

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

October 30, 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, September 27, 2018** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, October 11, 2018** *Information*
(Attachment #2)
5. **Agenda, Special Meeting of the Board of Trustees, October 25, 2018** *Information*
(Attachment #3)
6. **Minutes, Regular Meeting of the Board of Trustees, September 6, 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. Educational Services Division Introduction of New Employees and Presentation on Achievement Data *Information*

11. Approval of Revision to Personnel Commission Rule 502 *Action*

12. Classification Plan Amendment – Creation of New Classification of Noon Duty Aide *Action*
(Attachment #5)

13. Eligibility Lists *Action*
ESP Assistant, Instructional Assistant –Applied Behavior Analysis, ,
Preschool Assistant, Office Assistant- Department, Office Assistant-
School, Payroll Clerk, and Speech/Language Pathology Assistant
(Attachments #6-#11)

PERSONNEL

14. Job Announcements *Information*
(Attachments #12-#18)

FINANCIAL

15. Personnel Commission Budget 2018-2019: Review of Year-to-Date *Information*
(Attachment #19)

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:

**November 15, 2018
4:30 p.m.
Board Room**

ADJOURNMENT

18. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF SEPTEMBER 27, 2018**

DATE: October 22, 2018

Attached for your approval are the minutes of the Personnel Commission regular meeting of September 27, 2018.

RECOMMENDATION

The Personnel Commission approve the minutes of the September 27, 2018 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

September 27, 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. Mrs. Davis 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

Ms. Cathie Abdel, Ms. Connie Ramirez, and Mr. Sam Koser were in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

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

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

Agenda, Regular Meeting of the Board of Trustees, September 6, 2018

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, July 12, 2018

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, August 23, 2018

Presented as an information item only.

Director's Report

Mr. Hessler reported the Personnel Department has been busy completing staffing and testing for the new fiscal year. Substitute positions for Head Custodian and Custodian were just posted and will enable us to have a good pool of substitutes for the year. He stated that mandated reporter training was held on Thursday for those employees without computers. Mr. Hessler reported the District has received information about the demolition of the Slater Bridge.

Commissioners' Comments

Mrs. Davis inquired as to the needs and availability of computers at each site for Mandated Reporting. She inquired if the District had funds available for more computers for the employees to use. Mr. Mullin stated he visited back to school night at Newland, Oka, and Talbert. He saw many of the senior management while visiting and felt they should be proud of the job we do.

Public Comments

None

ADMINISTRATION

Personnel Commission Annual Report, Second Reading

The Personnel Commission Annual Report was reviewed by the Commissioners. Mrs. Davis made a motion to approve the 2017-2018 Personnel Commission Annual Report. Mr. McCombs seconded the motion. Motion carried.

Revision of Personnel Commission Rule 502, First Review

The Personnel Commission reviewed and discussed Rule 502 in order to bring into compliance the procedures and rules regarding contact of those applicants on an eligibility list. Mrs. Davis felt having the option of a 6-month eligibility list would save time making and waiting for return calls. Mr. McCombs suggested adding contact by email and phone for interviews and notifying applicants when they are removed from an eligibility list.

AB 2160- Noon Duty Aides

Assembly Bill 2160 and its impact on the District's current substitute employees working as "Noon Duty Aides" was discussed. It was discussed how this new bill will move our 'Noon Duty Aides' classification to become part of the classified staff will need to be negotiated with CSEA. Mr. Hessler will move ahead with the classification and job description to be presented at the next Commission meeting for approval.

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for Bus Aide – Special Education, Instructional Assistant, Instructional Assistant –Mild/Moderate, Instructional Assistant –Moderate/Severe, Library/Media Technician, and Preschool Assistant. 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 assessment at 5:22 p.m.

NEXT MEETING

The next meeting of the Personnel Commission was changed and will be:

Regular Meeting:

October 30, 2018

4:30 p.m.

Board Room

ADJOURNMENT

The September 27, 2018, regular meeting of the Personnel Commission was adjourned at 6:00 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 OCTOBER 11, 2018**

DATE: October 18, 2018

Attached for your information is the agenda of the Board of Trustees regular meeting of October 11, 2018.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

October 11, 2018

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

M ___
 2nd ___
 V ___

BOARD WORKSHOPS

1. CALIFORNIA ASSESSMENT OF STUDENT PERFORMANCE AND PROGRESS (CAASPP) RESULTS 2018

Steve McLaughlin, Assistant Superintendent, Educational Services and Jerry Gargus, Director, Educational Services will present the 2018 California Assessment of Student Performance and Progress (CAASPP) results for Fountain Valley School District to the Board of Trustees.

- PUBLIC COMMENTS

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

- CLOSED SESSION

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

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
- Negotiations: *Government Code 54957.6*

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

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

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

Property: Approximately 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.

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

SPECIAL PRESENTATIONS

2. INTRODUCTION OF KATHRYN SMITH, DIRECTOR, SUPPORT SERVICES

Superintendent, Dr. Mark Johnson, will introduce the Board of Trustees to the newest member of the Fountain Valley School District Family, Kathryn Smith. Ms. Smith joins the District as Director, Support Services.

STAFF REPORTS AND PRESENTATIONS

3. MEASURE O CONSTRUCTION UPDATE ON COURREGES AND MASUDA

Christine Fullerton, Assistant Superintendent, Business Service, will be joined by Edwin Munguia from Rachlin Partners to provide an update to the Board of Trustees on Measure O construction at Courreges and Masuda Schools.

4. UPDATE ON OPTIONS FOR THE USE OF THE FORMER MOIOLA SCHOOL SITE

Christine Fullerton, Assistant Superintendent, Business Services, will be joined by Andreas Chialtas, Esq. from Atkinson, Andelson, Loya, Ruud and Romo to lead the Board of Trustees through a discussion of the options and next steps in the use of the former Moiola School site.

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.

PUBLIC HEARINGS

5. CERTIFICATION OF PROVISIONS OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

The Board of Trustees will conduct a public hearing for the purpose of receiving public comment on the certification of provisions of standards-aligned instructional materials for the Fountain Valley School District. Public input is welcome.

LEGISLATIVE SESSION

6. RESOLUTION 2019-07: CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

M ___
2nd ___
V ___

The Board of Trustees of the Fountain Valley School District shall hereby certify that as of October 11, 2018, each pupil in the District in kindergarten through grade 8 has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas: mathematics, science, history-social science and English/language arts, including the English language development component of an adopted program.

Superintendent’s Recommendation: It is recommended that the Board of Trustees hereby certifies through adoption of Resolution 2019-07 that each pupil in the Fountain Valley School District has been provided with a standards-aligned

textbook or basic instructional materials in the curricular areas of mathematics, science, history-social science, English/language arts and visual and performing arts.

7. RESOLUTION 2019-08 RECOGNITION OF OCTOBER 2018 AS DYSLEXIA AWARENESS MONTH

M ___
2nd ___
V ___

The International Dyslexia Association has designated October as Dyslexia Awareness Month to encourage staff members, families and the community to collaborate to raise awareness and understanding in so much as to identify, treat and prevent problems associated with dyslexia in order to ensure success for every student with dyslexia.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2019-08 recognizing October as Dyslexia Awareness Month in the Fountain Valley School District.

8. 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

- 8-A.** Board Meeting Minutes from September 6th regular meeting
- 8-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 8-C.** Donations
- 8-D.** Warrants
- 8-E.** Purchase Order Listing
- 8-F.** Budget Adjustments

Consent Items

8-G. APPROVE CONTRACT WITH HEWLETT PACKARD INC., TO PROVIDE MANAGED PRINT SERVICES

Superintendent’s Comments: It is recommended that the Board of Trustees approve the contract with Hewlett Packard to provide Managed Print Services.

8-H. WILLIAMS UNIFORM COMPLAINT QUARTERLY REPORT

Superintendent’s Comments: It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the first quarter of the 2018-19 year and approves its submittal to the Orange County Department of Education.

8-I. APPROVE THE USE OF CMAS CONTRACT NO. 3-15-84-0042A FOR THE PURCHASE OF ACCESS, SECURITY, ALARM, AND SIGNAL SYSTEMS

Superintendent’s Comments: It is recommended that the Board of Trustees approves the District use of the 2015 - 2019 CMAS Contract No. 3-15-84-0042A and any extensions to purchase DMP access, security, alarm, and signal systems from time and alarm systems to meet the needs of the District.

8-J. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2019-C

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

8-K. CONTRACT PROPOSALS FOR READING PLUS PILOT PROGRAMS AT TALBERT MIDDLE SCHOOL AND GISLER ELEMENTARY SCHOOL PROVIDED BY THE PMD GROUP

Superintendent’s Comments: It is recommended that the Board of Trustees approves the Reading Plus Pilot program at both Talbert and Gisler from October 2018 through April 2019.

8-L. APPROVAL OF LEASE ADDENDUMS FOR MODULAR CLASSROOMS

Superintendent’s Comments: It is recommended that the Board of Trustees approves the lease addendums extending the term of these leases through June 30, 2019 and authorizes the Superintendent or his designee to sign all documents.

8-M. NOTICE OF LAYOFF FOR CLASSIFIED POSITIONS

Superintendent’s Comments: It is recommended that the Board of Trustees eliminate the services of the position so designated on the effective date as listed in the attached memo.

8-N. NON-PUBLIC AGENCY CONTRACTS

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

| Non-Public School/Agency | 100% Contract Cost | Effective Dates |
|--------------------------|--------------------|-----------------|
|--------------------------|--------------------|-----------------|

| | | |
|-----------------------|-------------|------------------|
| Cornerstone Therapies | \$638.36 | 11/11/18-6/21/19 |
| Cornerstone Therapies | \$264.15 | 11/11/18-6/21/19 |
| Olive Crest Academy | \$47,694.78 | 11/11/18-6/21/19 |
| Del Sol School | \$6,400 | 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, November 8, 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: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF OCTOBER 25, 2018**

DATE: October 22, 2018

Attached for your information is the agenda of the Board of Trustees special meeting of October 25, 2018.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

October 25, 2018

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

M ___
 2nd ___
 V ___

BOARD WORKSHOPS

1. ELEMENTARY MATH/COGNITIVELY GUIDED INSTRUCTION (CGI) AND MIDDLE SCHOOL MATH IN THE FOUNTAIN VALLEY SCHOOL DISTRICT

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin and Teachers on Special Assignment, Joanna Burch, Kimberly Costigan and Kim Nguyen, will update the Board of Trustees on elementary math/Cognitively Guided Instruction (CGI) and middle school math in the Fountain Valley School District, including past and current professional development for teachers.

2. SCIENCE AND MUSIC ROOMS AT MIDDLE SCHOOLS

Assistant Superintendent, Business Services, Chris Fullerton, will review plans for dedicated science and music rooms at our middle schools, as a part of our Measure O projects, with the Board of Trustees.

- PLEDGE OF ALLEGIANCE

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

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.

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. SELECTION OF COMMITTEE MEMBER(S) TO DISTRICT'S SAFE SCHOOLS TASK FORCE

M ___
2nd ___
V ___

The Fountain Valley School District is forming a Safe Schools Task Force for the purpose of studying school safety in our District. The Task Force is made up of members of the business and parent community, certificated and classified staff and administration. The District would like a representative(s) from the Board of Trustees to join the Task Force as well.

Superintendent's Recommendation: It is recommended that the Board of Trustees discusses and reaches consensus on representation on the Fountain Valley School District's Safe Schools Task Force.

4. 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.

Consent Items

4-A. AGREEMENT WITH REVENUE ENHANCEMENT GROUP, INC. FOR ASSESSMENT REFUND SERVICES

Superintendent's Comments: It is recommended that the Board of Trustees approves Agreement 9705HA with Revenue Enhancement Group, Inc., for the period of one year, beginning October 26, 2018 and ending October 25, 2019, and authorizes the Superintendent or designee to sign all documents.

4-B. APPROVAL OF HALF DAY CONSULTING AGREEMENT BETWEEN VALERIE HENRY, FACTSWISE AUTHOR AND FOUNTAIN VALLEY SCHOOL DISTRICT TO PROVIDE MATH PROFESSIONAL DEVELOPMENT FOR TK-5 TEACHERS ON NOVEMBER 9 STAFF DEVELOPMENT DAY

Superintendent's Comments: It is recommended that the Board of Trustees approves the half day agreement between Valerie Henry, FactsWise and Fountain Valley School District on November 9, 2018

4-C. CONTRACT FOR DIFFERENTIATED CURRICULUM AND INSTRUCTION PROFESSIONAL DEVELOPMENT SERVICES AT MASUDA MIDDLE SCHOOL PROVIDED BY KIMBERLY DODDS KERAN

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

4-D. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2019-C ADDENDUM

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

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.

- 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").

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.

- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, November 8, 2018 at 6:30pm.

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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 SEPTMBER 6, 2018**

DATE: October 18, 2018

Attached for your information are the minutes of the Board of Trustees regular meeting of September 6, 2018.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

September 6, 2018

MINUTES

President Cunneen called the regular meeting of the Board of Trustees to order at 5:46pm.

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: Mrs. Schultz moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mr. Collins

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.

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

PLEDGE OF ALLEGIANCE

Dr. Johnson 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

INTRODUCTION OF DR. GERALD GARGUS, DIRECTOR,

District Family, Dr. Gerald Gargus. Dr. Gargus joins the District as Director, Educational Services.

EDUCATIONAL SERVICES

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra reviewed for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2017-18. Mrs. Fullerton reviewed the District's mission statement, provided an overview of the State economy and 2018-19 adopted budget. Mr. Guerra reviewed the 2017-18 unaudited actuals, including revenues and expenditures, summarized the General Fund and provided the ending fund balance of other funds. Mr. Guerra also reviewed next steps for the Board of Trustees. In closing, Mrs. Fullerton provided a review of the Fund 40 investment.

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

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo expressed her gratitude for the addition of Dr. Gargus to the FVSD family. She congratulated him on his appointment this evening. In addition, she thanked Dr. Johnson for his arrangement of the tours of construction at both Courreges and Masuda.

Mrs. Schultz's activities since the last meeting included: Tours of construction at both Courreges and Masuda. She noted her appreciation for the quality of work being done. She also welcomed Dr. Gargus to the FVSD Family, congratulating him on his appointment this evening.

Mr. Collins wished a bittersweet farewell to Mrs. Robinson, noting that this evening is her last Board meeting. He commended her on her appointment in Placentia Yorba Linda Unified School District. His activities since the last meeting included: Newland registration assistance, Talbert registration assistance, tours of construction at both Courreges and Masuda.

Mrs. Crandall congratulated and thanked Mrs. Abdel and her team for having all classrooms manned for the first day of school yesterday. She welcomed Dr. Gargus to the FVSD Family. She also wished Mrs. Robinson a bittersweet farewell and thanked her for her service to the District, noting that she will be greatly missed. Her activities since the last meeting included: tours of construction at both Courreges and Masuda.

Mr. Cunneen welcomed Dr. Gargus to the FVSD Family. He also bid farewell to Mrs. Robinson, echoing the sentiments expressed

this evening. His activities since the last meeting included: tours of construction at Courreges and Masuda. He commended Mr. Hastie and the business team for their work on these projects. In addition, he noted that his youngest son enjoyed his first day of school at Masuda. 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 approve the date of annual organizational meeting as December 13, 2018.

Second: Mrs. Crandall

Vote: 5-0

APPROVAL OF DATE OF ANNUAL ORGANIZATIONAL MEETING AS DECEMBER 13, 2018

Motion: Mrs. Schultz moved to approve Mr. Cunneen’s selection as Committee Member to the City of Fountain Valley’s Comprehensive General Plan Advisory Committee.

Second: Mr. Collins

Vote: 5-0

SELECTION OF COMMITTEE MEMBER TO CITY OF FOUNTAIN VALLEY’S COMPREHENSIVE GENERAL PLAN ADVISORY COMMITTEE CONSENT CALENDAR

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

Second: Mr. Collins

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from August 23rd Regular Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Adjustments and Transfers
- Special Education Settlement Agreement 2019-B

- Approval of the Contract with Lee & Associates Commercial Real Estate Services Inc., for Broker Services in the Leasing of Suites at the District Office
- Board Policy 0410 Nondiscrimination in Programs and Activities (Second Reading and Adoption)
- Board Policy 1312.3 Uniform Complaint Procedures (Second Reading and Adoption)
- Board Policy 3514 Environmental Safety (Second Reading and Adoption)
- Board Policy 3514.1 Hazardous Substances (Second Reading and Adoption)
- Board Policy 5111 Admission (Second Reading and Adoption)
- Board Policy 5145.3 Nondiscrimination/Harassment (Second Reading and Adoption)
- Board Policy 5125 Student Records (Second Reading and Adoption)
- Board Policy 5131.2 Bullying (Second Reading and Adoption)
- Resolution 2019-06: Gann Amendment Appropriations Limitation
- 2017-18 Capital Facilities Fund / Developer Fees
- Non-Public Agency Contracts

| 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

Dr. Johnson Thanked Matt Mogensen for his attendance this evening and the information provided to the Board regarding the GPAC. In addition, he commended the work being done in construction at both Courreges and Masuda, noting the extremely ambitious timeline. He thanked and applauded Mrs. Fullerton and Mr. Hastie for their work on these projects. He noted an upcoming farewell reception for Mrs. Robinson on Monday, stating that it has been an honor to get to know and work with her. He has had the pleasure to watch her further develop into a strong and capable leader, noting that while we are sad to see her go, we are pleased to see her take the FVSD way with her, and commended her on her appointment. Moreover, he congratulated Dr. Gargus on his appointment this evening, noting that he is a man of character and will do great work here. In closing, he noted that over the last ten days we have had the opportunity to visit welcome back meetings and the first day of school at each of our campuses. He commended our administrators for the work that they do and the manner in which it is done that honors our staff and students.

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.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 7:39PM.

Second: Mrs. Schultz

Vote: 5-0

/rl



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commission

FROM: Ross Hessler, Director – Human Resources

SUBJECT: REVISION OF COMMISSION RULE 502

DATE: October 15, 2018

This is the third reading of changes to this rule, following initial reading at the August, 2018 Commission meeting. Reference to a six month eligibility list was added to section 500. In addition, language was added in section 502.3 to address a specific situation with employees. 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. *Eligibility lists may be established for a period of six months upon the approval of the Personnel Commission as long as the six-months' duration of such a list is noted in the recruitment bulletin announcing the examination.* (Education Code 45272/45300)

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.

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 and/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.
4. **An employee who resigns while being considered for a promotion, will be requested to confirm their interest in remaining as a candidate.**

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: CLASSIFICATION PLAN AMENDMENT – ADOPTION OF THE NEW CLASSIFICATION OF NOON DUTY AIDE

DATE: October 18, 2018

As we have discussed, the change of “playground supervisors,” or Noon Duty Aides (NDA), from non-classified to classified employees will take place on January 1, 2019 per Assembly Bill 2160. The action proposed this month for the Commission is to review and approve a new job description and approve a salary range to be recommended to the Board.

The attached job description was reviewed by our principals who supervise this position. The job is not changing from what it has been for a long time, which is essentially to support the educational process by caring for the students during lunch time, while teachers and other classified staff take their lunch break. If there is a problem or safety issue, they take care of it. NDAs keep order and model good citizenship, behavior and citizenship. Their work schedule is only 1 - 1 ½ hours per day, and most often does not include Thursday since it's a minimum day.

We have moved to the new system of point-factor evaluation as part of last year's study by Education Management Solutions (EMS), so we compare ratings of new to existing jobs as part of the process. Input on the job valuation of the classification was provided by EMS. The proposed range 5 will be at the bottom of our scale. This is approximately 5% lower than the Food Services Worker, which is at range 10. It will pay \$14.37 -\$17.46 per hour on our 5 step range.

Recommendations

1. It is recommended that the Personnel Commission approve the new job description for Noon Duty Aide.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Noon Duty Aide at range 5 on the classified salary schedule.

Noon Duty Aide

Purpose Statement

The job of Noon Duty Aide is done for the purpose/s of providing support to the instructional process with specific responsibilities for ensuring the safety and welfare of students during noon-time eating and playground activity; monitoring designated areas on an assigned campus in accordance with organizational and school policy; minimizing the frequency and/or severity of harmful incidents; and communicating observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

Other Functions

- Assists students in resolving minor conflicts for the purpose of promoting good citizenship and appropriate behavior on the playground and in the lunchroom.
- Assists ill or injured students or students experiencing difficulty for the purpose of reporting such illnesses or injuries to the school office.
- Collaborates with all school staff for the purpose of maintaining an harmonious atmosphere on campus.
- Counsels and advises students and others regarding violation of rules and regulations for the purpose of providing a safe environment.
- Directs campus visitors to the office for the purpose of assisting visitors while enforcing the District and school regulations.
- Encourages and promotes courtesy for the purpose of guiding students in developing good sportsmanship.
- Intervenes in potential conflicts and emergency situations for the purpose of minimizing disruptions of campus activities and/or injury to involved parties.
- Models and reinforces good citizenship, courtesy and good sportsmanship among students for the purpose of demonstrating appropriate social behavior in a culturally sensitive manner.
- Monitors and directs student activities in designated areas (e.g. rest rooms, lunch areas, areas adjacent to buildings as assigned, etc.) for the purpose of intervening as appropriate to ensure student safety.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Promotes safe and appropriate student use of playground equipment and play areas for the purpose of ensuring student safety.
- Reports observations and incidents relating to discipline, accidents and safety (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel for follow-up in accordance with student safety guidelines.
- Responds to a variety of situations (e.g. accidents, injuries, suspicious activities, etc.) for the purpose of taking the appropriate action to resolve immediate safety concerns.
- Utilizes positive reinforcement strategies and other appropriate techniques for the purpose of assisting students in the development of appropriate behavior.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; enforcing discipline policies; learning and enforcing school rules and regulations; recognizing and reporting danger to students, school property or personnel; dealing firmly, tactfully and effectively with students and the public; understanding and carrying out oral instructions in English; and assisting injured or ill students.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: district and school policies, rules and regulations regarding student behavior; safety regulations; emergency procedures including fire drills, intruder on campus, natural disaster and others; behavior modification and positive conflict resolution strategies; behavior and characteristics of student behavior; common children's playground activities or games; acceptable methods used in controlling students in playground/recess/lunch time situations; and basic first aid for playground supervision.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; diffusing argumentative behavior; maintaining confidentiality; working as part of a team; communicating effectively both orally and in writing; work effectively without close supervision; moving quickly and freely through work shift; lifting/dragging an injured student to safety in the event of an emergency on campus; and remaining alert and composed in tense or distressing situations; and assisting others to remain calm.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 25% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

FLSA Status

Approval Date

Salary Grade

Non Exempt

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: October 22, 2018

Attached are the eligibility lists for:

ESP Assistant

Instructional Assistant – Applied Behavior Analysis

Preschool Assistant

Office Assistant - Department

Office Assistant – School

Payroll Clerk

Speech/Language Pathology Assistant

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

ELIGIBILITY LIST
ESP Assistant
Merged List (revised 9/24/18)

| RANK | NAME |
|-------------|---------------------|
| 1 | Tamara Buss |
| 2 | Amy Lammers |
| 3 | Diane Kallen |
| 4 | Heidi Simmons |
| 5 | Melodie Grohamm |
| 6 | Tina Nguyen |
| 6 | Valerie Ibarra |
| 7 | Amy Tran |
| 8 | Lilia Lucchetti |
| 9 | Maria Ponce |
| 9 | Kathleen Luu |
| 10 | Alexis Navarro |
| 10 | Weston Laursen |
| 11 | Geny Cortez |
| 12 | Jasmine Wollspurger |
| 12 | Erin Kircher |
| 13 | Kathryn Mahmood |
| 13 | Geny Cortez |
| 14 | Fudwa Khalil |
| 14 | Roger Ha |
| 15 | Cathy Beckerman |

Eligibility List
IA - Applied Behavior Analysis
Expires 9-19-19

| RANK | NAME |
|-------------|-----------------------|
| 1 | Sarah Stevenson |
| 2 | Francisco Moreida Rey |

Eligibility List
Preschool Assistant
Merged List (revised 9-19-18)

| RANK | NAME |
|-------------|--------------------|
| 1 | Lauren Fields |
| 2 | Roxana Ybarra |
| 3 | Janie Sherman |
| 3 | Teresa Allen |
| 4 | Jacqueline Cordoza |
| 4 | Julia Matsumoto |
| 5 | Kristin Gribben |

**Eligibility List
Office Assistant –Department
Merged List (revised 10/17/18)**

| RANK | NAME |
|-------------|--------------------------------|
| 1 | Wendy Adams |
| 1 | Gina Decker |
| 1 | Jetzabel Segura |
| 2 | Iris Medina |
| 3 | Lisa-Anne Angebrandt |
| 3 | Leslie Mann |
| 3 | Jane Willson |
| 3 | Casandra Perruccio |
| 4 | Pamela Holmes |
| 4 | Elizabeth Villa |
| 4 | Jessica Yancey |
| 4 | Sharon Doherty |
| 4 | Sachi Josephson |
| 5 | Cathy Calvert |
| 5 | Amber Burza |
| 5 | Stephanie Rivas |
| 5 | Rabiathulbasaria Mohamedismail |
| 5 | Mindy Nacke |
| 6 | Christine Brabeck |
| 6 | Cathy Beckerman |
| 6 | Cindy Laughren |
| 7 | Laura Calnon |
| 7 | Susan Oweiss |
| 7 | Carolyn Galloway |
| 7 | Karen Bowen |
| 7 | Becki Bush |
| 7 | Rocio Morfin |
| 8 | Liesel Zepeda |
| 8 | Diana Flores |
| 9 | Valerie Crater |
| 10 | Abdul Batla |
| 11 | Diana Cook |
| 11 | Adam Gonzales |
| 12 | Kerry Santos |
| 12 | Robert Sierra |

**Eligibility List
Office Assistant -School
Merged List (revised 10/17/18)**

| RANK | NAME |
|-------------|--------------------------------|
| 1 | Wendy Adams |
| 1 | Gina Decker |
| 1 | Jetzabel Segura |
| 2 | Iris Medina |
| 3 | Lisa-Anne Angebrandt |
| 3 | Leslie Mann |
| 3 | Jane Willson |
| 4 | Pamela Holmes |
| 4 | Elizabeth Villa |
| 4 | Jessica Yancey |
| 4 | Casandra Perruccio |
| 4 | Sachi Josephson |
| 5 | Rabiathulbasaria Mohamedismail |
| 5 | Stephanie Rivas |
| 5 | Amber Burza |
| 5 | Cathy Calvert |
| 5 | Mindy Nacke |
| 5 | Sharon Doherty |
| 5 | Kirsen Faust |
| 6 | Christine Brabeck |
| 6 | Cindy Laughren |
| 7 | Laura Calnon |
| 7 | Susan Oweiss |
| 7 | Carolyn Galloway |
| 7 | Karen Bowen |
| 7 | Becki Bush |
| 8 | Diana Flores |
| 8 | Liesel Zepeda |
| 9 | Cathy Beckerman |
| 9 | Rocio Morfin |
| 10 | Valerie Crater |
| 11 | Abdul Batla |
| 12 | Diana Cook |
| 12 | Adam Gonzales |
| 13 | Kerry Santos |
| 13 | Robert Sierra |

Eligibility List
Payroll Clerk
Expires 10/04/19

| RANK | NAME |
|-------------|-------------------|
| 1 | Eric Gonzales |
| 2 | Eva Gemeinhardt |
| 3 | Eileen Icamen |
| 4 | Tania Bahena |
| 4 | Kimberly Yopez |
| 5 | Jun-Pill Kim |
| 5 | Ariel Allen |
| 6 | Parnian Khoobyari |
| 6 | Traci Briggs |
| 6 | Jazmin Valtierra |
| 7 | Pedro Rivera |
| 8 | Maryorit Aguilar |
| 8 | Garbo Fu |
| 8 | Thariza Lanh |
| 8 | Sheila Tran |
| 9 | John Park |
| 10 | Nguyen Le |
| 10 | Jason Menendez |

Eligibility List
Speech/Language Pathology Assistant
Expires 10-22-19

| RANK | NAME |
|------|----------------|
| 1 | Rebecca Maney |
| 2 | Chanda Santana |
| 3 | Leticia Duarte |
| 4 | Sandra Gomez |
| 4 | Tamara Rayo |
| 5 | Lisa Pilla |
| 6 | Marc Geil |

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: October 22, 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

Extended School Program Instructor

Preschool Assistant

Dual Certification:

Custodian

Extended School Program Instructor

Head Custodian

Instructional Assistant – Applied Behavior Analysis



Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
EXTENDED SCHOOL PROGRAM ASSISTANT

Interdepartmental Transfer Only

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

| | |
|----------------------|---|
| POSTING DATE: | October 2, 2018 |
| CLOSING DATE: | October 8, 2018 at 4:00 p.m. |
| SALARY: | Current rate of pay |
| HOURS: | 13.75 hrs/wk: MTWF 2:00 p.m.–4:30 p.m., TH 12:45 p.m.–4:30 p.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., Monday, October 8, 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.

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

No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time. Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees have the opportunity to become members of the California School Employees Association.



Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
EXTENDED SCHOOL PROGRAM INSTRUCTOR

Interdepartmental Transfer Only

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

| | |
|----------------------|--|
| POSTING DATE: | October 22, 2018 |
| CLOSING DATE: | October 26, 2018 at 4:00 p.m. |
| SALARY: | Current rate of pay |
| HOURS: | 16.5 hrs/wk: MTWF 2:00 p.m.–5:00 p.m., TH 12:30 p.m.–5:00 p.m. |
| TERM: | 9.6 months/year |
| VACANCY: | One position at Plavan ESP |

THE JOB

Under the direction of the Director-Child Care Program, the job of Extended School Program (ESP) Instructor is done for the purposes of organizing and implementing a high quality, cost-effective program that provides before and after school child care fully integrated with the elementary school program and assuring compliance with school objectives to meet the needs of children, parents, school and the community.

APPLICATION PROCESS

Present employees in the classification of Extended School Program Instructor 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, October 26, 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 Instructor and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Instructor eligibility list.

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|--|

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Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
PRESCHOOL ASSISTANT
Interdepartmental Transfer Only

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

| | |
|----------------------|---|
| POSTING DATE: | October 22, 2018 |
| CLOSING DATE: | October 26, 2018 at 4:00 p.m. |
| SALARY: | Current rate of pay |
| HOURS: | 22.5 hrs/wk: Monday – Friday, 12:00 p.m. – 4:30 p.m |
| TERM: | 9.6 months/year |
| VACANCY: | 1 position at Oka CDC |

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Preschool Assistant wanting to transfer must send a written request to the Personnel Department or email to johnsond@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, October 26, 2018. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

Dual Certification (*Open and Promotional*)

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

| | |
|----------------------|---|
| POSTING DATE: | September 27, 2018 |
| CLOSING DATE: | October 17, 2018, by 4:00 p.m. |
| SALARY: | Custodian - \$20.16 - \$24.49 per hour (Range 39, 5 steps) *Per CSEA contract, hiring may be made up to step 3 (subs paid at step 1) |
| VACANCY: | None – currently, substitutes only are needed |

PURPOSE

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

ESSENTIAL FUNCTIONS

Cleans assigned facilities and/or grounds (e.g. classrooms, offices, restrooms, multipurpose rooms, kitchens, workrooms, grounds, etc.). Inspects facilities (e.g. report safety, sanitation and fire hazards to appropriate authorities; report need for maintenance repairs to appropriate personnel; any vandalism, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc. Maintains supplies and equipment (e.g. operates floor stripper, buffer, carpet shampooer, vacuum cleaner, small power tools; replaces belts and bags on vacuum cleaners, etc.). Participates in meetings, workshops, training, and seminars as assigned. Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures (e.g. check clocks and bells for accuracy; replace lights; adjust shades or blinds adjust desks and other furniture; change vacuum cleaner belts, bags, energy conservation practices as directed, etc.). Prepares site for daily operations and assure security of school (e.g. opening/locking gates, doors, and windows; turn of light; monitor for fire hazards, raising flags, sweeping walkway, etc.). Responds to inquiries from staff, students, parents, and/or visitors. Responds to immediate safety and/or operational concerns. Secures facilities and grounds during assigned hours (e.g. doors, windows, gates, alarms, lights, etc.); monitor facilities for fire hazards and report to appropriate personnel, etc. Supports other site maintenance staff with school facilities needs for special events and meetings, etc.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; 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: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using the equipment. Flexibility is required to work with others in a variety of circumstances; 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 a variety of data; and utilize a variety of types of job-related equipment. Some problem-solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation. Specific ability based competencies required include adapting to changing work priorities and meeting deadlines and schedules.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience is required, as well as a high school diploma or equivalent.

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 17, 2018.

EXAMINATION PROCESS

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

| |
|--|
| Written test (50%).....October 18, 2018 at 12:00 p.m. |
|--|

| |
|---|
| Performance Test (50%)October 24, 2018 |
|---|

| |
|--|
| <i>Exam parts will be held at the Fountain Valley School District Office</i> |
|--|

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

The examination process will consist of a performance test to be held on October 24, 2018. Applications will be screened, and qualified applicants will be scheduled for the performance test which will take place at the FVSD Office.

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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|---|

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

Dual Certification - Open and Promotional

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

| | |
|----------------------|---|
| POSTING DATE: | October 3, 2018 |
| CLOSING DATE: | October 24, 4:00 p.m. |
| SALARY: | \$17.53 - \$21.30/hr (Range 25, 5 Steps) *Per CSEA contract, hiring may be made up to step 3 |
| HOURS: | 16.5 hrs/wk, 5 days a week, MTWF 2:00 p.m. - 5:00 p.m., TH 12:30 p.m.- 5:00 p.m. |
| TERM: | 9.6 months a year |
| VACANCIES: | One position at Plavan ESP |

PURPOSE STATEMENT

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

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

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

See Other Side

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

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; use job-related equipment; work with a diversity of individuals and/or groups; work with a variety of data; problem-solving with data requires independent interpretation of guidelines. Other abilities include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

EDUCATION/EXPERIENCE REQUIREMENTS

A high school diploma or equivalent supplemented by twelve (12) semester units from an accredited college in early childhood education or coursework in child development, elementary education, recreation or related field **and** job-related experience.

LICENSES AND OTHER REQUIREMENTS

Valid Pediatric First Aid and CPR certificate.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsvd.us. The deadline is 4:00 p.m. on Wednesday, October 24, 2018. Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

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

| | |
|--|-------------------------------|
| Written Test (50%) | October 25, 2018 at 9:30 a.m. |
| Qualifications Appraisal Interview (50%) | Week of October 29, 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 a merged list of the top three ranks of open and promotional certified eligibles. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, and a test for tuberculosis. The eligibility list for this classification will be established for one year.

| |
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|--|

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

HEAD CUSTODIAN

Dual Certification (*Open and Promotional*)

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

| | |
|----------------------|---|
| POSTING DATE: | September 27, 2018 |
| CLOSING DATE: | October 17, 2018, by 4:00 p.m. |
| SALARY: | Head Custodian - \$22.96 - \$27.90 per hour (Range 52, 5 steps) *Per CSEA contract, hiring may be made up to step 3, subs paid at step 1 |
| VACANCY: | No current vacancies – substitutes only are needed |

PURPOSE

The job of Head Custodian is done for the purposes of providing custodial services at an assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; overseeing the preparation of facilities for classroom activities and campus events; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner. This job reports to the Assigned Administrator.

ESSENTIAL FUNCTIONS

Prepares site for daily operations (e.g. opening gates, raising flags, clearing walkways, cone set-up, trash pick-up, etc.). Cleans assigned facilities and/or grounds (e.g. classrooms, offices, restrooms, multipurpose rooms, kitchen, workrooms, meeting rooms, parking lots, walkways, etc.) for the purpose of maintaining a sanitary, safe and attractive environment. Consults with administrative personnel and assists faculty and staff with custodial and minor maintenance issues, etc. Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.). Informs site personnel to provide information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment. Inspects facilities and work completed by custodians for accuracy and compliance; report safety, sanitation, and fire hazards, and maintenance repairs to appropriate personnel for the purpose of ensuring that the site is suitable for safe operations, and maintained in an attractive and clean condition. Operates and maintains supplies and equipment (e.g. vacuum and floor cleaning equipment; buffer, shampooer, belts, bags, etc.). Oversees facility maintenance activities and assigned custodial personnel (e.g. adjust and arrange furniture and equipment; set up for special events and meetings, etc.). Participates in meetings, workshops, training, and seminars. Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures (e.g. change vacuum cleaner belts, bags, light bulbs); perform energy conservation practices as directed. Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.). Requisitions equipment, supplies and materials. Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.). Responds to inquiries from staff, students, parents, and/or visitors. Secures facilities and grounds during assigned hours (e.g. doors, windows, gates, alarms, lights, etc.). Supports other site maintenance staff (e.g. grounds, trades, etc.) as needed.

SEE OTHER SIDE

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, 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: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate 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 specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation; and problem-solving with equipment is moderate to significant. Specific ability based competencies required include: adapting to changing work priorities; and meeting deadlines and schedules

EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience is required, as well as a high school diploma or equivalent.

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 17, 2018.

EXAMINATION PROCESS

The examination process will consist of a written test, performance test, and an 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. Applicants who successfully complete the written test will be scheduled for the performance test and interview.

| | |
|--|---------------------------------------|
| Written test (30%)..... | October 18, 2018 at 12:00 p.m. |
| Performance Test (30%)..... | October 24, 2018 |
| Oral Interview (40%) | October 24, 2018 |
| <i>Exam parts will be held at the Fountain Valley School District Office</i> | |

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

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: | October 2, 2018 |
| CLOSING DATE: | October 22, 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: | 1 position at Fulton |

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, October 22, 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) **October 23, 2018 at 1:00 p.m.**

Technical interview (100%) **Week of October 29, 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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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION 2018-2019: YEAR-TO-DATE REVIEW**

DATE: October 23, 2018

Attached is the year-to-date information for the Personnel Commission by budget number for 2018-2019:

Manager: 0071 Personnel Commission

FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Manager

7/1/2018 To 10/22/2018

| Pseudo Object | Description | TP | Primary Reference | Secondary Reference | CK | NO | CURRENT | BUDGET | - | To | Date | Enc | Actual | = | Balance | % | Used |
|---------------|-------------|----|-------------------|---------------------|----|----|---------|--------|---|----|------|-----|--------|---|---------|---|------|
|---------------|-------------|----|-------------------|---------------------|----|----|---------|--------|---|----|------|-----|--------|---|---------|---|------|

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| 012819771 Personnel Commission | | | | | | | | | | | | | | | | | |
| 2320 Supervisors & Administrators | | | | | | | | | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | | | | | | | | | | | | | | |
| A IG082018A | | | | | | | | | | | | | | | | | |
| 69,195.00 | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | |
|------------|-----|-----------------|----|----|------------|----------|--|--|--|--|--|----------------|-----------|------|-----------|-----------|-----|
| 07/31/2018 | 01B | PAY/HESSLER,R,M | JE | 20 | 4008102018 | P204001B | | | | | | | 5,626.17 | | | | |
| 08/31/2018 | 02B | PAY/DAVIS,C,A | JE | 20 | 4009102018 | P204002B | | | | | | | 50.00 | | | | |
| 08/31/2018 | 02B | PAY/HESSLER,R,M | JE | 20 | 4009102018 | P204002B | | | | | | | 5,626.17 | | | | |
| 08/31/2018 | 02B | PAY/MCCOMBS,T,J | JE | 20 | 4009102018 | P204002B | | | | | | | 50.00 | | | | |
| 08/31/2018 | 02B | PAY/MULLIN,W | JE | 20 | 4009102018 | P204002B | | | | | | | 50.00 | | | | |
| 09/30/2018 | 03B | PAY/DAVIS,C,A | JE | 20 | 4010102018 | P204003B | | | | | | | 50.00 | | | | |
| 09/30/2018 | 03B | PAY/HESSLER,R,M | JE | 20 | 4010102018 | P204003B | | | | | | | 5,626.17 | | | | |
| 09/30/2018 | 03B | PAY/MCCOMBS,T,J | JE | 20 | 4010102018 | P204003B | | | | | | | 50.00 | | | | |
| 09/30/2018 | 03B | PAY/MULLIN,W | JE | 20 | 4010102018 | P204003B | | | | | | | 50.00 | | | | |
| Total: | | | | | | | | | | | | 2320-012819771 | 69,195.00 | 0.00 | 17,178.51 | 52,016.49 | 24% |

| | | | | | | | | | | | | | | | | | |
|---|-----|----------------|----|----|------------|----------|--|--|--|--|--|----------------|-----------|------|----------|-----------|-----|
| 2410 Sch Off Mgr., Off/Admin Assist. | | | | | | | | | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | | | | | | | | | | | | | | |
| A IG082018A | | | | | | | | | | | | | | | | | |
| 33,390.00 | | | | | | | | | | | | | | | | | |
| 07/31/2018 | 01B | PAY/O'CAIN,L,C | JE | 20 | 4008102018 | P204001B | | | | | | | -841.84 | | | | |
| 07/31/2018 | 01B | PAY/O'CAIN,L,C | JE | 20 | 4008102018 | P204001B | | | | | | | -561.22 | | | | |
| 07/31/2018 | 01B | PAY/O'CAIN,L,C | JE | 20 | 4008102018 | P204001B | | | | | | | 3,086.73 | | | | |
| 08/31/2018 | 02B | PAY/O'CAIN,L,C | JE | 20 | 4009102018 | P204002B | | | | | | | -1,964.29 | | | | |
| 08/31/2018 | 02B | PAY/O'CAIN,L,C | JE | 20 | 4009102018 | P204002B | | | | | | | 3,086.73 | | | | |
| 09/30/2018 | 03B | PAY/O'CAIN,L,C | JE | 20 | 4010102018 | P204003B | | | | | | | -140.31 | | | | |
| 09/30/2018 | 03B | PAY/O'CAIN,L,C | JE | 20 | 4010102018 | P204003B | | | | | | | 3,086.73 | | | | |
| Total: | | | | | | | | | | | | 2410-012819771 | 33,390.00 | 0.00 | 5,752.53 | 27,637.47 | 17% |

| | | | | | | | | | | | | | | | | | |
|--|-----|----------------|----|----|------------|----------|--|--|--|--|--|----------------|--------|------|--------|--------|-----|
| 2413 Additional Duty - Cler,Tech,Of | | | | | | | | | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | | | | | | | | | | | | | | |
| A IG082018A | | | | | | | | | | | | | | | | | |
| 800.00 | | | | | | | | | | | | | | | | | |
| 09/30/2018 | 03B | PAY/O'CAIN,L,C | JE | 20 | 4010102018 | P204003B | | | | | | | 51.02 | | | | |
| 09/30/2018 | 03B | PAY/O'CAIN,L,C | JE | 20 | 4010102018 | P204003B | | | | | | | 108.42 | | | | |
| Total: | | | | | | | | | | | | 2413-012819771 | 800.00 | 0.00 | 159.44 | 640.56 | 19% |

2430 Confidential Salaries

Manager: 0071 Personnel Commission

FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Manager

7/1/2018 To 10/22/2018

| Pseudo Object | Description | TP | Primary Reference | Secondary Reference | CK | NO | CURRENT | BUDGET | - | To | Date | Enc | Actual | Balance | % Used |
|---------------|-------------|----|-------------------|---------------------|----|----|---------|--------|---|----|------|-----|--------|---------|--------|
|---------------|-------------|----|-------------------|---------------------|----|----|---------|--------|---|----|------|-----|--------|---------|--------|

| | | | | | | | | | | | | | | | | | |
|-----------------------------------|---------------------|----|---------------|----------|--|--|--|--|--|--|--|--|------------|------|-----------|------------|-----|
| 2018/07/01 FMB1 Entry From GLBUCB | | A | IG082018A | | | | | | | | | | | | | | |
| 07/31/2018 | 01B PAY/JOHNSON,D,L | JE | 20 4008102018 | P204001B | | | | | | | | | 5,818.00 | | | | |
| 08/31/2018 | 02B PAY/JOHNSON,D,L | JE | 20 4009102018 | P204002B | | | | | | | | | 5,818.00 | | | | |
| 09/30/2018 | 03B PAY/JOHNSON,D,L | JE | 20 4010102018 | P204003B | | | | | | | | | 5,818.00 | | | | |
| Total: 2430-012819771 | | | | | | | | | | | | | 69,835.00 | 0.00 | 17,454.00 | 52,381.00 | 24% |
| Total for: 2000 | | | | | | | | | | | | | 173,220.00 | 0.00 | 40,544.48 | 132,675.52 | 23% |

3202 PERS-CLASSIFIED

| | | | | | | | | | | | | | | | | | |
|-----------------------------------|------------------------------|----|---------------|----------|--|--|--|--|--|--|--|--|-----------|------|----------|-----------|-----|
| 2018/07/01 FMB1 Entry From GLBUCB | | A | IG082018A | | | | | | | | | | | | | | |
| 07/31/2018 | 01B PERS PAYROLL EXPENDITURE | JE | 20 PE08102018 | P203001B | | | | | | | | | 2,371.16 | | | | |
| 08/31/2018 | 02B PERS PAYROLL EXPENDITURE | JE | 20 PE09102018 | P203002B | | | | | | | | | 2,269.79 | | | | |
| 09/30/2018 | 03B PERS PAYROLL EXPENDITURE | JE | 20 PE10102018 | P203003B | | | | | | | | | 2,628.04 | | | | |
| Total: 3202-012819771 | | | | | | | | | | | | | 30,986.00 | 0.00 | 7,268.99 | 23,717.01 | 23% |

3314 MEDICARE-CLASSIFIED

| | | | | | | | | | | | | | | | | | |
|-----------------------------------|-----------------------------|----|---------------|----------|--|--|--|--|--|--|--|--|----------|------|--------|----------|-----|
| 2018/07/01 FMB1 Entry From GLBUCB | | A | IG082018A | | | | | | | | | | | | | | |
| 07/31/2018 | 01B MED PAYROLL EXPENDITURE | JE | 20 ME08102018 | P203001B | | | | | | | | | 190.34 | | | | |
| 08/31/2018 | 02B MED PAYROLL EXPENDITURE | JE | 20 ME09102018 | P203002B | | | | | | | | | 184.41 | | | | |
| 09/30/2018 | 03B MED PAYROLL EXPENDITURE | JE | 20 ME10102018 | P203003B | | | | | | | | | 203.28 | | | | |
| Total: 3314-012819771 | | | | | | | | | | | | | 2,512.00 | 0.00 | 578.03 | 1,933.97 | 23% |

3354 ALTERNATIVE RETIRE-CLASSIFIED

| | | | | | | | | | | | | | | | | | |
|-----------------------------------|-----------------------------|----|---------------|----------|--|--|--|--|--|--|--|--|-------|------|------|-------|-----|
| 2018/07/01 FMB1 Entry From GLBUCB | | A | IG082018A | | | | | | | | | | | | | | |
| 08/31/2018 | 02B ARP PAYROLL EXPENDITURE | JE | 20 AR09102018 | P203002B | | | | | | | | | 1.30 | | | | |
| 09/30/2018 | 03B ARP PAYROLL EXPENDITURE | JE | 20 AR10102018 | P203003B | | | | | | | | | 1.30 | | | | |
| Total: 3354-012819771 | | | | | | | | | | | | | 14.00 | 0.00 | 2.60 | 11.40 | 18% |

3356 OASDI-CLASSIFIED

| | | | | | | | | | | | | | | | |
|--|--|----|---------------|----------|--|--|--|--|--|--|--|--|-----------|--|--|
| 2018/07/01 FMB1 Entry From GLBUCB | | A | IG082018A | | | | | | | | | | | | |
| 07/31/2018 01B OASDI PAYROLL EXPENDITURE | | JE | 20 OA08102018 | P203001B | | | | | | | | | 813.92 | | |
| Total: 3356-012819771 | | | | | | | | | | | | | 10,671.00 | | |

FOUNTAIN VALLEY SD

Pseudo/Object Code Detail by Manager

| Pseudo Object | Description | TP Reference | Primary Reference | Secondary Reference | CK NO CURRENT BUDGET - To Date | Enc - To Date | Actual To Date | = Balance | % Used |
|---|-------------------------------|--------------|-------------------|---------------------|--------------------------------|---------------|----------------|-----------|--------|
| 3402 HEALTH & WELFARE-CLASSIFIED | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB A IG082018A 45,000.00 | | | | | | | | | |
| 07/31/2018 | JULY HEALTH & WELFARE | JE 20 | IF20180731 | N20P0731 | | | 3,750.00 | | |
| 08/31/2018 | AUGUST HEALTH & WELFARE | JE 20 | IF20180831 | N20P0831 | | | 3,750.00 | | |
| 09/30/2018 | SEPTEMBER HEALTH & WELFARE | JE 20 | IF20180930 | N20P0930 | | | 3,750.00 | | |
| Total: | | | | | | 45,000.00 | 11,250.00 | 33,750.00 | 25% |
| 3502 SUI-CLASSIFIED | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB A IG082018A 85.00 | | | | | | | | | |
| 07/31/2018 | 01B UIC PAYROLL EXPENDITURE | JE 20 | UI08102018 | P203001B | | | 6.57 | | |
| 08/31/2018 | 02B UIC PAYROLL EXPENDITURE | JE 20 | UI09102018 | P203002B | | | 6.29 | | |
| 09/30/2018 | 03B UIC PAYROLL EXPENDITURE | JE 20 | UI10102018 | P203003B | | | 6.96 | | |
| Total: | | | | | | 85.00 | 19.82 | 65.18 | 23% |
| 3602 WORKERS'COMP-CLASSIFIED | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB A IG082018A 3,794.00 | | | | | | | | | |
| 07/31/2018 | 01B WKCMP PAYROLL EXPENDITURE | JE 20 | WC08102018 | P203001B | | | 283.42 | | |
| 08/31/2018 | 02B WKCMP PAYROLL EXPENDITURE | JE 20 | WC09102018 | P203002B | | | 274.55 | | |
| 09/30/2018 | 03B WKCMP PAYROLL EXPENDITURE | JE 20 | WC10102018 | P203003B | | | 317.38 | | |
| Total: | | | | | | 3,794.00 | 875.35 | 2,918.65 | 23% |
| 3954 Long Term Disability-Class | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB A IG082018A 279.00 | | | | | | | | | |
| 07/31/2018 | JULY HEALTH & WELFARE | JE 20 | LT20180731 | N20P0731 | | | 23.25 | | |
| 08/31/2018 | AUGUST HEALTH & WELFARE | JE 20 | LT20180831 | N20P0831 | | | 23.25 | | |
| 09/30/2018 | SEPTEMBER HEALTH & WELFARE | JE 20 | LT20180930 | N20P0930 | | | 23.25 | | |

FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Manager

7/1/2018 To 10/22/2018

| Pseudo Object | Description | TP Reference | Primary Reference | Secondary Reference | Enc To Date | Actual To Date | = Balance | % Used | | |
|--|-------------|--------------|-------------------|---------------------|------------------------|------------------|-------------|------------------|------------------|------------|
| | | | | | 279.00 | 69.75 | 209.25 | 25% | | |
| Total: 3954-012819771 | | | | | | | | | | |
| | | | | | Total for: 3000 | 93,341.00 | 0.00 | 22,525.69 | 70,815.31 | 24% |
| 4325 Office Supplies | | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | | 550.00 | | | | | |
| | | | | | | | | | | |
| 07/25/2018 HESSLER, ROSS Office Supplies | | | | | 00081088 | 59.49 | | | | |
| 09/11/2018 O'CAIN, LISA Office Supplies | | | | | 00081420 | 46.90 | | | | |
| Total: 4325-012819771 | | | | | 550.00 | 106.39 | 443.61 | 19% | | |
| | | | | | Total for: 4000 | 550.00 | 0.00 | 106.39 | 443.61 | 19% |
| 5210 Travel, Conference, Workshop | | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | | 2,500.00 | | | | | |
| | | | | | | | | | | |
| Total: 5210-012819771 | | | | | 2,500.00 | 0.00 | 2,500.00 | 0% | | |
| 5290 Mileage Non Taxable | | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | | 100.00 | | | | | |
| Total: 5290-012819771 | | | | | 100.00 | 0.00 | 100.00 | 0% | | |
| 5390 Dues and Membership Non Taxabl | | | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | | 3,000.00 | | | | | |
| | | | | | | | | | | |
| 10/11/2018 CODESP Dues and Membership Non | | | | | 0003523 | M20R000700081776 | 2,050.00 | | | |
| Total: 5390-012819771 | | | | | 3,000.00 | 0.00 | 2,050.00 | 68% | | |
| 5813 Consultant | | | | | | | | | | |
| 10/22/2018 EDUCATIONAL MAN Consultant | | | | | OH 2018.1229 | M20R0716 | 895.00 | | | |
| Total: 5813-012819771 | | | | | 0.00 | 0.00 | 895.00 | -895.00 | 0% | |
| 5825 Advertising | | | | | | | | | | |

Manager: 0071 Personnel Commission

FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Manager

7/1/2018 To 10/22/2018

| Pseudo Object | Description | Primary TP Reference | Secondary Reference CK NO CURRENT BUDGET - To Date | Enc To Date | Actual To Date | = Balance | % Used | |
|---|--|----------------------|--|-------------|----------------|------------|------------|-----|
| 2018/07/01 FMB1 Entry From GLBUCB | | | | 900.00 | | | | |
| | 08/02/2018 HESSLER, ROSS Advertising | OH REIM071818 | 00081180 | | 35.00 | | | |
| | 09/11/2018 SAN JOAQUIN COU Advertising | OH 1819773 | M20R031600081429 | | 465.00 | | | |
| Total: 5825-012819771 | | | | 900.00 | 500.00 | 400.00 | 55% | |
| 5826 Licensing/Software,Maint/Supp | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | 900.00 | | | | |
| Total: 5826-012819771 | | | | 900.00 | 0.00 | 900.00 | 0% | |
| 5828 Staff Recognition | | | | | | | | |
| 2018/07/01 FMB1 Entry From GLBUCB | | | | 1,550.00 | | | | |
| Total: 5828-012819771 | | | | 1,550.00 | 0.00 | 1,550.00 | 0% | |
| Total for: 5000 | | | | 8,950.00 | 0.00 | 3,445.00 | 5,505.00 | 38% |
| Total Pseudo : 012819771 Personnel Commission | | | | 276,061.00 | 0.00 | 66,621.56 | 209,439.44 | 24% |
| Object Type Total: XP | | | | 276,061.00 | 0.00 | 66,621.56 | 209,439.44 | 24% |
| Manager Total: 0071 Personnel Commission | | | | -276,061.00 | 0.00 | -66,621.56 | | |