

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

August 23, 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, June 28, 2018** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, July 12, 2018** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, June 14, 2018** *Information*
(Attachment #3)
6. **Minutes, Regular Meeting of the Board of Trustees, June 21, 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. Dr. Mark Johnson, Superintendent - Presentation** *Information*
- 11. Personnel Commission Annual Report, First Review** *Information*
(Attachment #5)
- 12. Revision of Personnel Commission Rule 502, First Review** *Information*
(Attachment #6)
- 13. Eligibility Lists-** *Action*
Insurance Benefits Technician and Instructional Assistant - Bilingual
(Attachment #7-#8)

PERSONNEL

- 14. Job Announcements** *Information*
(Attachments #9-#18)

FINANCIAL

- 15. Nothing at this time** *Information*

CLOSED SESSION

16. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

September 27, 2018
4:30 p.m.
Board Room

ADJOURNMENT

18. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF JUNE 28, 2018**

DATE: August 13, 2018

Attached for your approval are the minutes of the Personnel Commission regular meeting of June 28, 2018.

RECOMMENDATION

The Personnel Commission approve the minutes of the June 28, 2018 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

June 28, 2018

4:30 p.m.

Mr. Mullin 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. Mr. Hessler led the Pledge of Allegiance.

Present for the entire meeting:

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

Absent: Mr. Tony McCombs, Member

GENERAL FUNCTIONS

Approval of Agenda

Mrs. Davis moved to approve the agenda as presented. Automatic second used due to the absence of Mr. McCombs. Motion carried.

Introduction of Guests

Ms. Cathie Abdel, Assistant Superintendent of Personnel, was in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, April 26, 2018

Mrs. Davis moved to approve the minutes as presented. Automatic second. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, June 14, 2018

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, June 21, 2018

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, May 10, 2018

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, May 15, 2018

Presented as an information item only.

Director's Report

Mr. Hessler stated the District has been busy with promotion activities. He attended Talbert's promotion where 240 students were promoted. Personnel has been busy getting ready for the Extended School Year and the Extended School Program which have both just started. The Annual Report will be presented next month but it is important to note that we hired twice as many employees this school year than the last two years combined.

Mr. Hessler stated that Dr. Johnson will be coming to the next Personnel Commission meeting to present, “The State of the District.” He also discussed the Janus Case which overturned the Abood decision. The District is working with CSEA and our lawyers to make sure we are in compliance.

Commissioners’ Comments

Mrs. Davis asked about the school safety updates and wished to know what was being addressed regarding our school sites being so open. Ms. Abdel stated this concern was being addressed as part of the bigger safety picture. Mr. Mullin stated he was driving past Masuda the other day and could barely get down the street with all the construction. He attended Oka’s talent show and it was excellent.

Public Comments

None

ADMINISTRATION

Classification Plan Amendment– Movement of Confidential Classification of Insurance Benefits Technician to Classified Salary Schedule

Mrs. Davis moved to approve the movement of the confidential classification of Insurance Benefits Technician to the classified salary schedule. Automatic second. Motion carried

Eligibility Lists

Mrs. Davis moved to approve the eligibility list for School Office Manager. Automatic second. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job postings for Instructional Assistant- Bilingual (Vietnamese), Extended School Program Assistant, Library/Media Technician, Office Assistant – School, and Preschool Assistant (2) were reviewed. The limited term interdepartmental postings for Extended School Year Bus Aide, Bus Driver and Custodian were reviewed along with the ESP Summer Camp custodial position. The dual certification job posting for Insurance Benefits Technician was reviewed.

FINANCIAL

Personnel Commission Budget 2017-2018: Year-end Review

The Personnel Commission Budget for 2017-2018 was reviewed.

Personnel Commission Budget 2018-2019: 2nd Reading and Adoption

Mrs. Davis moved to approve the Personnel commission Budget for 2018-2019. Automatic second. Motion carried

Approval of the Invoice for PCASC Membership

Mrs. Davis made the motion to approve the PCASC invoice in the amount of \$100. Automatic second. Motion carried.

Approval for the 2018 SPCA/NC Fall Conference

Mrs. Davis made the motion to approve the reasonable and necessary expenses for the 2018 SPCA/NC Fall Conference. Automatic second. Motion carried.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

August 23, 2018

4:30 p.m.

PDC Room

ADJOURNMENT

The June 28, 2018, regular meeting of the Personnel Commission was adjourned at 4:57 p.m.

Mr. William Mullin, Chairperson

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 JULY 12, 2018**

DATE: August 15, 2018

Attached for your information is the agenda of the Board of Trustees regular meeting of July 12, 2018.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

July 12, 2018

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

M ___
 2nd ___
 V ___

- PUBLIC COMMENTS

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

- CLOSED SESSION

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

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

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.

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services, and District legal counsel (Lessor), and an unidentified number of potential buyers or lessees for the Property which may acquire or lease all or a portion of the Property through statutory rights or public bid processes (Proposed Buyer(s)/Lessee(s)).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with possible sale or lease of all or a portion of the identified Property.

- Conference with Labor Negotiator: *Government Code 54957.6*
Board designated representative: President Jim Cunneen and President Pro Tem Ian Collins
Unrepresented employee: Superintendent
- 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

SPECIAL PRESENTATION

1. PRESENTATION OF THE MEASURE O CITIZEN'S BOND OVERSIGHT COMMITTEE'S ANNUAL REPORT

One of the responsibilities of the Citizen's Bond Oversight Committee (CBOC) is to report to the Board of Trustees annually on the activities of the CBOC. Judy Edwards, Chairperson of the Fountain Valley School District CBOC, will present highlights of the written report for the 2017-2018 fiscal year.

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

- 2. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, PERSONNEL** M ___
2nd ___
V ___

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Personnel with Cathie Abdel.

- 3. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, BUSINESS SERVICES** M ___
2nd ___
V ___

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Business Services with Christine Fullerton.

- 4. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES** M ___
2nd ___
V ___

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Educational Services with Steve McLaughlin, Ed.D.

- 5. 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

- 5-A.** Board Meeting Minutes from June 14th regular meeting
- 5-B.** Board Meeting Minutes from June 21st regular meeting
- 5-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)

- 5-D. Donations
- 5-E. Warrants
- 5-F. Purchase Order Listing
- 5-G. Budget Adjustments

Consent Items

5-H. RESOLUTION 2019-01: AUTHORIZATION OF SIGNATURES ON REPLACEMENT WARRANTS

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2019-01: Authorization of Signatures on Replacement Warrants.

5-I. RESOLUTION 2019-02: APPOINTMENT OF CUSTODIAN OF REVOLVING CASH FUND

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2019-02 naming Christine Fullerton, Assistant Superintendent, Business Services, custodian of the Revolving Cash Fund.

5-J. RESOLUTION 2019-03: AUTHORIZATION OF APPROVAL OF VENDOR CLAIMS/ORDERS

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2019-03: Authorization of Approval of Vendor Claims/Orders.

5-K. RESOLUTION 2019-04: AUTHORIZATION OF SIGNATURES

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2019-04: Authorization of Signatures.

5-L. RECORD OF EIGHTH GRADE PROMOTION, JUNE 2018

Superintendent's Comments: It is recommended that the Board of Trustees approves, as submitted by the principals, the names of all students recommended for an eighth grade Certificate of Promotion in the 2017-18 school year.

5-M. DISTRICT FIELD TRIP LIST 2018-19

Superintendent's Comments: It is recommended that the Board of Trustees approves the District field trip list for the 2018-19 school year.

5-N. EDUCATIONAL SERVICES APPROVED INDEPENDENT CONTRACTOR LIST

Superintendent's Comments: It is recommended that the Board of Trustees approves the attached Independent Contractor List for the 2018-19 school year.

5-O. 2017-18 QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS

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

5-P. REVIEW OF INVESTMENT POLICY

Superintendent's Comments: It is recommended that the Board of Trustees receives the Investment Policy for review.

5-Q. RATIFY ADDENDUM 1 TO THE ARCHITECTURAL SERVICES AGREEMENT WITH RACHLIN PARTNERS FOR MASUDA MIDDLE SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees ratifies Addendum 1 to the Architectural Services Agreement with Rachlin Partners for Masuda Middle School.

3-R. RATIFY ADDENDUM 1 TO THE ARCHITECTURAL SERVICES AGREEMENT WITH RACHLIN PARTNERS FOR COURREGES ELEMENTARY SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees ratifies Addendum 1 to the Architectural Services Agreement with Rachlin Partners for Courreges Elementary School.

5-S. ACCEPT THE MEASURE O CITIZEN'S BOND OVERSIGHT COMMITTEE'S 2017-2018 ANNUAL REPORT

Superintendent's Comments: It is recommended that the Board of Trustees accepts the Measure O Citizen's Bond Oversight Committee's 2017-2018 Annual Report.

5-T. APPROVE THE USE OF THE SANTA RITA UNIFIED SCHOOL DISTRICT PIGGYBACK PURCHASING BID WITH AMERICAN MODULAR SYSTEMS TO DESIGN, ENGINEER, PRICE AND PURCHASE SCIENCE AND MUSIC CLASSROOMS AT THE THREE MIDDLE SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approves the use of the Santa Rita Unified School District Piggyback Purchasing Bid with American Modular Systems to design, engineer, price, and purchase science and music classrooms at the three middle schools.

5-U. APPROVE THE ANNUAL AGREEMENT FOR FISCAL AND MANAGEMENT INFORMATION SERVICES WITH SCHOOL SERVICES OF CALIFORNIA, INC.

Superintendent's Comments: It is recommended that the Board of Trustees approves the Annual Agreement for Fiscal and Management Information Services with School Services of California, Inc.

5-V. APPROVE A \$.25 INCREASE TO SCHOOL LUNCH PRICES BEGINNING IN THE 2018-2019 SCHOOL YEAR

Superintendent's Comments: It is recommended that the Board of Trustees approves the \$.25 increase to the price of elementary and middle school lunches beginning in the 2018-2019 school year.

5-W. MOU BETWEEN OCDE AND FVSD FOR SPECIAL SCHOOLS PROGRAM

Superintendent's Comments: It is recommended that the Board of Trustees approves the MOU between Orange County Department of Education and Fountain Valley School District.

5-X. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2018-J

Superintendent's Comments: It is recommended that the Board of Trustees approves this settlement agreement 2018-J.

5-Y. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2018-K

Superintendent's Comments: It is recommended that the Board of Trustees approves this settlement agreement 2018-K.

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

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

5-AA. APPROVAL OF RESOLUTION 2019-05 EDUCATION PROTECTION ACCOUNT (EPA) FUNDING AND SPENDING DETERMINATIONS FOR THE 2018-19 FISCAL YEAR

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2019-05, approving the expenditure of Education Protection Account funds to be received quarterly during the 2018-19 fiscal year.

5-BB. AUTHORIZATION TO USE CORONA-NORCO UNIFIED SCHOOL DISTRICT CUSTODIAL SUPPLIES BID #16/17-002

Superintendent's Comments: It is recommended that the Board of Trustees authorizes the Superintendent or his designee, to approve the use of the Corona-Norco Unified School District #16/17-002 Custodial Bid ("piggyback") contract.

5-CC. NON-PUBLIC AGENCY CONTRACTS

Superintendent's Comments: Under current consortium budget agreements, any unfunded cost of non-public school or non-public agency placement is a cost to the general fund of the resident district. It is recommended that the following non-public school/agency contracts/addendums be approved and that the West Orange County Consortium for Special Education be authorized to receive invoices and process payment.

Non-Public School/Agency	100% Contract Cost	Effective Dates
Pliha Speech and Learning Center	N/A	7/1/18-6/30/19
Pliha Speech and Learning Center	\$9,495.00	7/1/18-12/30/18

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, August 23, 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 calling 714.843.3255 during normal business hours.

Regular Board meeting proceedings are tape recorded.

***Reasonable Accommodation for any Individual with a Disability:** Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent's Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or calling 714.843.3255 or 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 JUNE 14, 2018**

DATE: August 15, 2018

Attached for your information are the minutes of the Board of Trustees regular meeting of June 14, 2018.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

June 14, 2018

MINUTES

President Cunneen called the regular meeting of the Board of Trustees to order at 5:33pm.

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:

Jeanne Galindo	Clerk
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Motion: Mr. Collins moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 4-0

Assistant Superintendent, Business Services, Christine Fullerton, joined the Board for a discussion of the allocation of investment proceeds generated during the 2016-17 fiscal year from Fund 40-41. Mrs. Fullerton began the workshop by reviewing Fund 40-41. In addition, she reviewed those thoughts shared at the August workshop regarding income from Fund 40-41. She then reviewed proceeds since inception. Following this, Mrs. Fullerton reviewed the Board's "Spend a Dot" activity in September to allocate 2015-16 proceeds within the identified priorities. As a result, the Board allocated the 2015-16 revenue of \$308,219.38 to the facilities/modernization budget. Mrs. Fullerton then shared staff's recommendation regarding 2016-17 proceeds that the Board once again allocates the revenue of \$465,261.86 to facilities/modernization budget. The Board gave direction to staff to allocate the revenue to the facilities/modernization budget.

DISCUSSION ON THE
INVESTMENT
INCOME FROM FUND
40-41

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.

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

PLEDGE OF ALLEGIANCE

Mrs. Abdel led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

It is an interest of the Board of Trustees to recognize dedication to the teaching profession and our students and therefore, the Board recognized the following eight teachers who have completed the rigorous two-year Induction Program and are now eligible to receive their clear teaching credential: Sean Adamiak, Emi Allen, Laurie Gillis, Marissa Alonso, Jody Donnelly, Alison Lewis, Elizabeth Rivera and Chelsea VonIlderstein. The District recognizes their commitment and hard work, as well as that of their mentors who supported them while they completed the program. The Board was joined by administrators, staff and family members in congratulating and celebrating these teachers, in addition to our mentors, Alyssa Brignardello, Mike Brunner, Randi Hubbard, Terry Johnston, Kathy Lewis, Cheryl Peat, Whitney Shofstall, Allison Vamvas, Lauren Voss, and John Wood, who supported them while they completed the program.

CELEBRATION OF FVSD TEACHERS COMPLETING TWO-YEAR INDUCTION PROGRAM

Following the recognitions, the Board of Trustees took a brief recess. The meeting resumed at 6:50pm.

RECESS

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra provided an update for the Board of Trustees on the State Budget and its effect on the Fountain Valley School District. Mrs. Fullerton began by reviewing the District's Mission Statement. Following this, she shared an update on the State economy and the latest budget discussions. In addition, she reviewed budget assumptions for the District. Mr. Guerra reviewed budget revenues, noting the revenue trend over the last 6 years. In addition, he reviewed expenditures and the expenditure trend over the last 6 years. Mr. Guerra then reviewed the ending fund balance, in addition to multi-year projection assumptions. Following this, he reviewed revenue increases in a COLA-only environment. Moreover, he shared projected cost increases through 2020-21. In closing, Mrs. Fullerton provided some summary notes, including the "Rising Cost of Doing Business" in a COLA-only LCFF environment; anticipated increases in STRS/PERS and step and column equal nearly all new LCFF revenue; and while there are no projected deficits through 2020-21, surpluses experienced in recent years will likely end.

**BUDGET UPDATE
(ORAL AND
WRITTEN)**

BOARD REPORTS AND COMMUNICATIONS

Mrs. Crandall thanked our Transportation team and our drivers for another safe year transporting our students. Her activities since the last meeting included: OCSBA pre-dinner presentation and OCSBA dinner, and OCSBA State Budget presentation at OCDE, Rotary Teacher of the Year breakfast, Induction Colloquium, Certificated Celebration and Classified Recognition Night, concerts at Talbert, Gisler, Fulton and Masuda, Courreges fifth grade *HamilTunes*, middle school Track and Field Tournament, Classified BBQ, groundbreaking at Courreges and Masuda, two SPC meetings, Gisler and Talbert Open Houses, I-405 Improvement Project open house hosted at the District Office, Sam Allcorn Eagle Scout presentation at Tamura, Plavan Country Fair and Gisler Carnival.

Mrs. Schultz's activities since the last meeting included: Gisler and Masuda Open Houses, I-405 Improvement Project open house hosted at the District Office, groundbreakings at Masuda and Courreges, OCSBA dinner, and Classified Recognition Night.

Mr. Collins’ activities since the last meeting included: Rotary meetings, Rotary Teacher Recognition, SPC meetings, FVSF Retreat, OCSBA dinner, visit to Oka, Newland and Fulton Open Houses, Certificated Celebration, Classified Recognition Night, groundbreaking at Masuda and Courreges, Classified BBQ, CSBA Delegate Assembly, and graduation at FVHS.

Mr. Cunneen’s activities since the last meeting included: I-405 Improvement Project Open House hosted at the District Office, Rotary Teacher of the Year recognition, Induction Colloquium, middle school Track and Field Tournament, and Masuda concert. He thanked his fellow trustees for their service.

PUBLIC HEARING

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the Fountain Valley School District’s Local Control Accountability Plan (LCAP) (Education Code Section 52062). Public input was welcomed. There were no requests to speak and the hearing was closed.

PUBLIC HEARING ON
LOCAL CONTROL
ACCOUNTABILITY
PLAN (LCAP)
(EDUCATION CODE
SECTION 52062)
PUBLIC HEARING FOR
2018-19 BUDGET

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the Fountain Valley School District’s 2018-19 Budget. Public input was welcomed. There were no requests to speak and the hearing was closed.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

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

CONSENT
CALENDAR

Second: Mr. Collins

Vote: 4-0

The Consent Calendar included:

- Board Meeting Minutes from May 10th Regular Meeting
- Board Meeting Minutes from May 15th Special Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations

- Warrants
- Purchase Order Listing
- Budget Adjustments and Transfers
- School-Based Medi-Cal Administrative Activities (SMAA) Participation Agreement
- Consolidated Application - Spring 2018 Data Collection
- Outreach Concern Contract For Professional Services
- Resolution 2018-32: Cspp Contract 2018-19
- Approve The Three Year Renewal Of Property And Casualty Claims Administration Service Agreement With Keenan & Associates And Southern California Relief Joint Powers Membership
- Student Accident Insurance – 2018-19
- Notice Of Layoff For Classified Positions

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked Mrs. Abdel and Mrs. Arjian for putting together a wonderful luncheon with FVEA celebrating our certificated staff, and for a great celebration of our teachers completing Induction. He also thanked Mr. Hessler and Mrs. O’Cain for their work on a wonderful Classified Recognition Night. In addition, he walked Courreges today and noted the fencing and construction trailers are in place, very exciting! He thanked Mrs. Lucchese for her work on the Rotary Teacher Recognition. In addition, he thanked Mrs. Theresa Payne for her work this year as SPC President. Moreover, he noted that Susan Castellanos will be our new SPC President. Also, regarding the recent Track and Field Tournament, he extended thanks to all of the coaches, activities directors, and parents who made this event possible, noting that Talbert won 30/42 events. He congratulated all three middle schools. Moreover, he shared that Mrs. Abir Kim is new FVEA president beginning July 1. He noted that he is currently walking schools on a farewell tour, simply to wish each of our employees a wonderful summer. Lastly, he called attention to Item 6J, Outreach Concern, on tonight’s agenda, which provides a minimum of two days, all day elementary counselors, with our Title 1 schools slated to have 4 days. He noted that this is a game changer on our elementary campuses to help with the social, emotional and behavioral wellbeing of our students. He thanked Dr. McLaughlin and Mrs. Robinson for bringing this forward.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 7:43PM.

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 REGULAR
MEETING OF JUNE 21, 2018**

DATE: August 15, 2018

Attached for your information are the minutes of the Board of Trustees special meeting of June 21, 2018.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

June 21, 2018

MINUTES

President Cunneen called the regular meeting of the Board of Trustees to order at 6:31pm.

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
Lisa Schultz	Member

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

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

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

PUBLIC COMMENTS

Dr. McLaughlin led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

The Board of Trustees has received notification of the upcoming Public Hearing on the Personnel Commission's proposed budget for 2018-19. The Public Hearing shall be held on June 28, 2018 at 4:30 pm. Public input will be welcomed.

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

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo's activities since the last meeting included:
FVSF meeting, Open House at Plavan, Classified Recognition

Night, Certificated Celebration at Mile Square, and work with Mrs. Crandall on Governance Handbook.

Mrs. Schultz’s activities since the last meeting included: Promotion ceremony at Talbert.

Mrs. Crandall thanked our parent community for really pitching in this year, planning for our students, serving on committees, sharing thoughts, working on our PT units and their support of their children. Her activities since the last meeting included: Promotion at Masuda.

Mr. Collin’s activities since the last meeting included: Promotion at Fulton.

Mr. Cunneen’s activities since the last meeting included: Promotion at Fulton. He thanked his fellow trustees for their service.

PUBLIC COMMENTS

There were three requests to address the Board of Trustees. Two students and one parent addressed the Board regarding school safety.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Schultz moved to approve the 2018-19 Local Control Accountability Plan for the Fountain Valley School District.

Second: Mr. Collins

Mrs. Crandall commended Dr. Hoefler and her team for their work on the LCAP. She highlighted several items from the LCAP.

Vote: 5-0

**APPROVAL OF THE
2018-19 LOCAL
CONTROL
ACCOUNTABILITY
PLAN FOR PLAN
FOR FOUNTAIN
VALLEY SCHOOL
DISTRICT**

Motion: Mrs. Crandall moved to approve the 2018-19 District Budget.

Second: Mr. Collins

Vote: 5-0

**APPROVAL OF 2018-
19 DISTRICT
BUDGET**

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

Second: Mrs. Crandall

Vote: 5-0

The Consent Calendar included:

- Approve The Contract With Preferred Meal Systems To Purchase Food And Supplies For The 2018-2019 School Year
- Appoint Members Of Citizen’s Bond Oversight Committee
- Renew Agreement With TLC Auctions For Disposal Of District Surplus Property For Fiscal Year 2018-19
- Contract For Legal Services In 2018-19 School Year With Dannis, Woliver, Kelley, Attorneys At Law
- Approval Of Orange County Department Of Education PowerSchool Contracts (Formerly Known As Sungard)
- Adoption Of Resolution 2018-33 Temporary Inter-Fund Transfers From Fund 40
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Cornerstone Therapies	N/A	7/1/18-6/30/19
Del Sol School	N/A	7/1/18-6/30/19
Del Sol School	\$48,626.00	7/1/18-6/30/19
Del Sol School	\$57,816.00	7/1/18-6/30/19
Olive Crest Academy	N/A	7/1/18-6/30/19
Olive Crest Academy	\$50,537.53	7/1/18-6/30/19
Olive Crest Academy	\$48,142.00	7/1/18-6/30/19
Olive Crest Academy	\$50,537.53	7/1/18-6/30/19
Port View Preparatory, Inc.	N/A	7/1/18-6/30/19
Port View Preparatory, Inc.	\$114,950.00	7/1/18-6/30/19

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Mr. Cunneen Noted the practice of business casual for summer Board meetings. The Board agreed to continue this practice this summer.

Dr. Johnson Wished our families, communities and staff a wonderful summer. In addition, he noted that he attended promotion at Masuda and wanted to commend Ms. Adams and Mr. Ploski, in addition to the student speakers, whose speeches were remarkable.

CLOSED SESSION

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.

In closed session, on the motion of Mrs. Crandall and the second of Mr. Cunneen, the governing board took action by a vote of 5 to 0, to expel Student A on June 21, 2018 for the duration of the 2017-18 school year, and to assign the student to Fulton Middle School for the 2018-19 school year.

ADJOURNMENT

Motion: Mrs. Crandall moved to adjourn the meeting at 7:10PM.

Second: Mrs. Schultz

Vote: 5-0

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION ANNUAL REPORT - 1ST
REVIEW**

DATE: August 15, 2018

Attached is information for the Personnel Commission Annual Report: First Review

PERSONNEL COMMISSIONERS

Carol Davis

Mrs. Davis was sworn into office in October, 2005, as the Commissioner appointed by the other two Commissioners. She is retired from the Fountain Valley School District where she worked for 25 years, including four years as Classified Personnel Technician. Mrs. Davis graduated from Vanguard University. She and her husband have three children, all of whom were FVSD students, and they also have six grandchildren.

Tony McCombs

Mr. McCombs joined the Personnel Commission in December, 2017. He was appointed by CSEA. Tony was a FVSD Board member from 1996 to 2010. His career has been in the construction business, having worked for the County of Orange as a building inspector, project manager and is now a Public Contracts Manager. Tony and his wife Heather, a former FVSD employee, have four daughters who attended Fountain Valley schools and two grandchildren.

William Mullin

Mr. Mullin has been the District's appointee to the Commission since December, 1988. He is retired from the aerospace industry after 45 years with McDonnell Douglas, Douglas Aircraft, and Boeing. Mr. Mullin earned a B.S. degree in Economics from St. Edward's University, Austin, Texas. He and his wife are the proud parents of three children, all graduates of the FVSD, one of whom is a principal in the district, and five grandchildren.

STATEMENT OF ETHICS

We, the members of the Fountain Valley School District Personnel Commission and staff, believe:

In dedication to the performance of our responsibilities as defined under the Federal Constitution and the statutes of the State of California.

That public school service is a noble service; that stewardship is one of public trust; and we shall endeavor to perform our duties in a manner to bring honor and credit to education.

Excellence in the support of public education is the ultimate goal of the Merit System.

Equal opportunity shall be provided to ALL and ALL shall be allowed to present their qualifications under a system of merit selection.

Efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the work place.

As public officials in support of the Merit System, we set the ethical tone by our personal conduct and our institutional leadership.

Implicit in our support of the Merit System is our obligation to administer state and federal laws honestly in the mutual interest of the citizens, elected representatives, management, and employees.

In our continuing effort to discharge our duties:

We shall continue to seek, through state legislation and local policies, rules and processes which will further the interest of efficiency and fairness under the Merit System guidelines.

We shall act in accordance with the best interests of sound personnel management; we shall refrain from partisanship and from pressure brought by special interest groups; we shall uphold the public interest as opposed to individual, private, or group interests.

We shall conduct ourselves both on and off the job in such a manner as to create faith in the objectivity and impartiality of our decisions, and we shall not engage in an activity or enterprise that would impair this standard.

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice-Chairperson
Mr. Tony McCombs, Member
Mr. Ross Hessler, Director- Human Resources
Mrs. Donna Johnson, Classified Personnel Technician
Mrs. Lisa O'Cain, Personnel Technician

Fountain Valley School District



Personnel Commission Annual Report 2017 – 2018



MERIT SYSTEM DISTRICT

The Fountain Valley School District (FVSD) has been a merit system district since September, 1967, so we recently had our 50th anniversary. The District serves grades K-8 for a large portion of the City of Fountain Valley and a small portion of Huntington Beach.

FVSD has an enrollment of about 6,300 students. They attend our seven K-5 schools and three 6-8 middle schools. FVSD employs a total of about 625 highly qualified certificated and classified staff members and supports a strong academic and comprehensive educational program at all grade levels and schools. The Personnel Commission plays a crucial part in the selection, training, and recognition of the District's 375 classified employees. The Commission generally meets on the fourth Thursday of each month at 4:30 p.m. in the Board Room at the District Office.

HOW TO REACH US

FVSD Personnel Commission
10055 Slater Avenue
Fountain Valley, CA 92708

Telephone: (714) 843-3228
FAX: (714) 843-3263
Email: hesslerr@fvsd.us

REPORT OF ACTIVITIES

<u>Postings</u>	<u>2016/17</u>	<u>2017/18</u>
Open	1	0
Promotional	0	1
Dual - open and promotional	25	30
Interdepartmental	21	71
<u>Recruitment and Selection</u>		
Applications received	1,433	2,067
Written tests	404	438
Performance tests	30	30
Oral interviews	203	279
Eligibility lists certified	18	31
<u>Classification Activity</u>		
Revised job descriptions	1	All
New classifications created	2	0
Classifications retitled	2	14
Reclassifications/salary reallocations	2	12
<u>Employment</u>		
New hires	45	41
Summer employment	84	85
Promotions	5	12
Retirements	8	13
Resignations	14	23
Probationary terminations	2	1
Reemployments	0	1
Layoffs:		
Elimination of position	0	2
Reduction in hours	0	0

Highlights

Rabbi Stephen Einstein retired from the Personnel Commission in December. During his 25 years of service, he made tremendous contributions to the Commission and the District. The PC oversaw the first district-wide classification and compensation study in over 20 years, conducted by EMS. The Commission recognized 14 outstanding classified employees at the annual Classified Employee Recognition evening in May. Pat Inkster, Instructional Asst. – Mild/Moderate at Courreges School, was honored as the Classified Employee of the Year.

WHAT IS THE MERIT SYSTEM?

The Merit System is a set of rules and procedures similar to “civil service,” which govern classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness. In Merit System school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

MERIT SYSTEM LAW*

Requires the Personnel Commission to do the following:

Ensure employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.

Protect applicants and employees from discriminatory treatment.

Determine job-related educational and work experience requirements.

Ensure objective, job-related tests.

Provide for the establishment of eligibility lists.

Provide for announcements of job vacancies to employees and the public.

Classify or reclassify positions.

Recommend salary schedules consistent with the principle of like-pay for like-service.

Establish reasonable causes for demotion, suspension and dismissal.

Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

* **California Education Code
Sections 45240-45320**



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commission

FROM: Ross Hessler, Director – Human Resources

SUBJECT: REVISION OF COMMISSION RULE 502

DATE: August 13, 2018

This rule is being brought forward to the Personnel Commission to bring procedures and rules regarding contact of those on an “eligibility list” into compliance. Specifically, rule 502 addresses how contact with eligibles is made, and when staff may move on to another rank if an eligible does not reply. The entire rule 500 is provided below for your review, with proposed changes shown in legislative format in sections 502, 502.2 and 502.5.

500 ESTABLISHMENT AND LIFE OF ELIGIBILITY LISTS

After an examination, the Personnel Office is authorized to establish an eligibility list of successful competitors arranged in the order of examination score, plus additional points where applicable. The final scores of candidates shall be rounded to the nearest whole percentage for all eligibles. All eligibles with the same percentage score will be considered as having the same rank. The eligibility list shall be presented for approval of the Personnel Commission.

When time schedules for the employment process conflict with regularly scheduled Personnel Commission meetings, the Personnel Office is authorized to establish an eligibility list and certify candidates under the rule of the rank of three for interview by the immediate supervisor. Appointments shall be made from the eligibles having the first three ranks on the list who are ready and willing to accept the position, or other appropriate sources.

The Personnel Director is authorized to offer employment to the selected employee contingent upon approval of the eligibility list by the Personnel Commission and approval for employment by the Board of Trustees.

Attachment #6

After approval, the eligibility list shall be in effect for one year from the date it was established, unless exhausted, and may be extended for not to exceed one additional year at the discretion of the Commission. (Education Code 45272)

500.1 TERMINATION OF ELIGIBILITY LISTS

1. An eligibility list is automatically terminated one year from the date the eligibility list is established for that classification unless previously extended by the Commission.
2. An eligibility list is automatically terminated two years after it was established unless previously terminated.
3. An eligibility list is automatically terminated when no eligibles remain on the list.
4. An eligibility list is automatically terminated when, in the second year of its existence, a new list for the class is established. (Education Code Section 45300)

500.2 MERGING OF ELIGIBILITY LISTS

Eligibility lists may be merged under the following conditions:

- fewer than three names remain on a valid eligibility list
- or
- testing for the classification is continuous

If a new examination for a classification is given during the first year of the life of an existing list, the examination shall be sufficiently similar to the previous examination to ensure the comparability of the scores of eligibles. The new list shall then be merged with the existing list with eligibles ranked in the order of examination score, plus additional points where applicable.

Where Dual Certification applies, open and promotional lists shall be merged for certification.

When lists are merged under this rule, the earlier list shall be terminated one year after its establishment, and those eligibles' names shall be removed from the merged list at the expiration of their eligibility. (Education Code 45291)

500.3 ELIGIBILITY AFTER APPOINTMENT

An eligibility list shall be used for regular full-time or part-time and limited term-assignments in the classification. An eligible who accepts part-time employment shall continue to be eligible for full-time employment except in classifications where there are no full-time positions. An eligible who accepts limited term employment shall continue to be eligible for regular employment. (Education Code Section 45286)

500.4 REMOVAL OF NAMES FROM ELIGIBILITY LISTS

The name of an eligible may be removed from an eligibility list or withheld from certification by the Personnel Director subject to appeal to the Personnel Commission following Personnel Commission Rule 404 for any of the following reasons:

1. A written request by the eligible for removal.
2. Failure to respond within the requested timeline to a written inquiry regarding availability for employment.
3. Waiver of three invitations to final selection interviews or three offers of employment.
4. Termination of employment.
5. Failure to present any license, certificate, or other required documentation.
6. Any of the causes listed in Personnel Commission Rule 403.

500.5 PROCEDURE WHEN FEWER THAN THREE NAMES REMAIN

1. Open and Competitive Lists

When fewer than three eligibles are available for certification, the available eligibles shall be certified; however, the supervisor may choose

500.5 PROCEDURE WHEN FEWER THAN THREE NAMES REMAIN

continued

not to appoint any of them and may request a new examination to provide three ranks of ready and willing eligibles.

2. Promotional and Open Lists

When fewer than three ranks of ready and willing eligibles are available on the Promotional List, sufficient ranks shall be certified from the Open List, when available, to allow a choice among three ranks.

500.6 REEMPLOYMENT LISTS

1. There shall be established for each class as necessary, a reemployment list that shall take precedence over all other employment lists. This list shall contain the names of all classified service employees who, because of lack of work or lack of funds, have been laid off, demoted, or have taken voluntary reductions in assigned time from any position. Such persons are eligible for reemployment for a period of 39 months. (Education Code 45298).

2. Employees who acquire leaves of absence for military reasons and those who are ordered pursuant to the laws of the United States to serve in any civilian war effort or war industry, shall take precedence by having their names placed over other names on the reemployment list in any given class.

501 OTHER SOURCES OF ELIGIBILITY

In the absence of a reemployment list for a class, a vacancy may be filled by:

1. Transfer
2. Demotion
3. Reemployment after resignation
4. Restoration to former classification after voluntary demotion
5. Other means provided in the policies (Personnel Commission Rule 502.6.)

The preceding categories may be considered along with the top three ranks of ready and willing eligibles from the eligibility list.

If there is no eligibility list for the class in which the vacancy occurs, certification may be made from a list for another class at the same or a higher level if the duties and qualifications of the class for which the examination was given include substantially all of the duties of the position to be filled, provided that the Personnel Commission finds that the use of the list is in the best interest of the District and that the necessary skills and knowledges are adequately tested in the examination.

502 ~~REQUEST FOR~~ CERTIFICATION OF ELIGIBLES

When a position is to be filled, the supervisor shall notify the Personnel Office of that fact in advance of the date of the anticipated need and make written request on the forms prescribed by the Commission.

502.1 ORDER OF PREFERENCE OF CERTIFICATION

The Personnel Director shall certify to the supervisor, from the lists of eligibles, the names of persons who have indicated a willingness to accept the conditions as specified. They shall be certified from the proper list(s) in the following order of precedence and each list shall be exhausted before certifying from the next lower list:

1. Reemployment List
When certification is made from the reemployment list, the name of the eligible standing highest on the list shall be certified and shall be offered reemployment.
2. Promotional Eligibility List

When certification is made from the promotional list, appointments for interview shall be made from the first three ranks of ready and willing applicants.

3. Open Eligibility List (Open Competitive Examination)
When certification is made from the open eligibility list, appointments for interview shall be made from the first three ranks of ready and willing applicants.

Transfer eligibles may be considered before Promotional and Open Eligibility Lists.

502.2 RESPONSE TO NOTICE OF CERTIFICATION

1. It shall be the duty of every eligible to respond promptly after receiving the notice of certification.
2. In the event an eligible is notified by **email or by phone** ~~priority mail of the certification~~, s/he shall present him/herself before the appointing power for interview or reach the **Personnel Office** ~~appointing power~~ with some form of communication within three **working** days of the **date of the first contact attempt** ~~postmark on the priority mail~~. **Commission staff efforts to make contact will include both email and phone.**
3. Failure to respond within a period of three working days will be deemed an automatic waiver of certification and the Personnel Director will certify an additional name in lieu of such eligible.

502.3 WAIVER OF CERTIFICATION OR APPOINTMENT TO A POSITION

An eligible may, for a reason satisfactory to the Personnel Director, waive certification or appointment to a position.

1. The combined total of waivers for certification and appointment to a position may not exceed three.
2. After a total of three waivers, the eligible will be informed his/her name would be removed from the eligibility list as a result of a fourth waiver.
3. Upon a fourth request for waiver, the eligible's name shall be removed from the eligibility list for that class.

502.4 WITHDRAWAL FROM ACTIVE LIST

An eligible may at any time have his/her name temporarily withdrawn from the eligibility list and placed upon the inactive list on giving, in writing, reasons satisfactory to the Personnel Director. His/her name may be restored to the eligibility list upon written application of the eligible to the Personnel

Director during the period for which the eligibility list containing his/her name is effective.

502.5 WITHHOLDING NAMES FROM CERTIFICATION

The name of eligibles may be withheld from certification when the candidate:

1. Expresses unwillingness or inability to accept appointment.
2. Fails to respond to contact by the Personnel Office **as described in rule 502.2**. ~~The following steps may be followed in passing over a name on the eligibility list:~~
 - a. ~~That the Personnel Office attempt to contact the individual by telephone at least twice over a two-day period.~~
 - b. ~~If the calls are not returned, a certified letter shall be sent requiring contact within three days of the postmark.~~
 - c. ~~If contact is not made, the person be passed for certification on the eligibility list and a letter of notification of such action shall be forwarded to the eligible.~~
3. Fails to appear for an interview appointment.
4. Fails to present the license, registration, certificate, or any other credential required. The name of any such eligible shall be restored by the Personnel Director for certification when the particular requirement has been met.
5. For any reason listed in Personnel Commission Rule 401.

502.6 RESTORATION TO CERTIFICATION

When the name of a person has been withheld from an eligibility list, or from certification, or has been removed from the list, it may be placed on such list or restored thereto by the Personnel Commission under the following circumstances:

1. When the withholding or removal was because of the waiver or inability of the eligible to accept employment, or failure to respond to inquiry as to his/her availability, to appear for interview, or to appear for duty, and the applicant presents a good and valid reason and certifies to the Personnel Commission that s/he is now willing and able to accept appointment.
2. When the withholding or removal was for a reason stated in Personnel Commission Rule 401 and such action was improper or the defect has since been corrected.
3. Other circumstances deemed sufficient by the Commission.

Revisions and withdrawals of voluntary waivers shall not require approval by the Commission.

Recommendation

It is recommended that the Personnel Commission receive this information as a first reading, per Commission rule 205.3, with the second, and final, reading to follow next month.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission
FROM: Ross M. Hessler, Director, Human Resources
SUBJECT: **ELIGIBILITY LISTS**
DATE: August 15, 2018

Attached are the eligibility lists for:

Insurance Benefits Technician

Instructional Assistant – Bilingual (Vietnamese)

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachment #7- #8

ELIGIBILITY LIST
Insurance Benefits Technician
Expires 7-12-19

RANK	NAME
1	Lily Nguyen
1	Tamara Stevens
2	Eliot Roca
2	Riley Rodriguez
3	Margaret Sanford
4	Amanda Allen
5	James Carrigan
6	Rachel Kaufman- Chisnall
7	John Park
7	Christy Wagner
8	Theresa King
9	Rebecca Schmieg
10	Marissa Sbardella
11	Jane Willson
12	Danyelle Peterson
13	Maria Garzon

Eligibility List
Instructional Assistant Bilingual Vietnamese
Expires 8-14-19

RANK	NAME
1	Hong Phan
2	Thuha Nguyen
3	Ngan Nguyen (Nina)
4	Dien Tran

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: June 20, 2018

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

Interdepartmental Transfers:

Behavior Intervention Assistant
Extended School Program Assistant
Instructional Assistant
Instructional Assistant – Applied Behavior Analysis
Office Assistant – Department
Preschool Assistant

Dual Certification:

Bus Aide – Special Education
Instructional Assistant, Instructional Assistant Mild/Moderate, and Instructional Assistant – Moderate/Severe
Library/Media Technician
Preschool Assistant



Fountain Valley School District

Personnel Commission

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

Classified Employment Opportunity

BEHAVIOR INTERVENTION ASSISTANT

Interdepartmental 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 Behavior Intervention Assistant or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 10, 2018
CLOSING DATE:	August 23, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	28.75 hrs/wk: M,T,W,F 8:00 a.m. – 2:30 p.m. (with 1/2 hour unpaid lunch), TH 8:00 a.m. – 12:45 p.m.
TERM:	9.6 months per year
VACANCIES:	1 position at Newland School

THE JOB

Under the general supervision of the Principal, 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.

APPLICATION PROCESS

Present employees in the classification of Behavior Intervention Assistant 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., Thursday, August 23, 2018. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Behavior Intervention Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Behavior Intervention Assistant eligibility list.

<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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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 have the opportunity to become members of the California School Employees Association.



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 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.

POSTING DATE:	July 26, 2018
CLOSING DATE:	August 10, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	11.75 hrs/wk: MTWF 2:30 p.m. – 4:30 p.m., TH 12:45 p.m. – 4:30 p.m. 14.5 hrs/wk: MTWF 2:30 p.m. – 5:00 p.m., TH 12:30 p.m. – 5:00 p.m. 15.75 hrs/wk: MTWF 2:15 p.m. – 5:00 p.m., TH 12:15 p.m. – 5:00 p.m.
TERM:	9.6 months/year, start date 9/5/2018
VACANCY:	3 positions: 1 at Courreges ESP, 1 at Newland ESP, and 1 at Oka ESP

THE JOB

Under the direction of the Director-Child Care Program, 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 childcare 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.

APPLICATION PROCESS

Present employees in the classification of Extended School Program Assistant 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, August 10, 2018. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Extended School Program Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Assistant eligibility list.

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 have the opportunity to become members of the California School Employees Association.



Fountain Valley School District

Personnel Commission

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

Classified Employment Opportunity

INSTRUCTIONAL 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 Instructional Assistant or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 10, 2018
CLOSING DATE:	August 23, 2018, at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	12.5 hrs/wk: Monday – Friday, 9:00 a.m. – 11:30 a.m.
TERM:	9.6 months per year
VACANCIES:	1 position at Gisler School

THE JOB

Under the general supervision of the assigned administrator, the job of Instructional Assistant is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for working with individual and/or small groups of students in the classroom, and around the school campus; and providing clerical support to teacher/s and staff.

APPLICATION PROCESS

Present employees in the classification of Instructional Assistant 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., Thursday, August 23, 2018. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Instructional Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Instructional Assistant eligibility list.

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Fountain Valley School District

Personnel Commission

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

Classified Employment Opportunity **INSTRUCTIONAL ASSISTANT- APPLIED BEHAVIOR ANALYSIS**

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 – Applied Behavior Analysis or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 10, 2018
CLOSING DATE:	August 23, 2018, at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	28.75 hrs/wk: M,T,W,F 8:00 a.m. – 2:30 p.m., (with 1/2 hour unpaid lunch) TH 8:00 a.m. – 12:45 p.m.
TERM:	9.6 months per year
VACANCIES:	Four positions, 3 at Fulton School and 1 at Newland School

THE JOB

Under the supervision of the assigned administrator, the job of Instructional Assistant - Applied Behavior Analysis is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring students, behavior during non-classroom time; providing information to appropriate school personnel; and attending IEP meetings, as needed.

APPLICATION PROCESS

Present employees in the classification of Instructional Assistant – Applied Behavior Analysis 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., Thursday, August 23, 2018. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Instructional Assistant – Applied Behavior Analysis and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Instructional Assistant – Applied Behavior Analysis eligibility list.

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Fountain Valley School District

Personnel Commission

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Classified Employment Opportunity

OFFICE ASSISTANT - DEPARTMENT

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

POSTING DATE:	August 2, 2018, 2018
CLOSING DATE:	August 13, 2018, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	20.0 hrs/wk: Monday – Friday, 12:30 p.m. –4:30 p.m.
TERM:	12.0 months per year
VACANCIES:	One position at the District Office

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Office Assistant wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, August 13, 2018. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Office Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Office Assistant eligibility list.

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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
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.

POSTING DATE:	July 26, 2018
CLOSING DATE:	August 10, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	25.0 hrs/wk: Monday – Friday, 1:00 p.m. – 6:00 p.m. (Oka CDC) 20.0 hrs/wk: Monday – Friday, 12:30 p.m. – 4:30 p.m. (Plavan CDC) 10.0 hrs/wk: Monday – Friday, 2:00 p.m. – 4:00 p.m. (Plavan CDC)
TERM:	9.6 months/year, start date 9/5/2018
VACANCY:	3 positions: 1 position at Oka CDC and 2 positions at Plavan CDC

THE JOB

Under the direction of the Director-Child Care Program, and daily oversight of the Preschool Instructor, assist with planning, organizing 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 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, August 10, 2018. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from “ready and willing” transfer eligibles in the classification of Preschool Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Assistant eligibility list.

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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

BUS AIDE - SPECIAL EDUCATION

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 "ready and willing" certified eligibles.

POSTING DATE:	July 19, 2018
CLOSING DATE:	August 9, 2018 at 4:00 p.m.
SALARY:	\$16.86 - \$20.52 per hour (Range 21, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	20.0 hrs/wk, Monday-Friday, Hours to be determined
TERM:	9.6 mo/yr
VACANCY:	Two positions at Transportation

THE JOB

Under the direction of the Transportation Supervisor, the job of Bus Aide - Special Education is done for the purpose/s of providing support to the student while riding the school bus and assisting the Bus Driver with the specific responsibility for the supervision and safety of severely disabled special needs students; and observing and documenting student behavior in accordance with district, state, and federal guidelines.

ESSENTIAL FUNCTIONS

Administers immediate first aid and medical assistance as needed for the purpose of meeting immediate health care needs; follows established guidelines and procedures; attends meetings and in-service presentations; communicates with supervising instructional staff and professional support personnel; maintains student emergency and site contact information; monitors students on bus; participates in the loading and unloading of students; provides assistance in meeting the needs of physically and/or emotionally challenged children being transported; and supports bus activities, and seating assignments under the direction of the bus driver.

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: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE OF: is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

SEE OTHER SIDE

ABILITY TO: is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

MINIMUM REQUIREMENTS:

Community college and/or vocational school degree with study in job-related area. Job-related experience is required.

LICENSES AND OTHER REQUIREMENTS: Valid and current First Aid and CPR certification.

APPLICATION PROCESS

Applicants must complete an online application, obtained through our website - www.fvsd.us. All application materials must be submitted through EdJoin by 4:00 p.m., August 9, 2018.

EXAMINATION PROCESS:

The examination process will consist of a willingness questionnaire and an interview to be held on the date listed below. This date is subject to change. Qualified applicants will be notified of the date and time of the interview.

Relative weights of examination process:

Qualifications Appraisal Interview (100%)Week of August 13, 2018

Interview will be conducted at the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley.

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from 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 tuberculosis screening. 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.fvsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT, INSTRUCTIONAL ASSISTANT - MILD/MODERATE, AND INSTRUCTIONAL ASSISTANT - MODERATE/SEVERE Dual Certification (*Open and Promotional*)

The following positions are being posted in accordance with Personnel Commission rules to establish eligibility lists for substitutes and future vacancies that will be filled by promotion, transfer, or certified eligibles.

POSTING DATE:	July 19, 2018
CLOSING DATE:	August 16, 2018 at 4:00 p.m.
SALARY:	IA - \$16.86/hour - \$20.52/hour (Range 21, 5 steps) IA- Mild/Moderate - \$17.53/hour - \$21.30/hour (Range 25, 5 steps) IA- Moderate/Severe - \$18.45/hour - \$22.41/hour (Range 30, 5 steps) *Substitutes are paid at step 1, regular hires may be started up to step 3
TERM:	9.6 mo/yr
VACANCIES:	Pending (To establish eligibility and substitute lists)

THE JOB

Under the direction of the assigned administrator, the job of Instructional Assistant is done for the purpose of providing support in a kindergarten classroom. The job of Instructional Assistant - Mild/Moderate, and Instructional Assistant - Moderate/Severe are done for the purpose/s of providing support in the instruction of individuals or groups of students in special education programs including non-severely/physically and severely/physically handicapped programs. All the classifications monitor student behavior and report student progress; perform a variety of clerical and supportive duties related to classroom activities; and provide information to appropriate school personnel.

ESSENTIAL FUNCTIONS

Adapts classroom activities, learning aides, assignments and/or materials under the direction of the supervising teacher; administers varying degrees of first aid and medical assistance depending on the classification; assists a certificated teacher in providing instruction to students in an assigned regular or special education program; maintains instructional materials and/or manual and electronic files/records; and supports classroom teachers and other school personnel including monitoring students in a variety of settings.

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: adhering to safety practices; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

See Other Side

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. For Instructional Assistant, specific knowledge based competencies required include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities. For Instructional Assistant Mild/Moderate and Instructional Assistant Moderate/Severe specific knowledge based competencies required include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data 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: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

MINIMUM REQUIREMENTS:

Community college and/or vocational school degree with study in job-related area. Job related experience is required.

APPLICATION PROCESS:

Applicants must complete an online application for each classification of interest obtained through our website – www.fvgsd.us . All application materials must be submitted through EdJoin by 4:00 p.m., August 16, 2018.

EXAMINATION PROCESS

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

Relative weights of examination process:	
Written test (pass/fail)	August 17, 2018 at 1:30 p.m.
Qualifications Appraisal Interview (100%)	Week of August 20, 2018
<i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i>	

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

APPOINTMENT/ CERTIFICATION

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

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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

Library/Media Technician

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 “ready and willing” certified eligibles.

POSTING DATE:	July 27, 2018
CLOSING DATE:	August 19, 2018 at 4:00 p.m.
SALARY:	\$19.96 - \$24.26 per hour (Range 38, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	15.0 hrs/wk, Tuesday, Wednesday, and Thursday, 8:00 a.m. – 1:00 p.m.
TERM:	9.6 mo/yr, starting 9/5/2018
VACANCY:	One position at Tamura

THE JOB

Under the direction of the school principal, the job of Library/Media Technician is done for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age-appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

ESSENTIAL FUNCTIONS

Assists teachers, students and administrators; coordinates book fairs, bulletin boards, events and activities; evaluate books and/or periodicals; maintains materials inventory current and new; monitors student activities; operates and troubleshoots a variety of media production equipment and systems; orders and researches library materials, supplies and equipment in collaboration with personnel; participates in meetings; attends conferences, and workshops; performs circulation activities; prepares and organizes book collections; prepares manual and electronic documents and reports; processes new student library cards, notices of missing, damaged, or overdue books, media and materials; processes library books, periodicals, software and related media materials; repairs books and materials; and responds to inquiries of students, staff, and parents.

SKILLS, KNOWLEDGE, AND ABILITIES:

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

SEE OTHER SIDE

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types 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 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: establishing effective working relationships.

MINIMUM REQUIREMENTS:

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

APPLICATION PROCESS

Applicants must complete an online application, obtained through our website - www.fvsd.us. All application materials must be submitted through EdJoin by 4:00 p.m., August 19, 2018.

EXAMINATION PROCESS:

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

Relative weights of the examination process:

Written test (40%)..... August 20, 2018 at 9:00 a.m.

Qualifications appraisal interview (60%) Week of August 27, 2018

Interviews will be conducted at the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley.

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

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PRESCHOOL ASSISTANT

Dual Certification (*Open and Promotional*)

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

POSTING DATE:	August 9, 2018
CLOSING DATE:	August 30, 2018, by 4:30 p.m.
SALARY:	\$16.36 - \$19.89 per hour (Range 18, 5 steps) *Per CSEA contract, hiring may be made up to step 3
VACANCIES:	25.0 hrs/wk: Monday – Friday, 1:00 p.m. – 6:00 p.m. (Oka CDC) 20.0 hrs/wk: Monday – Friday, 12:30 p.m. – 4:30 p.m. (Plavan CDC) 10.0 hrs/wk: Monday – Friday, 2:00 p.m. – 4:00 p.m. (Plavan CDC)
TERM:	9.6 months a year

PURPOSE

Under the direction of the Director of Child Care Programs, the job of Preschool Assistant is done for the purpose/s of assisting, with daily oversight of the Preschool Instructor, with planning, organizing and implementing a variety of activities to meet the needs and interests of preschool-age children; participate in activities with groups of children; and maintain and report progress regarding behavior and performance. The ideal candidate is excellent in working with young children, is a good team member, and has strong interpersonal and oral communication ability.

ESSENTIAL FUNCTIONS

Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional; assists with preparation of site for daily operations; attends training and meetings; collects anecdotal notes and other data for the purpose of providing information to the instructor or other district personnel for assessment; establish standards of appropriate student behavior; facilitates a program which meets the developing needs of children; prepares activities and assists in implementing activities; and provides for physical and personal hygiene needs of the children.

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 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; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions; knowledge of curriculum, instruction, and subjects of assignments

SEE OTHER SIDE

(music, art, or physical education); pertinent laws, codes, policies, and/or regulations; public relations protocols; 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; operate equipment using defined methods; work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation. Specific ability based competencies required 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 AND EXPERIENCE REQUIREMENTS

Graduation from high school supplemented by at least twelve post-secondary semester units in Early Childhood Education and experience working with preschool-aged children. The ECE Core courses required are Child/Human Growth & Development, Child/Family/Community and Programs/Curriculum. The fourth class can be any other non-infant ECE class. All classes must be completed at an accredited college.

CERTIFICATES AND LICENSES

Valid Pediatric First Aid Certificate 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 Thursday, August 30, 2018. **Copies of transcripts or report cards 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 the written test.

Relative Weights of the Examination Process:

Written test (50%) August 31, 2018 at 9:30 a.m.

Qualifications appraisal interview (50%) Week of September 3, 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 Department by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

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

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