTY EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND PROVIDING THE FILING AND RECORDATION OF A NOTICE OF EXEMPTION |
| Second:        | Mrs. Schultz   | REVISED BOARD POLICY 5113.1 CHRONIC ABSENCE AND TRUANCY (FIRST READING)  |
| Vote:          | 4-0  |  |
| <b>Motion:</b> | Mrs. Schultz moved to approve Revised Board Policy 5113.1 Chronic Absence and Truancy (First Reading).               |  |
| Second:        | Mrs. Crandall  |  |
| Vote:          | 4-0  |  |
| <b>Motion:</b> | Mrs. Crandall moved to approve Revised Board Policy 5113.12 District School Attendance Review Board (First Reading). | REVISED BOARD POLICY 5113.12 DISTRICT SCHOOL ATTENDANCE REVIEW BOARD (FIRST READING)   |
| Second:        | Mrs. Schultz   |  |
| Vote:          | 4-0  |  |
| <b>Motion:</b> | Mrs. Galindo moved to approve Revised Board Policy 5117 Interdistrict Attendance (First Reading)                     | REVISED BOARD POLICY 5117 INTERDISTRICT ATTENDANCE (FIRST READING)   |
| Second:        | Mrs. Schultz   |  |
| Vote:          | 4-0  |  |
| <b>Motion:</b> | Mrs. Crandall moved to approve Revised Board Policy 5131.6 Alcohol and Other Drugs (First Reading).                  | REVISED BOARD POLICY 5131.6 ALCOHOL AND OTHER DRUGS (FIRST READING)  |
| Second:        | Mrs. Galindo   |  |
| Vote:          | 4-0  |  |
| <b>Motion:</b> | Mrs. Crandall moved to approve the selections for 2018 CSBA Delegate Assembly Election – Region 15 as discussed.     | 2018 CSBA DELEGATE ASSEMBLY ELECTION – REGION 15   |
| Second:        | Mrs. Schultz   |  |

Vote: 4-0

**Motion:** Mrs. Galindo moved to approve the Consent Calendar. CONSENT CALENDAR

Second: Mrs. Crandall

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from January 18<sup>th</sup> Regular Meeting
  - Personnel Items (Employee Functions, Workshops/Conferences, and Consultants)
  - Donations
  - Warrants
  - Purchase Order Listing
  - Single Plans for Student Achievement
  - Consolidated Application – Winter Release 2017
  - Special Ed Settlement Agreement 2018-H
  - Approval to Purchase a Vehicle for Food Services Using the 2016 CMAS Contract
  - Agreement #45362 Internet Access Agreement with the Orange County Department of Education
  - Receipt of California School Employees Association, Chapter 358’s Initial Proposal for 2017-18
  - Presentation of Fountain Valley School District’s 2017-18 Initial Contract Proposals to California School Employees Association, Chapter #358
  - 2018-2019 Network Support Services Agreement #45363 with the Orange County Department of Education in the Amount Of \$2,350
  - Accept and Award RFP 12 to Crown Castle Corporation for \$ 18,000 per Month to Provide 10 GB Lit Fiber Connectivity Between the District Office, School Sites, the Maintenance Yard and the Orange County Department of Education
  - Maintenance Agreement with Socal Office Technologies for Wide Format Multi-Function Printer
  - Approval of Vavrinek, Trine, Day & Co., LLP Three-Year Contract for Audit Services
  - Non-Public Agency Contracts
- | <u>Non-Public School/Agency</u> | <u>100% Contract Cost</u> | <u>Effective Dates</u> |
|---------------------------------|---------------------------|------------------------|
| Rossier Park Elementary School  | N/A                       | 1/19/18-6/30/18        |
| Rossier Park Elementary School  | \$21,771.90               | 1/19/18-6/30/18        |

**SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS**

Dr. Johnson Commended the Staff Development on February 9<sup>th</sup>, noting that it was extraordinary. Leadership teams selected content for the day. Our teams, with our principals' direction, are guiding the direction of their work and are picking the right thing for them. He commended our principals and leadership teams for guiding this path with teacher input. People have choice on what they are learning, and because of this, have greater buy-in. In addition, he celebrated Mrs. Fullerton, noting that in the last twelve months she has taken on an extraordinary amount of work. In addition to her current role, she has added facilities and the immense amount of work involved. He highlighted the Crossroads building, noting that in 2016 it was worth \$5.1 million, and today its worth \$7.8 million. Mrs. Fullerton has navigated everything involved in the sale of Crossroads from the 7-11 Committee to today as we are close to a sale. And, this has all been done in addition to everything else that we are focusing on completing. He emphasized that Mrs. Fullerton is an exceptional teammate, doing quality work, and is an asset to our community, staff, and the students of our District. Moreover, he noted his recent tours of Courreges, Masuda, Newland, Talbert, Gisler, and Plavan. He highlighted that students are happy and engaged, and this is because of teachers who care for them. In closing, he noted the he had the honor to attend Carter Ankeny's Buddy Bench dedication at Cox School and it was quite possibly one of the most beautiful moments where a school community wrapped the arms around a family in celebration of student who touched so many in such a way in such a short amount of time. He commended the Cox family and staff for their efforts.

**CLOSED SESSION**

Mr. Cunneen announced that the Board would retire into a second Closed Session. Action was 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

## **ADJOURNMENT**

**Motion:** Mrs. Galindo moved to adjourn the meeting at 10:23pm.

**Second:** Mrs. Schultz

**Vote:** 4-0

/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 FEBRUARY 23, 2018**

DATE: March 13, 2018

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Attached for your information are the minutes of the Board of Trustees special meeting of February 23, 2018.

Fountain Valley School District  
Superintendent's Office

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

10055 Slater Avenue  
Fountain Valley, CA 92708

**February 23, 2018**

**MINUTES**

President Cunneen called the regular meeting of the Board of Trustees to order at 5:38pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

|                 |                   |
|-----------------|-------------------|
| Jim Cunneen     | President         |
| Ian Collins     | President Pro Tem |
| Jeanne Galindo  | Clerk             |
| Sandra Crandall | Member            |

Late:

|              |        |
|--------------|--------|
| Lisa Schultz | Member |
|--------------|--------|

Dr. Johnson led the Pledge of Allegiance.

PLEDGE OF  
ALLEGIANCE  
AGENDA APPROVAL

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

Second: Mrs. Galindo

Vote: 4-0 (Absent: Schultz)

Mrs. Schultz arrived at 5:46pm.

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 Real Property Negotiator:  
*Government Code Section 54956.8*  
Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) (“Property”).  
  
Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and LePort Schools, Greg Marick, Vice President, Operations & Development (Lessee).  
  
Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with the possible amendment of the existing Lease Agreement for the identified Property.

**SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS**

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

**ADJOURNMENT**

**Motion:** Mrs. Crandall moved to adjourn the meeting at 6:20PM.

**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: **ELIGIBILITY LISTS**

DATE: March 6, 2018

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Attached is the eligibility lists for:

**ESP Coordinator**

**ESP Instructor**

**Instructional Assistant Moderate/Severe**

**Maintenance Worker III**

**Preschool Assistant**

**Skilled Groundskeeper/ Equipment Operator**

**RECOMMENDATION**

The Personnel Commission approve the eligibility lists enumerated above.

**Attachments #5-#7**

**Eligibility List**  
**ESP Coordinator**  
**Originated on 2-15-18 / Expires 2-15-19**

| <b>RANK</b> | <b>NAME</b>           |
|-------------|-----------------------|
| 1           | Kathleen Courtemanche |
| 2           | Sabino Alcala         |
| 3           | Tamara Wickham        |
| 4           | Angela Krol           |
| 5           | Michael Brunet        |
| 6           | Vanessa Garcia        |

**Eligibility List**  
**ESP Instructor**  
**Originated on 2-15-18 / Expires 2-15-19**

| <b>RANK</b> | <b>NAME</b>           |
|-------------|-----------------------|
| 1           | Kathleen Courtemanche |
| 2           | Lauren Fields         |
| 3           | Vanessa Garcia        |
| 4           | Alejandra Alonso      |

**ELIGIBILITY LIST**  
**Instructional Assistant Moderate/Severe**  
Merged List-Created 2/28/2018

| <b>RANK</b> | <b>NAME</b>    | <b>EXPIRES</b> |
|-------------|----------------|----------------|
| 1           | Reham Kerolles | 2-28-19        |
| 2           | Armida Gruber  | 2-28-19        |
| 3           | Emily Anderson | 1-18-19        |
| 4           | Maria Rios     | 11-3-18        |
| 4           | Crystal Bence  | 1-18-19        |
| 4           | Ngan Nguyen    | 1-18-19        |
| 5           | Ryan Dinh      | 2-28-19        |
| 6           | Karina Trieu   | 2-28-19        |

**Eligibility List**  
**Preschool Assistant**  
Merged List-Created 2/23/2018

| <b>RANK</b> | <b>NAME</b>        | <b>EXPIRES</b> |
|-------------|--------------------|----------------|
| 1           | Harmony Tague      | 10-4-18        |
| 2           | Wendy Correa       | 2-23-19        |
| 2           | Roxana Ybarra      | 2-23-19        |
| 3           | Ryan Gassis        | 10-4-18        |
| 4           | Kerry Langley-Doan | 10-4-18        |
| 5           | Kimberly Nguyen    | 10-4-18        |
| 5           | Amy Hidalgo        | 2-23-19        |
| 6           | Megan Burns        | 10-4-18        |
| 6           | Kristin Gribben    | 2-23-19        |

**Eligibility List**  
**Maintenance Worker III**  
**Expires 3-8-2019**

| <b>RANK</b> | <b>NAME</b>        |
|-------------|--------------------|
| 1           | Randy Faith        |
| 2           | Christopher Hammer |
| 3           | Brandon Gordon     |
| 4           | Andrew Nguyen      |

**Eligibility List**  
**Skilled Groundskeeper/Equipment Operator**  
**Expires 2-22-19**

| <b>RANK</b> | <b>NAME</b>      |
|-------------|------------------|
| 1           | Jason Carrico    |
| 2           | Michael McDuffey |
| 3           | Jerome Akiona    |
| 4           | Scott Hojnacki   |
| 5           | Enrique Heredia  |

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: March 6, 2018

---

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

**Interdepartmental Transfers:**

Custodian

Extended School Program Assistant

Food Service Worker

Preschool Assistant

**Dual Certification:**

Behavior Intervention Assistant

Extended School Program Assistant

Extended School Program Instructor



# Fountain Valley School District

## Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 [www.fvdsd.us](http://www.fvdsd.us)

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## Custodian

### *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 Custodian or from the current list of “ready and willing” certified eligibles.

|                       |  |
|-----------------------|--|
| <b>POSTING DATE:</b>  | February 20, 2018                                      |
| <b>CLOSING DATE:</b>  | February 26, 2018 @ 4:00 p.m.                          |
| <b>SALARY:</b>        | Current rate of pay                                    |
| <b>WORK SCHEDULE:</b> | 27.5 hours/week, Monday – Friday 3:00 p.m. – 8:30 p.m. |
| <b>TERM:</b>          | 12 months/year   |
| <b>VACANCY:</b>       | Tamura School  |

#### THE JOB

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; assist with preparation of facilities for classroom activities and campus events; perform minor repair and maintenance and assure security of the site during assigned hours.

#### APPLICATION PROCEDURE

Present employees wanting to transfer must send or e-mail a note to the Personnel Department ([johnsond@fvdsd.us](mailto: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. The Personnel Office must receive all employee requests by 4:00 p.m., Monday, February 26, 2018.

#### APPOINTMENT/CERTIFICATION

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

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

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

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



***Fountain Valley School District***  
***Personnel Commission***

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 [www.fvsd.us](http://www.fvsd.us)

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

|                      |   |
|----------------------|---|
| <b>POSTING DATE:</b> | February 22, 2018   |
| <b>CLOSING DATE:</b> | February 28, 2018 at 4:00 p.m.                                      |
| <b>SALARY:</b>       | Current rate of pay   |
| <b>HOURS:</b>        | 16.0 hrs/wk: MTWF 2:00 p.m. – 5:00 p.m.<br>TH 1:00 p.m. – 5:00 p.m. |
| <b>TERM:</b>         | 9.6 months/year   |
| <b>VACANCY:</b>      | 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](mailto: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., Wednesday, February 28, 2018. 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> |
|--|

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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](http://www.fvsd.us)

## EMPLOYMENT OPPORTUNITY FOOD SERVICES WORKER

*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 Food Service Worker or from the current list of “ready and willing” certified eligibles.

|                      |   |
|----------------------|---|
| <b>POSTING DATE:</b> | March 13, 2018  |
| <b>CLOSING DATE:</b> | March 19, 2018 at 4:00 p.m.                                       |
| <b>SALARY:</b>       | Current rate of pay   |
| <b>TERM:</b>         | 9.6 months a year   |
| <b>HOURS:</b>        | 17 hrs/wk, MTWF 10:00 a.m. – 1:30 p.m., TH 9:00 a.m. – 12:00 p.m. |
| <b>VACANCY:</b>      | 1 position at Fulton Middle School                                |

### THE JOB

The job of Food Services Worker is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service inventory and facilities in a safe and sanitary condition.

### APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto: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, March 19, 2018. **POSTMARKS WILL NOT BE ACCEPTED.**

### APPOINTMENT/CERTIFICATION

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

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

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

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





***Fountain Valley School District***  
***Personnel Commission***

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 [www.fvds.us](http://www.fvds.us)

**CLASSIFIED EMPLOYMENT OPPORTUNITY**

**PRESCHOOL 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 Preschool Assistant or from the current list of “ready and willing” certified eligibles.

|                      |  |
|----------------------|--|
| <b>POSTING DATE:</b> | February 23, 2018                                    |
| <b>CLOSING DATE:</b> | March 1, 2018 at 4:00 p.m.                           |
| <b>SALARY:</b>       | Current rate of pay                                  |
| <b>HOURS:</b>        | 15.0 hrs/wk: Monday – Friday, 12:30 p.m. – 3:30 p.m. |
| <b>TERM:</b>         | 9.6 months/year                                      |
| <b>VACANCY:</b>      | 1 position at Oka 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 Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvds.us](mailto: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., Thursday, March 1, 2018. 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 BEHAVIOR INTERVENTION ASSISTANT *Dual Certification - Open and Promotional*

|                      |  |
|----------------------|--|
| <b>POSTING DATE:</b> | March 7, 2018  |
| <b>CLOSING DATE:</b> | March 27, 2018 at 4:00 p.m.  |
| <b>SALARY:</b>       | \$20.98/hour - \$25.50/hour (Range 44, 5 steps)<br>*Per CSEA contract, hiring may be made up to step 3 |
| <b>HOURS:</b>        | 28.75 hrs/wk - Hours to be determined  |
| <b>TERM:</b>         | 9.55 mo/yr   |
| <b>VACANCIES:</b>    | One position at Newland  |

#### THE JOB

The job of Behavior Intervention Assistant is done for the purpose/s of providing direct services including crisis intervention and consultative strategies to students, as planned by the educational team; provide support, monitoring and follow up coaching.

#### ESSENTIAL FUNCTIONS

Assists with crisis situations; collaborates with certificated, classified and other support staff; compiles information to determine effective strategies; documents observations of student performance in academic and school activities; guides student in personal interactions and/or specific student issues; implements behavioral and IEP plans; serves as a support system and direct resource for a team of professional educators; and supports the Program Specialist.

#### 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 include: operating standard office equipment including using pertinent software applications; 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 analyze situations to define issues and draw conclusions. Specific knowledge based competencies include: child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; instructional materials and techniques used in Special Education; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; record keeping techniques; and modern office practices and procedures.

**ABILITY** is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment; work with data utilizing defined but different processes; and work with a wide diversity

**See Other Side**

of individuals and with a variety of data. Problem solving is required to identify issues, create action plans and interpretation of guidelines. Specific ability based competencies required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; applying behavior modification techniques developed for classroom use; writing observations and document student behavior; intervening positively in, and diffusing potential confrontations among students; communicating effectively orally and in writing with children and adults; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; and understanding the exceptional needs of special education students.

#### **MINIMUM REQUIREMENTS:**

Targeted, job-related education with study in job-related area. Job related experience is required.

#### **CERTIFICATION/LICENSE:**

Current CPR and First Aid certification

Completion of Pro-Act and Applied Behavior Analysis trainings by the end of probationary period

#### **APPLICATION PROCESS:**

Applicants must complete an online application, obtained through our website – [www.fvsd.us](http://www.fvsd.us) . All application materials **must be submitted through EdJoin by 4:00 p.m., March 27, 2018.**

#### **EXAMINATION PROCESS**

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

|  |                             |
|--|-----------------------------|
| Written Examination (pass/fail)  | March 28, 2018 at 1:00 p.m. |
| Technical Interview (100%)   | Week of April 9, 2018       |
| <b><i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i></b> |                             |

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

#### **APPOINTMENT/ CERTIFICATION**

The application/interview process will result in both a promotional list and an open list. The promotional list will take precedence and be used first. Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles. The two lists will be merged if the highest ranking candidate on the open list has a higher score than the highest available candidate on the promotional list after seniority points have been added. Otherwise, when fewer than three ranks are available on the promotional list, the open list will be used. The eligibility lists for this classification will be established for twelve months.

All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a screening for tuberculosis.

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# 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 Assistant

### *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.

|                      |  |
|----------------------|--|
| <b>POSTING DATE:</b> | March 5, 2018  |
| <b>CLOSING DATE:</b> | March 30, 2018, 4:00 p.m.  |
| <b>SALARY:</b>       | \$15.41 - \$18.73/hr (Range 13, 5 Steps)<br>*Per CSEA contract, hiring may be made up to step 3  |
| <b>HOURS:</b>        | 1 position at Oka, 12.0 hrs/wk, 5 days a week, MTWF 2:30 p.m.-4:30 p.m.,<br>TH 12:30 p.m.- 4:30 p.m.,<br>1 position at Plavan, 16.0 hrs/wk, 5 days a week, MTWF 2:00 p.m.-5:00 p.m.,<br>TH 1:00 p.m. - 5:00 p.m. |
| <b>TERM:</b>         | 9.6 months a year  |
| <b>VACANCIES:</b>    | Two vacancies, 1 position at Oka and 1 position at Plavan  |

#### **PURPOSE STATEMENT**

The job of Extended School Program Assistant 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. The ideal candidate works well with children, other staff, and has excellent communication and interpersonal abilities.

#### **ESSENTIAL FUNCTIONS**

Administers immediate first aid, scheduled prescription and over the counter medication and medial assistance as instructed by a health care professional (e.g. nausea, shortness of breath, seizures, dizziness, headaches, sprains, etc.); assists with planning and implementing a variety of activities; attends meetings and in-service presentations; maintains a variety of records, reports, and program materials; manages student behavior; models appropriate behavior for children; provides assistance for physical, personal hygiene and self image needs of students; provides instruction to students in a safe, nurturing environment; curriculum-based activities; reports incidents; and supports a clean, safe and orderly environment

#### **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.

**See Other Side**

**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 relation 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.

**EDUCATION/EXPERIENCE REQUIREMENTS**

Graduation from high school or equivalent and experience working with school-age children in a group setting or equivalent.

**APPLICATION PROCESS**

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:00 p.m. on Friday, March 30, 2018. 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.

|  |                            |
|--|----------------------------|
| <b>Written Test (40%)</b> .....  | April 3, 2018 at 1:30 p.m. |
| <b>Qualifications Appraisal Interview (60%)</b> .....                          | Week of April 9, 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 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.fvds.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.

|                      |   |
|----------------------|---|
| <b>POSTING DATE:</b> | March 5, 2018   |
| <b>CLOSING DATE:</b> | March 30, 2018, 4:00 p.m.   |
| <b>SALARY:</b>       | \$17.35 - \$21.08/hr (Range 25, 5 Steps)<br>*Per CSEA contract, hiring may be made up to step 3 |
| <b>HOURS:</b>        | 14.5 hrs/wk, 5 days a week, MTWF 2:15 p.m.- 4:45 p.m., TH 12:15 p.m.- 4:45 p.m.                 |
| <b>TERM:</b>         | 9.6 months a year   |
| <b>VACANCIES:</b>    | One vacancy   |

#### 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.fvsd.us. The deadline is 4:00 p.m. on Friday, March 30, 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.

|   |                            |
|---|----------------------------|
| <b>Written Test (50%)</b> .....                       | April 3, 2018 at 1:30 p.m. |
| <b>Qualifications Appraisal Interview (50%)</b> ..... | Week of April 9, 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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