

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

September 27, 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, August 23, 2018** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, September 6, 2018** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, July 12, 2018** *Information*
(Attachment #3)
6. **Minutes, Regular Meeting of the Board of Trustees, August 23, 2018** *Information*
(Attachment #4)
7. **Director's Report** *Information*
8. **Commissioners' Comments** *Information*

9. Public Comments

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

ADMINISTRATION

10. Personnel Commission Annual Report, Second Reading *Information*
(Attachment #5)

11. Revision of Personnel Commission Rule 502, Second Reading *Information*
(Attachment #6)

12. AB 2160 – Noon Duty Aides *Information*
(Attachment #7)

13. Eligibility Lists- *Action*
Bus Aide-Special Education, Instructional Assistant, Instructional Assistant –Mild/Moderate, Instructional Assistant – Moderate/Severe, Library/Media Technician, and Preschool Assistant
(Attachment #8-#12)

PERSONNEL

14. Job Announcements *Information*
(Attachments #13-#22)

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:

**October 25, 2018
4:30 p.m.
PDC Room**

ADJOURNMENT

18. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF AUGUST 23, 2018**

DATE: September 19, 2018

Attached for your approval are the minutes of the Personnel Commission regular meeting of August 23, 2018.

RECOMMENDATION

The Personnel Commission approve the minutes of the August 23, 2018 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

August 23, 2018

4:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. in the PDC Room, 10055 Slater Avenue, Fountain Valley, California. Dr. Mark Johnson, Superintendent led the Pledge of Allegiance.

Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Dr. Johnson, Superintendent, Mona Green and Sam Koser were 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. The automatic second used due to the absence of Mr. McCombs. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, July 18, 2018

Presented as an information item only.

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

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, June 21, 2018

Presented as an information item only.

Director's Report

Mr. Hessler stated the Personnel Department was wrapping up the end of the year and busy with notifications for the coming year. Personnel will use the next two weeks for interviews in order to meet staffing for the start of the school year at the District Office and the different school sites.

Commissioners' Comments

Mrs. Davis asked about the status of the Moiola site. Dr. Johnson stated that the Board of Trustees was currently exploring all opportunities. Mrs. Davis also expressed her appreciation to Sandra Crandall for her nice shout out to the School Bus Drivers.

Public Comments

Ms. Green shared her concerns with the difficulty in getting positions filled and expressed interest in having a six-month eligibility list for her programs.

ADMINISTRATION

Dr. Mark Johnson, Superintendent Presentation

Dr. Mark Johnson gave a review of the material covered at the Leadership Advance.

Personnel Commission Annual Report, First Review

The Personnel Commission Annual Report was reviewed by the commissioners. Mrs. Davis appreciated the mention of Rabbi Einstein under the Highlights section.

Revision of Personnel Commission Rule 502, First Review

The Personnel Commission reviewed and discussed changing Rule 502 in order to bring into compliance the procedures and rules regarding contact of those applicants on an eligibility list. Specifically, Rule 502.2 was discussed and it was determined that further study and discussion was necessary, including changing some wording which is confusing.

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for Insurance Benefits Technician and Instructional Assistant – Bilingual (Vietnamese). Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job postings for Behavior Intervention Assistant, Extended School Program Assistant, Instructional Assistant, Instructional Assistant – Applied Behavior Analysis, Office Assistant – Department, and Preschool Assistant were reviewed. The dual certification job postings for Bus Aide – Special Education, Instructional Assistant, Instructional Assistant – Mild/Moderate, Instructional Assistant – Moderate/Severe, Library/Media Technician, and Preschool Assistant were reviewed.

FINANCIAL

No financial items were discussed.

CLOSED SESSION

Commission adjourned to closed session for the Personnel Director's annual review at 5:48 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

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

ADJOURNMENT

The August 23, 2018, regular meeting of the Personnel Commission was adjourned at 6:25 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 SEPTEMBER 6, 2018**

DATE: September 19, 2018

Attached for your information is the agenda of the Board of Trustees regular meeting of September 6, 2018.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

September 6, 2018

- CALL TO ORDER: 5:45PM
- 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.

- OPEN SESSION: 6:30PM
- PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

1. INTRODUCTION OF DR. GERALD GARGUS, DIRECTOR, EDUCATIONAL SERVICES

Superintendent, Dr. Mark Johnson, will introduce the Board of Trustees to the newest member of the Fountain Valley School District Family, Dr. Gerald Gargus. Dr. Gargus joined the District as Director, Educational Services.

2. UNAUDITED ACTUALS FOR FISCAL YEAR 2017-18 (ORAL AND WRITTEN)

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra will review for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2017-18.

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

- 3. **APPROVAL OF DATE OF ANNUAL ORGANIZATIONAL MEETING AS DECEMBER 13, 2018** M ___
2nd ___
V ___

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the date of the Annual Organizational Meeting for 2018 as December 13, 2018.

- 4. **SELECTION OF COMMITTEE MEMBER TO CITY OF FOUNTAIN VALLEY'S COMPREHENSIVE GENERAL PLAN ADVISORY COMMITTEE** M ___
2nd ___
V ___

The City of Fountain Valley is assembling a General Plan Advisory Committee (GPAC) to advise the City on topics and issues addressed in the General Plan, a long-range planning document that represents the community's view of its future and is a blueprint for the City's growth and development. The City of Fountain Valley has requested a representative from the Board of Trustees to serve on the GPAC.

Superintendent's Recommendation: It is recommended that the Board of Trustees discuss and reach consensus on Board representation on the City of Fountain Valley's General Plan Advisory Committee.

- 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 August 23rd regular meeting
- 5-B. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 5-C. Warrants
- 5-D. Purchase Order Listing

Consent Items

5-E. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2019-B

Superintendent's Comments: It is recommended that the Board of Trustees approves settlement agreement 2019-B.

5-F. APPROVAL OF THE CONTRACT WITH LEE & ASSOCIATES COMMERCIAL REAL ESTATE SERVICES INC., FOR BROKER SERVICES IN THE LEASING OF SUITES AT THE DISTRICT OFFICE

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Lee & Associates Commercial Real Estate Services, Inc. for broker services in the leasing of suites at the District Office.

5-G. BOARD POLICY 0410 NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES (SECOND READING AND ADOPTION)

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to BP 0410 Nondiscrimination in Programs and Activities for second reading and adoption, with necessary changes as indicated by the Board.

5-H. BOARD POLICY 1312.3 UNIFORM COMPLAINT PROCEDURES (SECOND READING AND ADOPTION)

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to BP 1312.3 Uniform Complaint Procedures for second reading and adoption, with necessary changes as indicated by the Board.

5-I. BOARD POLICY 3514 ENVIRONMENTAL SAFETY (SECOND READING AND ADOPTION)

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to BP 3514 Environmental Safety for second reading and adoption, with necessary changes as indicated by the Board.

5-J. BOARD POLICY 3514.1 HAZARDOUS SUBSTANCES (SECOND READING AND ADOPTION)

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to BP 3514.1 Hazardous Substances for second reading and adoption, with necessary changes as indicated by the Board.

5-K. BOARD POLICY 5111 ADMISSION (SECOND READING AND ADOPTION)

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to BP 5111 Admission for second reading and adoption, with necessary changes as indicated by the Board.

5-L. BOARD POLICY 5145.3 NONDISCRIMINATION/HARASSMENT (SECOND READING AND ADOPTION)

Superintendent’s Comments: It is recommended that the Board of Trustees approves revisions to BP 5145.3 Nondiscrimination/Harassment for second reading and adoption, with necessary changes as indicated by the Board.

5-M. BOARD POLICY 5125 STUDENT RECORDS (SECOND READING AND ADOPTION)

Superintendent’s Comments: It is recommended that the Board of Trustees approves revisions to BP 5125 Student Records for second reading and adoption, with necessary changes as indicated by the Board.

5-N. BOARD POLICY 5131.2 BULLYING (SECOND READING AND ADOPTION)

Superintendent’s Comments: It is recommended that the Board of Trustees approves revisions to BP 5131.2 Bullying for second reading and adoption, with necessary changes as indicated by the Board.

5-O. RESOLUTION 2019-: GANN AMENDMENT APPROPRIATIONS LIMITATION

Superintendent’s Comments: It is recommended that the Governing Board adopts Resolution 2019, identifying the 2017-18 actual appropriation limit and the 2018-19 estimated appropriation limit.

5-P. 2017-18 CAPITAL FACILITIES FUND / DEVELOPER FEES

Superintendent’s Comments: It is recommended that the Board of Trustees accepts the report on the use of the Capital Facilities Fund income and expenditures.

5-Q. 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
Olive Crest Academy	N/A	7/1/18-6/30/19
Olive Crest Academy	\$24	7/1/18-6/30/19
Olive Crest Academy	\$24	7/1/18-6/30/19
Olive Crest Academy	\$24	7/1/18-6/30/19

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, October 11, 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 JULY 12, 2018**

DATE: September 19, 2018

Attached for your information are the minutes of the Board of Trustees regular meeting of July 12, 2018.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

July 12, 2018

MINUTES

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

Mr. Cunneen announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*

Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.

- Conference with Real Property Negotiator *Government Code Section 54956.8*

Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) ("Property").

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

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

PLEDGE OF ALLEGIANCE

Mrs. Fullerton led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

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, presented highlights of the written report for the 2017-2018 fiscal year.

PRESENTATION OF THE MEASURE O CITIZEN’S BOND OVERSIGHT COMMITTEE’S ANNUAL REPORT

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo did not have a report to share.

Mrs. Crandall thanked our middle school students who addressed their peers as valedictorians at promotion this year. Her activities since the last meeting included: Chamber luncheon, Summerfest performance by Masuda Band, memorial service for Jocelyn LaMantia, FVPD promotion ceremony, swearing in of Mari Barke at the OCDE Board of Education meeting, and webinars regarding AB119 and SB866.

Mrs. Schultz’s activities since the last meeting included: Summerfest performance by Masuda Band.

Mr. Collins’ activities since the last meeting included: HB Parks and Recreation Commission meeting.

Mr. Cunneen’s activities since the last meeting included: Summerfest performance by Masuda Band and Clifton Dance Project performances at HBHS. He thanked his fellow trustees for their service.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Mr. Cunneen provided the following oral summary and/or fringe benefits increase recommendation, pursuant to Government Code section 54953, subdivision (c)(3), for the following local agency executive:

APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR

“Assistant Superintendent, Personnel, whose term is being extended to June 30, 2021, with total compensation of \$188,957.00 for the 2018-19 school year, which is inclusive of a onetime payment of \$3,669.00. In addition, the Assistant Superintendent, Personnel receives Health and Welfare Benefits not to exceed \$9,250.”

ASSISTANT
SUPERINTENDENT,
PERSONNEL

Motion: Mrs. Galindo moved to approve the addendum to the employment contract for Assistant Superintendent, Personnel.

Second: Mrs. Schultz

Vote: 5-0

Mr. Cunneen provided the following oral summary and/or fringe benefits increase recommendation, pursuant to Government Code section 54953, subdivision (c)(3), for the following local agency executive:

APPROVAL OF
ADDENDUM TO
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT,
BUSINESS SERVICES

“Assistant Superintendent, Business Services, whose term is being extended to June 30, 2021, with total compensation of \$198,529.00 for the 2018-19 school year, which is inclusive of a onetime payment of \$3,855.00. In addition, the Assistant Superintendent, Business Services receives Health and Welfare Benefits not to exceed \$9,250.”

Motion: Mr. Collins moved to approve the addendum to the employment contract for Assistant Superintendent, Business Services.

Second: Mrs. Schultz

Vote: 5-0

Mr. Cunneen provided the following oral summary and/or fringe benefits increase recommendation, pursuant to Government Code section 54953, subdivision (c)(3), for the following local agency executive:

APPROVAL OF
ADDENDUM TO
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT,
EDUCATIONAL
SERVICES

“Assistant Superintendent, Educational Services, whose term is being extended to June 30, 2021, with total compensation of \$191,957.00 for the 2018-19 school year, which is inclusive of a onetime payment of \$3,669.00 and a \$3,000 doctoral stipend. In addition, the Assistant Superintendent, Educational Services receives Health and Welfare Benefits not to exceed \$9,250.”

Motion: Mrs. Crandall moved to approve the addendum to the employment contract for Assistant Superintendent, Educational Services.

Second: Mr. Collins

Vote: 5-0

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

CONSENT
CALENDAR

Second: Mr. Collins

Vote: 5-0

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
- Resolution 2019-01: Authorization of Signatures on Replacement Warrants
- Resolution 2019-02: Appointment of Custodian of Revolving Cash Fund
- Resolution 2019-03: Authorization of Approval of Vendor Claims/Orders
- Resolution 2019-04: Authorization of Signatures
- Record of Eighth Grade Promotion, June 2018
- District Field Trip List 2018-19
- Educational Services Approved Independent Contractor List
- 2017-18 Quarterly Report on Williams Uniform Complaints
- Review of Investment Policy
- Ratify Addendum 1 to the Architectural Services Agreement with Rachlin Partners for Masuda Middle School
- Ratify Addendum 1 to the Architectural Services Agreement with Rachlin Partners for Courreges Elementary School

- Accept the Measure O Citizen’s Bond Oversight Committee’s 2017-2018 Annual Report
- 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
- Approve the Annual Agreement For Fiscal And Management Information Services With School Services of California, Inc.
- Approve a \$.25 Increase to School Lunch Prices Beginning in the 2018-2019 School Year
- MOU Between OCDE and FVSD for Special Schools Program
- Special Education Settlement Agreement 2018-J
- Special Education Settlement Agreement 2018-K
- 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
- Approval of Resolution 2019-05 Education Protection Account (EPA) Funding And Spending Determinations for the 2018-19 Fiscal Year
- Authorization to Use Corona-Norco Unified School District Custodial Supplies Bid #16/17-002
- Non-Public Agency Contracts

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	7/1/18-6/30/19

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Welcomed Mrs. Kim, present this evening, in her first month as FVEA President. In addition, he thanked the Board for approving the addendums to our assistant superintendents’ contracts, echoing their sentiments of appreciation for our amazing senior team. In closing, he noted walking Masuda, Tamura and Fulton and the construction progress going on. He thanked Mrs. Fullerton and Mr. Hastie for running the project successfully, noting that it is on time. He wished the Board a relaxing summer.

CLOSED SESSION

Mr. Cunneen announced that the Board would retire into a second Closed Session. Action was not anticipated. The following was addressed: **CLOSED SESSION**

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board’s designated representative, Cathie Abdel.
- Conference with Real Property Negotiator *Government Code Section 54956.8*

Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley, California (former Fred Moiola School Site) (“Property”).

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

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 7:46PM.

Second: Mrs. Galindo

Vote: 5-0

/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 AUGUST 23, 2018**

DATE: September 19, 2018

Attached for your information are the minutes of the Board of Trustees regular meeting of August 23, 2018.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

August 23, 2018

MINUTES

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

BOARD WORKSHOP

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin and Teachers on Special Assignment, Stephanie Rigdon, Amanda Kitahara and Page Hertzberg, updated the Board of Trustees on elementary reading and middle school English Language Arts (ELA) in the Fountain Valley School District including past and current professional development for teachers. Additionally, the Board of Trustees was provided an overview of Revision Assistant, an online writing tool successfully piloted by nine middle school teachers during the 2017/18 school year, with a potential full middle school implementation for the 2018/19 school year.

ELEMENTARY
READING AND
MIDDLE SCHOOL
ENGLISH LANGUAGE
ARTS (ELA) IN THE
FOUNTAIN VALLEY
SCHOOL DISTRICT

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

PUBLIC COMMENTS

Mr. Cunneen announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed:

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board’s designated representative, Cathie Abdel.
- Conference with Labor Negotiator: *Government Code 54957.6*
Board designated representative: President Jim Cunneen and President Pro Tem Ian Collins
Unrepresented employee: Superintendent

The public portion of the meeting resumed at 6:35pm.

PLEDGE OF ALLEGIANCE

Mrs. Crandall led the Pledge of Allegiance.

STAFF REPORTS AND PRESENTATIONS

Superintendent, Dr. Mark Johnson, introduced the Board of Trustees to the newest member of the Fountain Valley School District Family, Ms. Molly Kuykendall. Ms. Kuykendall joins Talbert Middle School as Assistant Principal.

INTRODUCTION OF MOLLY KUYKENDALL, ASSISTANT PRINCIPAL AT TALBERT MIDDLE SCHOOL

BOARD REPORTS AND COMMUNICATIONS

Mrs. Crandall congratulated and thanked the team behind the design and execution of the 2018 Leadership Advance including Dr. Johnson, Mrs. Abdel, Mrs. Fullerton, Dr. McLaughlin and Mrs. Lucchese. Her activities since the last meeting included: tour of Extended School Year program, memorial service for Mrs. Shelly Pence, retirement for Sue Carpenter, farewell for Dr.

Julianne Hoefler, visit to Summer Harvest program, Fountain Valley Day at OC Fair, 2018 Leadership Advance, and new teacher orientation.

Mrs. Schultz’s activities since the last meeting included: 2018 Leadership Advance. She commended the team for the execution of the day and great kick off to the year. She also enjoyed seeing the videos recently posted of the cranes hoisting AC units at Masuda and Courreges. Lastly, she thanked Mrs. Abdel and Mrs. Arjian for their work in putting together the recent new teacher orientation.

Mr. Collins’ activities since the last meeting included: meeting with Dr. Johnson, Huntington Beach Community Services Commission meeting, 2018 Leadership Advance, OCSBA board meeting, new teacher orientation, and he was pleased to share that his home remodel is finished.

Mrs. Galindo thanked the staff involved in putting together and executing the 2018 Leadership Advance. Her activities since the last meeting included: 2018 Leadership Advance, farewell for Dr. Julianne Hoefler.

Mr. Cunneen’s activities since the last meeting included: FV Rotary Club kick out party for outgoing president Dr. Johnson, visit to Extended School Year program, and the 2018 Leadership Advance. He thanked his fellow trustees for their service.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to adopt the District Priorities for 2018-19.

ADOPTION OF DISTRICT PRIORITIES

Second: Mrs. Crandall

Vote: 5-0

Motion: Mrs. Schultz moved to approve Board Policy 0410 Nondiscrimination in Programs and Activities for first reading.

BOARD POLICY 0410 NONDISCRIMINATION IN PROGRAMS

Second: Mrs. Galindo

Vote:	5-0	AND ACTIVITIES (FIRST READING)
Motion:	Mrs. Crandall moved to approve Board Policy 1312.3 Uniform Complaint Procedures for first reading.	BOARD POLICY 1312.3 UNIFORM COMPLAINT PROCEDURES (FIRST READING)
Second:	Mr. Collins	
Vote:	5-0	
Motion:	Mr. Collins moved to approve Board Policy 3514 Environmental Safety for first reading.	BOARD POLICY 3514 ENVIRONMENTAL SAFETY (FIRST READING)
Second:	Mrs. Scuhltz	
Vote:	5-0	
Motion:	Mrs. Galindo moved to approve Board Policy 3514.1 Hazardous Substances for first reading.	BOARD POLICY 3514.1 HAZARDOUS SUBSTANCES (FIRST READING)
Second:	Ms. Crandall	
Vote:	5-0	
Motion:	Mrs. Schultz moved to approve Board Policy 5111 Admission for first reading.	BOARD POLICY 5111 ADMISSION (FIRST READING)
Second:	Mr. Collins	
Vote:	5-0	
Motion:	Mr. Collins moved to approve Board Policy 5145.3 Nondiscrimintaion/Harassment for first reading.	BOARD POLICY 5145.3 NONDISCRIMINAT ION/HARASSMENT (FIRST READING)
Second:	Mrs. Galindo	
Vote:	5-0	
Motion:	Mrs. Crandall moved approve Board Policy 5125 Student Records for first reading.	BOARD POLICY 5125 STUDENT RECORDS (FIRST READING)
Second:	Mrs. Schultz	
Vote:	5-0	

Motion: Mrs. Schultz moved to approve Board Policy 5131.2 Bullying for first reading.

**BOARD POLICY
5131.2 BULLYING
(FIRST READING)**

Second: Mrs. Galindo

Vote: 5-0

Mr. Cunneen provided the following oral summary and/or fringe benefits increase recommendation, pursuant to Government Code section 54953, subdivision (c)(3), for the following local agency executive:

**APPROVAL OF
ADDENDUM TO
EMPLOYMENT
CONTRACT FOR
SUPERINTENDENT**

“Superintendent, whose term is being extended to June 30, 2022, with total compensation of \$249,799.00 for the 2018-19 school year, which is inclusive of a onetime payment of \$6,000, a \$3,000 doctoral stipend, and a mileage stipend of \$3,600, payable monthly at \$300 per month. In addition, the Superintendent receives Health and Welfare Benefits not to exceed \$9,250.”

Motion: Mr. Collins moved to approve the addendum to the employment contract for Superintendent.

Second: Mrs. Galindo

Vote: 5-0

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

**CONSENT
CALENDAR**

Second: Mrs. Schultz

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from July 12th Regular Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Adjustments and Transfers
- Independent Contract for Behavior Solutions
- Authorize the Use of Whittier Union High School District (#1617-105 Milk And Dairy Products) Bid

- Authorize the Use of Garden Grove Unified School District's Frozen, Refrigerated, Processed Commodity, Dry Goods and Services – RFP No. 1711
- Mandate Block Grant
- Extend the Agreement with Corinne Loskot Consulting Inc., in Order to Assist with Obtaining State School Facilities Funding
- Language Network
- Special Education Settlement Agreement 2019-A
- Resolution Agreement Between Fountain Valley School District and Office For Civil Rights (OCR) Case No. 09-18-1053
- Agreement with TLC Auctions for Disposal of District Surplus Property
- Approval of Contract Between Fountain Valley School District and Turnitin, LLC to Provide Revision Assistant to the District's Three Middle Schools
- Approval of Vavrinek, Trine, Day & Co., LLP Contract for Audit Services for Measure O General Obligation Bond Proceeds
- Contract for Professional Development Services with Elena Macdonald
- Approval of Fountain Valley School District Community Advisory Committee (CAC) Parent Representatives

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked our Board for always engaging in our Leadership Advance, noting that he greatly appreciates their support at the event. In addition, he thanked his team, Mrs. Fullerton, Mrs. Abdel and Dr. McLaughlin for their presentations, noting that they were all outstanding. Moreover, yesterday there were 40 teachers and another 30 today all here for professional development prior to the start of the school year. And, 19 newly hired teachers were here for new teacher orientation. Lastly, he thanked the Board for their approval of Molly Kuykendall this evening, in addition to thanking our Trustees for attending the new teacher orientation.

Mr. Collins Noted that on September 26th, the OCDE School Board is addressing the issue of sexual education in our schools during a California Healthy Youth Act community forum at 6:30pm in the OCDE Board Room.

CLOSED SESSION

Mr. Cunneen announced that the Board would retire into a second Closed Session. Action was not anticipated. The following was addressed: **CLOSED SESSION**

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

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 7:45PM.

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 – 2nd
READING**

DATE: September 19, 2018

Attached is information for the Personnel Commission Annual Report: Second Reading/Approval.

RECOMMENDATION

The Personnel Commission approve the 2017-2018 Personnel Commission Annual Report

Attachment #5

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 he 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.

REPORT OF ACTIVITIES

	2016/17	2017/18
Postings		
Open	1	0
Promotional	0	1
Dual - open and promotional	25	30
Interdepartmental	21	71
Recruitment and Selection		
Applications received	1,433	2,067
Written tests	404	438
Performance tests	30	30
Oral interviews	203	279
Eligibility lists certified	18	31
Classification Activity		
Revised job descriptions	1	All
New classifications created	2	0
Classifications retitled	2	14
Reclassifications/salary reallocations	2	12
Employment		
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 Courages 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

HOW TO REACH US

FVSD Personnel Commission
10055 Slater Avenue
Fountain Valley, CA 92708

Telephone: (714) 843-3228
FAX: (714) 843-3263
E-mail: personnel@fvcsd.us



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: September 13, 2018

This is the second reading of changes to this rule, following initial reading at the September, 2018 Commission meeting. Section 502.2 was revised slightly from the prior meeting, as discussed, to provide more accurate terminology. As before, 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.

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 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.

502.1 ORDER OF PREFERENCE OF CERTIFICATION (continued)

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 **attend an interview with** ~~present him/herself before the hiring supervisor 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 review and approve the changes to this rule.



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: AB 2160 – NOON DUTY AIDES

DATE: September 19, 2018

Assembly Bill 2160 was just approved on September 18, 2018 by Governor Brown (see attached.) This bill makes our “Noon Duty Aides” classified employees. They had been on the list of those employment-types exempted from classified service (per Education Code 45256). This catches up merit system districts, as AB 670 was approved in January, 2018, making “part-time playground positions” classified for non-merit system districts.

We must now move forward to create a job description, propose a salary range, and conduct an examination process to likely hire about 50 NDAs. The plan is to bring these first two items to the Commission in October. The recruitment/examination process will follow immediately afterwards and should be completed in early December. This will allow time to get final interviews, hiring, and the onboarding process completed before the end of the year. This is important because AB 2160 has an interesting addition to it which makes current staff in the position as of the effective date of the bill, January 1, 2019, a regular employee. Here is the revised Education Code language:

An employee employed by a school district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the school district without placement on an eligibility list under Section 45272 or examination under Section 45273.

It is in the district’s interest to conduct a competitive examination and select the best candidates to serve our students. Furthermore, this “grandfathering” would not allow for probationary evaluation of employees which is an important part of the examination/hiring process.

**AB-2160 Classified employees: school and community college districts: part-time playground positions.** (2017-2018)

SHARE THIS:



Date Published: 09/18/2018 09:00 PM

Assembly Bill No. 2160

CHAPTER 488

An act to amend Sections 45256, 88003, and 88076 of the Education Code, relating to classified employees.

[Approved by Governor September 18, 2018. Filed with Secretary of State September 18, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

AB 2160, Thurmond. Classified employees: school and community college districts: part-time playground positions.

Existing law authorizes a school district or a community college district to adopt a merit system that establishes how to employ, pay, and otherwise control the services of classified employees of the school district or community college district. Existing law requires a school district or community college district that adopts a merit system to appoint a personnel commission and requires the commission to classify all employees and positions within the jurisdiction of the governing board of the community college district or school district or of the commission, except for specified positions that are exempt from the classified service. Existing law, for purposes of these provisions, exempts part-time playground positions from the classified service, except as specified.

Existing law requires all vacancies in the classified service of a school district or community college district that has adopted the merit system to be filled from applicants on eligibility lists that are made up from promotional examinations or by appointments made by means of transfer, demotion, reinstatement, or reemployment, as specified.

In a community college district not incorporating the merit system, existing law requires the governing board of the community college district to employ persons for positions that are not academic positions, which are known as the classified service. Existing law, for purposes of this provision, exempts part-time playground positions from the classified service.

This bill would delete the above-described provisions exempting part-time playground positions from the classified service, thereby making those positions part of the classified service. The bill would require an employee employed by a school district or community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service to be deemed a permanent employee of the school district or community college district, without placement on an eligibility list or examination for purposes of placement on an eligibility list for a school district or community college district that has adopted the merit system. To the extent that the bill would impose additional duties on school districts and community college districts, the bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: yes

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. Section 45256 of the Education Code is amended to read:

45256. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the school district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) All of the following are exempt from the classified service:

(1) Positions that require certification qualifications.

(2) Full-time students employed part time.

(3) Part-time students employed part time in a college work-study program, or in a work experience education program conducted by a community college district pursuant to Article 7 (commencing with Section 51760) of Chapter 5 of Part 28 of Division 4 and that is financed by state or federal funds.

(4) Apprentice positions.

(5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of the school district or by the commission when so designated by the commission.

(c) (1) Employment of either full-time or part-time students in a college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(2) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(d) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(e) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(f) An employee employed by a school district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the school district without placement on an eligibility list under Section 45272 or examination under Section 45273.

SEC. 2. Section 88003 of the Education Code is amended to read:

88003. (a) The governing board of a community college district shall employ persons for positions that are not academic positions. The governing board of a community college district, except where Article 3 (commencing with Section 88060) or Section 88137 applies, shall classify all those employees and positions. The employees and positions shall be known as the classified service. Substitute and short-term employees, employed and paid for less than 75 percent of a college year, shall not be a part of the classified service. Apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service. Full-time students employed part time, and part-time students employed part time in a college work-study program, or in a work experience education program conducted by a community college district and that is financed by state or federal funds, shall not be a part of the classified

service. Unless otherwise permitted, a person whose position does not require certification qualifications shall not be employed by a governing board of a community college district, except as authorized by this section.

(b) "Substitute employee," as used in this section, means a person employed to replace a classified employee who is temporarily absent from duty. In addition, if the community college district is then engaged in a procedure to hire a permanent employee to fill a vacancy in a classified position, the governing board of the community college district may fill the vacancy through the employment, for not more than 60 calendar days, of one or more substitute employees, except to the extent that a collective bargaining agreement then in effect provides for a different period of time.

(c) "Short-term employee," as used in this section, means a person who is employed to perform a service for the community college district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Before employing a short-term employee, the governing board of a community college district, at a regularly scheduled meeting of the governing board of the community college district, shall specify the service required to be performed by the employee pursuant to the definition of "classification" in subdivision (a) of Section 88001, and shall certify the ending date of the service. The ending date may be shortened or extended by the governing board of the community college district, but shall not extend beyond 75 percent of a school year.

(d) "Seventy-five percent of a college year" means 195 working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.

(e) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(f) This section shall apply only to community college districts not incorporating the merit system as outlined in Article 3 (commencing with Section 88060).

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district.

SEC. 3. Section 88076 of the Education Code is amended to read:

88076. (a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the community college district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. "To classify" shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications.

(b) The following positions and employees are exempt from the classified service:

(1) Academic positions.

(2) Full-time students employed part time.

(3) Part-time students employed part time in a college work-study program or in a work experience education program conducted by a community college that is financed by state or federal funds.

(4) Apprentice positions.

(5) Positions established for the employment of professional experts on a temporary basis for a specific project by the governing board of a community college district or by the commission when so designated by the commission.

(c) Employment of either full-time or part-time students in a college work-study program or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

(d) Nothing in this section shall prevent an employee, who has attained regular status in a full-time position, from taking a voluntary reduction in time and retaining his or her regular status under the provisions of this law.

(e) A person whose contribution consists solely in the rendition of individual personal services and whose employment does not come within the scope of the exceptions listed above shall not be employed outside the classified service.

(f) A part-time position is one for which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87 1/2 percent of the normally assigned time of the majority of employees in the classified service.

(g) An employee employed by a community college district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the community college district without placement on an eligibility list under Section 88091 or examination under Section 88092.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: September 19, 2018

Attached are the eligibility lists for:

Bus Aide-Special Education,

Instructional Assistant

Instructional Assistant –Mild/Moderate,

Instructional Assistant – Moderate/Severe

Library/Media Technician

Preschool Assistant

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachment #8- #12

**Eligibility List
Bus Aide-Special Education
Expires 8-20-19**

RANK	NAME
1	Gregorio Snedden
2	Susana Mendez
3	Rhonda Mello
4	Yvette Rivas
5	Anne White

**Eligibility List
Library/Media Technician
Expires 9-5-19**

RANK	NAME
1	Charlotte White
2	Robert Johnson
3	Marie Nguyen
3	Jennifer Corbo
3	Nancy Kue
4	Karlyna Macey
5	Bithiah Brown
6	Shari Hanson
7	Kanatbek Sagaliev

**Eligibility List
Instructional Assistant
Merged List
Revised 9-05-18**

	NAME
1	Chelsea Short
1	Sarah Stevenson
2	Jose Hernandez
3	Hanan Naber
4	Kassandra Caoile
4	Tina Tuyen Nguyen
4	Amy Tran
5	Adrianna DeMattos
5	Maria De La Cueva
5	Susan Barnstuble-Kingman
6	Marie grace Hile
6	Sabrina Grijalva
7	Angela Willhite
7	Rachel Kaufman-Chisnall
8	Sandra Vaquerano
8	Miriam Rezk
9	Ngan Nguyen
9	Nicole Mauzey
9	Ayumi Hatfield
9	Robyn Liger
10	Kyle Spreeman
10	Nancy Vang
10	Mario Sanchez
11	Maddison Burns
11	Javier Vasquez
11	Danna Geertson
12	Kathryn Mahmood
12	Anna Wedel
13	Rommel Alvarez
13	Renate Goutier
14	Evelyn Voltran
14	Jennifer Lightbody
14	Katherine Le
15	Esperanza Partida
15	Paola Ramos
15	Maria Rios
15	Tonya Eley
16	Bari Hospodarec
16	Thuy Trang Tong
17	Noah Montes
18	Stacy Patriarca
18	Nghia Le

ELIGIBILITY LIST
IA Mild/Moderate
Merged List
Revised on 9-5-18

RANK	NAME
1	Hanan Naber
2	Kassandra Caoile
3	Brenda Hernandez
4	Claudia Salvidar
4	Sabrina Grijalva
5	Francisco Rey Moreida
5	Sarah Stevenson
6	Jessica Varela
6	Carina Guzman
6	Robyn Liger
7	Evan Quitugua
8	Danna Geertson
9	Huong Bui
10	Kaelin Liccardo
10	Mariam Rezk
10	Seethal Stanly
11	Rachel Kaufman-Chisnall
11	Jessica Gardiner
11	Renate Goutier
11	Reham Kerolles
12	Jennifer Lightbody
13	Maria Rios
14	Tonya Eley
14	Edibertha Flores
14	Elider Lombara
15	Bari Hospodarec
16	Stacy Patriarca
16	Nancy Kue
16	Nghia Le
17	Nancy Keslerwest

ELIGIBILITY LIST
Instructional Assistant Moderate/Severe
Merged List
Revised 9-5-18

RANK	NAME
1	Jose Hernandez
2	Lucas Mealy
3	Jessica Gardiner
3	Jessica Varela
4	Reham Kerolles
5	Kimberly Iverson
5	Armida Gruber
6	Lindsay Sepa
6	Francisco Rey Moreida
7	Evan Quitugua
8	Cynthia Evans
8	Kaelin Liccardo
9	Emily Anderson
9	Carina Guzman
10	Nancy Keller
10	Renate Goutier
10	Reham Kerolles
11	Jennifer Lightbody
11	Rachel Kaufman-Chisnall
11	Elider Lombera
12	Maria Rios
12	Crystal Bence
12	Ngan Nguyen
13	Ryan Dinh
14	Karina Trieu
14	Ashley Martin

**Eligibility List
Preschool Assistant
Merged List
Revised 9-7-18**

RANK	NAME
1	Harmony Tague
2	Roxana Ybarra
2	Mariko Melendez
3	Ryan Gassis
4	Kerry Langley-Doan
5	Kimberly Nguyen
6	Megan Burns
6	Kristin Gribben
7	Lisa Gapen-Barbosa

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: September 19, 2018

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

Interdepartmental Transfers:

Extended School Program Assistant (2)

Food Services Worker

Dual Certification:

Extended School Program Assistant

Food Services Worker

Instructional Assistant-Applied Behavior Analysis

Office Assistant- Department & Office Assistant –School

Payroll Clerk

Preschool Assistant

Speech/Language Pathology Assistant



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Assistant

Dual Certification - Open and Promotional

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

POSTING DATE: August 20, 2018

CLOSING DATE: September 13, 2018, 4:00 p.m.

SALARY: \$15.56 - \$18.91/hr (Range 13, 5 Steps)

*Per CSEA contract, hiring may be made up to step 3

HOURS: 1 position at Plavan, 14.0 hrs/wk, 5 days a week, MTWF 2:00 p.m.-4:30 p.m.,
TH 12:30 p.m.- 4:30 p.m.,

1 position at Newland, 11.75 hrs/wk, 5 days a week, MTWF 2:30 p.m.-4:30 p.m.,
TH 12:45 p.m. - 4:30 p.m.

TERM: 9.6 months a year

VACANCIES: Two vacancies, 1 position at Plavan and 1 position at Newland

PURPOSE STATEMENT

The job of Extended School Program Assistant is done for the purpose/s of providing a high quality, cost-effective program that provides before and after school childcare fully integrated with the elementary school program; assists with the planning, implementing and participation in a variety of activities to meet the needs and interests of children. The ideal candidate works well with children, other staff, and has excellent communication and interpersonal abilities.

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

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

See Other Side

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

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

EDUCATION/EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:00 p.m. on Thursday, September 13, 2018. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

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

Written Test (40%)	September 14, 2018 at 1:30 p.m.
Qualifications Appraisal Interview (60%)	Week of September 17, 2018
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from 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 classification will be established for one year. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, and a screening for tuberculosis.

<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 will 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

FOOD SERVICES WORKER

Open

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

POSTING DATE:	September 13, 2018
CLOSING DATE:	October 4, 2018, by 4:00 p.m.
SALARY:	\$15.10 - \$18.37 per hour (Range 10, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS	17 hrs/wk, M,T,W,F 9:45 a.m. – 1:30 p.m., TH 10:00 a.m.-12:00 p.m.
TERM:	9.6 months a year
VACANCY:	Talbert Middle School - (and substitutes needed)

PURPOSE

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

ESSENTIAL FUNCTIONS

Arranges food and beverage items (e.g. breakfast stand, lunch carts, etc.) for the purpose of serving them to students and staff in an efficient manner; cleans utensils, equipment, and storage, food preparation and serving areas to maintain required sanitary conditions; inspects food items and/or supplies to verify quantity, quality and specifications of orders; inventories food, condiments and supplies (e.g. number of meals served, etc.) to ensure availability of items required for meeting projected menu requirements; maintains equipment, storage, food preparation and serving areas in a sanitary condition to comply with current health standards; monitors kitchen and cafeteria areas and student volunteers; prepares forecasting for lunch and orders food and supplies to ensure an adequate inventory to maintain operations within established nutritional and budget guidelines; oversees receipt of deliveries, ensuring proper storage and preparation and rotation of goods; performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage; prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements; processes cash and electronic payments for meals, ensuring sales and deposit slips are accurate; reports equipment malfunctions as needed; serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel; participates in meetings and attends workshops and training as required.

SEE OTHER SIDE

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment found in a commercial kitchen; and operating standard office equipment.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required include: safety practices and procedures; quantity food preparation and handling; sanitation practices; and computer skills.

ABILITY is required to schedule activities and collate data. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Some problem-solving may be required to identify issues and select action plans. Problem-solving with data requires following prescribed guidelines and problem-solving with equipment is limited to moderate. Specific ability based competencies required include working as part of a team and working with interruptions.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience is desired. High school diploma or equivalent required.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. October 4, 2018.

EXAMINATION PROCESS

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

<p>Written test (50%).....October 5, 2018 at 9:30 a.m. Oral Interview (50%)Week of October 8, 2018 <i>The exam parts will be held at the Fountain Valley School District Office</i></p>

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 will be made from the top three ranks of “ready and willing” certified eligibles on an open list. 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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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will 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 INSTRUCTIONAL ASSISTANT- APPLIED BEHAVIOR ANALYSIS *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 17, 2018
CLOSING DATE:	September 10, 2018, by 4:30 p.m.
SALARY:	\$19.19 - \$23.33 per hour (Range 34, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	28.75 hrs/wk: M,T,W,F 8:00 a.m. – 2:30 p.m. (with ½ hour unpaid lunch) TH 8:00 a.m. – 12:45 p.m.
TERM:	9.6 months a year
VACANCIES:	3 positions, 2 positions at Fulton and 1 position at Newland

PURPOSE

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.

ESSENTIAL FUNCTIONS

Administers immediate first aid and medical assistance as instructed by a school nurse or health care professional; assists with crisis situations; attends meetings and in-service presentations; communicates with supervising instructional staff and professional support personnel; facilitates special education students in personal interactions and/or specific student issues; implements under the supervision of assigned teacher and/or psychologist, behavioral plans designed by IEP team for students with behavior disorders or other special conditions; maintains instructional materials and/or manual and electronic files/records; monitors students during assigned periods within a variety of school environments; and tutors students individually or in small groups.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required include: adhering to safety practices; operating standard office equipment including using pertinent software applications; 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 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, meetings, and/or events; gather and/or collate data; and use basic, 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. Specific ability based competencies required include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

EDUCATION AND EXPERIENCE REQUIREMENTS

Community college and/or vocational school degree with study in a job-related area and job related experience, including ABA training by WOCSSSE or related training by an outside agency.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:30 p.m. on Monday, September 10, 2018. **Copies of transcripts, report cards and ABA training certificate 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, however, applicants who have passed the competency No Child Left Behind (NCLB) test will not need to take the test again.

Relative Weights of the Examination Process:

Written test (NCLB) (Pass/Fail) **September 11, 2018 at 1:30 p.m.**

Technical interview (100%) **Week of September 17, 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

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

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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.

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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System.

All regular classified employees will 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 OFFICE ASSISTANT- DEPARTMENT OFFICE ASSISTANT- SCHOOL

Dual Certification (Open and Promotional)

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

POSTING DATE:	September 12, 2018
CLOSING DATE:	October 3, 2018, by 4:00 p.m.
SALARY:	\$19.54 - \$23.75 per hour (Range 36, 5 steps) *Per CSEA contract, hiring may be made up to step 3
TERM:	10.48 months a year
VACANCY:	No current openings

PURPOSE

Under the direction of the assigned administrator the jobs of Office Assistant – Department and Office Assistant – School are done for the purpose/s of greeting and directing visitors; responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; perform a variety of clerical duties in support of the assigned department, program or school site office.

ESSENTIAL FUNCTIONS

Assists the assigned administrator in the coordination of daily activities for program or departmental operations; communicates with other school or department personnel and responds to questions from internal and external parties; monitors program budget allocations, expenditures, fund balances, and related financial activities; answers telephone system for the purpose of screening calls, transferring calls, receiving and recording information, responding to inquiries and/or taking messages; assists various school and department personnel in completing a variety of clerical tasks and preparing a variety of documents; greets individuals entering the building; maintains reception area or departmental materials; maintains site information; monitors students; operates office equipment; and performs general clerical functions. The Office Assistant- School position administers emergency first aid, scheduled prescriptions and over the counter medications to school students.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

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

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 business telephone etiquette.

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

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent and job-related experience.

CERTIFICATES AND LICENSES

CPR/First Aid Certificate for Office Assistant- School classification.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. October 3, 2018.

EXAMINATION PROCESS

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

<p>Written test (50%).....October 4, 2018, at 9:30 a.m. Oral Interview (50%)Week of October 8, 2018 <i>The exam will be held at the Fountain Valley School District Office</i></p>
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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 will be made from the top three ranks of “ready and willing” certified eligibles on merged open and promotional lists. Promotional candidates will receive seniority points based on their length of service. The eligibility lists 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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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will 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

PAYROLL CLERK

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 promotion, transfer, or certified eligibles.

POSTING DATE:	August 30, 2018
CLOSING DATE:	September 21, 2018, by 12:00 p.m.
SALARY:	\$3,862 - \$4,696 per month (Range 49, 5 steps) *Per CSEA contract, hiring may be made up to step 3
TERM:	40 hours per week, 12 months a year
LOCATION:	District Office

PURPOSE

The job of Payroll Clerk is done for the purposes of providing support to payroll processing and accounting activities with specific responsibility; calculating pay, responding to complex and unusual payroll problems and computational questions; ensuring compliance with mandated requirements; and maintaining confidential employee records. This job reports to the Assistant Superintendent, Personnel. The ideal candidate for this job has excellent payroll/math ability, good attention to detail, and is customer service oriented. S/he must be a dependable teammate and communicate very well.

ESSENTIAL FUNCTIONS

Compiles payroll information for district personnel (e.g. time cards, submittal of time and employment service data, etc.); informs staff and/or external parties regarding procedural requirements (e.g. employment verification, distribution of withholding documents, etc.); maintains a variety of payroll information, files and records (e.g. pay cycle documents, time sheets, tax withholding, etc.); maintains spreadsheets, probationary employment dates, and position control; monitors assigned payroll activities and/or components; participates in meetings and attends conferences, workshops, etc.; prepares written materials and electronic payroll information (e.g. earning statement, deductions, terminations, retirements, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements; processes payroll related data utilizing human resource/payroll databases (e.g. time sheets, additional duty withholding information, verification of employment, etc.) for the purpose of updating information, authorizing timely payment, and/or complying with established payroll practices. Reconciles payroll account balances; researches discrepancies of payroll information and/or documentation; resolves discrepancies with payroll and/or documentation (e.g. payroll, attendance withholding versus W4, salary status, etc.) for the purpose of ensuring accuracy of records and employee pay; responds to inquiries regarding payroll procedures (e.g. wage levies and garnishments, savings, contributions, direct deposits, etc.) for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established pay and timekeeping guidelines; and responds to internal and external inquiries and complaints.

SEE OTHER SIDE

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and developing effective working relationships.

KNOWLEDGE: 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 include: personnel processes and pertinent codes, policies, regulations and/or laws relating to payroll.

ABILITIES: gather and/or collate data and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined, varied processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. Specific ability based competencies required include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and maintaining confidentiality.

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or equivalent and job related experience with increasing levels of responsibility is desired.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 12:00 p.m. September 21, 2018.

EXAMINATION PROCESS

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

Written test (40%).....	September 21, 2018 at 1:30 p.m.
Oral Interview (60%)	September 28, 2018
<i>Exam parts will be held at the Fountain Valley School District Office</i>	

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

APPOINTMENT/CERTIFICATION

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

POSTING DATE:	September 14, 2018
CLOSING DATE:	October 5, 2018, by 4:00 p.m.
SALARY:	\$16.36 - \$19.89 per hour (Range 18, 5 steps) *Per CSEA contract, hiring may be made up to step 3
VACANCY	10 hours/week, Monday –Friday, 2:00 p.m.- 4:00 p.m.
TERM:	9.6 months a year
LOCATION:	One position at Plavan School

PURPOSE

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. This job reports to the Director, Child Care & Recreation Programs.

ESSENTIAL FUNCTIONS

Assists with preparation of site for daily operations (e.g. set-up work areas; snack and lunch; displays, materials and equipment; collect and distribute papers and supplies; clean-up; maintain clean, sanitary and orderly indoor and outdoor environment, etc.). Facilitates a program which meets the developing needs of children; communicate with Preschool Instructor concerning the developmental needs of each child, for the purpose of providing an effective classroom program and addressing the needs of individual students. Prepares activities and assists in implementing activities (e.g. age appropriate; supervise children in outdoor and indoor play; lead children in classroom activities, etc.) for the purpose of reinforcing instructional objectives; and ensuring students success in school, providing a safe, caring, sensitive and loving environment. Provides for physical and personal hygiene needs of the children (e.g. assist with snack and lunch; wash children's hands and faces as needed; assist with rest and nap periods; toileting, etc.). Attends training and meetings to receive updated child development current best practices information. Collects anecdotal notes and other data (e.g. student behavior observations; test scores, etc.) for the purpose of providing information to the instructor or other district personnel for assessment. Delivers children directly to and from to parents, guardians, or designee (e.g. observes sign in and out book signatures, etc.). Establish standards of appropriate student behavior for the purpose of achieving effective participation in activities and providing a safe and optimal learning environment. Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional for the purpose of meeting immediate health care needs.

SEE OTHER SIDE

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS required to satisfactorily perform the functions of the job include: adapting to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities; and organizing and communicating information and concepts.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to include: knowledge of curriculum, instruction, and subjects of assignments (music, art, or physical education); pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data and operate equipment. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. 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

Job related experience is required, as well as targeted, job related education with study in job-related area.

CERTIFICATES AND LICENSES

Valid Pediatric First aid and CPR certificates (must be completed and shown before final interview.)

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. October 5, 2018.

EXAMINATION PROCESS

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

Written test (50%).....October 8, 2018 at 9:30 a.m.
Oral Interview (50%) Week of October 15, 2018
Exam parts will be held at the Fountain Valley School District Office

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 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 and screening for tuberculosis.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY SPEECH / LANGUAGE PATHOLOGY ASSISTANT

Dual Certification (*Open and Promotional*)

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

POSTING DATE:	September 19, 2018
CLOSING DATE:	October 9, 2018, by 4:00 p.m.
SALARY:	\$23.88 - \$29.03 per hour (Range 56, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS	30 hrs/wk, Monday-Friday 8:00 a.m. -2:30 p.m. (with a ½ hr unpaid lunch)
TERM:	9.6 months per year
VACANCY	One position at multiple sites

PURPOSE

The job of Speech/Language Pathology Assistant is done for the purposes of assisting the Speech and Language Pathologist in providing authorized services for students identified as having special needs in the area of speech and language communication. This job reports to the Director, Support Services.

ESSENTIAL FUNCTIONS

Provides speech and language therapy to students as directed by approved treatment plan and under the supervision of Speech and Language Pathologist for the purpose of minimizing the adverse impact of speech and language disorders on student success. Assists Speech and Language Pathologist (SLP) with assessing students' speech and language abilities for the purpose of implementing student communication plans. Assists eligible students in the use of communication technologies. Collects data for the purpose of communicating information in order to assess student needs. Consults with supervising Speech and Language Pathologist for the purpose of providing requested information, reviewing/revising students' therapy goals/objectives, etc. Coordinates appropriate services with school site support staff for the purpose of providing therapy and assistance in accordance with individual student needs and approved plans. Maintains files and/or records. Participates in meetings, workshops, and seminars. Prepares written materials (e.g. attendance records, activity logs, progress notes, charts, records, graphs and data, etc.). Supports implementation of treatment plans for the purpose of minimizing the adverse impact of communication disorders in compliance with regulatory requirements.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required include: applying assessment instruments; operating specialized equipment used in the treatment of communication disorders; operating standard office equipment including pertinent computer software; and preparing and maintaining accurate records.

SEE OTHER SIDE

Skills, Knowledge and Abilities (continued)

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required include: anatomy and physiology of speech and hearing mechanisms and disorders; principles and practices of speech and language therapy; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem-solving is required to identify issues and create action plans. Problem-solving with data requires following prescribed guidelines; and problem-solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; utilizing specialized equipment in communication disorders; maintaining confidentiality; meeting deadlines and schedules; working as part of a team; working with detailed information/data; maintaining effective working relationships; and translating therapy goals into meaningful educational activities.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience is required, as well as community college and/or vocational school degree with study in job-related area.

CERTIFICATES AND LICENSES

Must provide a current license as a Speech/Language Pathology Assistant.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsvd.us. All application materials must be submitted through Ed Join by 4:00 p.m. October 9, 2018.

EXAMINATION PROCESS

The examination process will consist of a technical interview to be held during the week of October 15 (subject to change). Applications will be screened, and qualified applicants will be scheduled for the interview which will take place at the FVSD Office.

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 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 and screening for tuberculosis.

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Fountain Valley School District
Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY
EXTENDED SCHOOL PROGRAM ASSISTANT

Interdepartmental Transfer Only

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

POSTING DATE:	September 10, 2018
CLOSING DATE:	September 14, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	13.5 hrs/wk: MTWF 1:30 p.m.–4:00 p.m., TH 12:30 p.m.–4:00 p.m. (Courreges) 12.0 hrs/wk: MTWF 2:30 p.m. – 4:30 p.m., TH 12:30 p.m.–4:30 p.m. (Cox)
TERM:	9.6 months/year
VACANCY:	2 positions, one position at Courreges ESP and one position at Cox 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, September 14, 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.

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Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY
EXTENDED SCHOOL PROGRAM ASSISTANT

Interdepartmental Transfer Only

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

POSTING DATE:	September 12, 2018
CLOSING DATE:	September 18, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	5.0 hours/week: Monday - Friday 7:15 a.m.–8:15 a.m.
TERM:	9.6 months/year
VACANCY:	One position at Gisler 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., Tuesday, September 18, 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.

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EMPLOYMENT OPPORTUNITY

FOOD SERVICES WORKER

Interdepartmental Transfer Only

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

POSTING DATE:	September 14, 2018
CLOSING DATE:	September 20, 2018 at 4:00 p.m.
SALARY:	Current rate of pay
TERM:	9.6 months a year
HOURS:	17 hrs/wk, M,T,W,F 9:45 a.m. – 1:30 p.m., Thursday 10:00 a.m. – 12:00 p.m.
VACANCY:	1 position at Talbert

THE JOB

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

APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us 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, September 20, 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 Food Service Worker and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Food Service Worker eligibility list.

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