

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

December 20, 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, November 15, 2018** *Action*  
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, December 13, 2018** *Information*  
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, November 8, 2018** *Information*  
(Attachment #3)
6. **Director's Report** *Information*
7. **Commissioners' Comments** *Information*
8. **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**

**9. Election of Personnel Commission Officers** *Action*

**10. Selection of Personnel Commission Meeting Dates** *Action*  
(Attachment #4)

**11. Eligibility Lists** *Action*  
Instructional Assistant Applied Behavior Analysis and Substitute  
Services Technician  
(Attachment #5)

**PERSONNEL**

**12. Job Announcements** *Information*  
(Attachments #6-#9)

**FINANCIAL**

**13. Nothing at this time**

**CLOSED SESSION**

**14. Closed Session**

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

1. Personnel
2. Legal Advice

**NEXT MEETING**

**15. The next meeting of the Personnel Commission will be:**

**January 31, 2019 (tentative)**  
**4:30 p.m.**  
**Board Room**

**ADJOURNMENT**

**16. 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 NOVEMBER 15, 2018**

DATE: December 13, 2018

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Attached for your approval are the minutes of the Personnel Commission regular meeting of November 15, 2018.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the November 15, 2018 Personnel Commission regular meeting.

**Attachment #1**

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

***REGULAR MEETING***

**MINUTES**

November 15, 2018

4:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 4:35 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Ms. Cathie Abdel led the Pledge of Allegiance.

Present for the entire meeting:

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

Mr. Tony McCombs, Member (arrived at 4:45)

**GENERAL FUNCTIONS**

**Approval of Agenda**

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

**Introduction of Guests**

Ms. Cathie Abdel and Ms. Connie Ramirez were in attendance.

**Introduction of Staff**

Ms. Donna Johnson was in attendance.

**Minutes, Regular Meeting of the Personnel Commission, October 30, 2018**

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

**Agenda, Regular Meeting of the Board of Trustees, November 08, 2018**

Presented as an information item only.

**Minutes, Regular Meeting of the Board of Trustees, October 11, 2018**

Presented as an information item only.

**Minutes, Special Meeting of the Board of Trustees, October 25, 2018**

Presented as an information item only.

*(Note: Automatic second revoked)*

**Director's Report**

Mr. Hessler congratulated Mr. Mullin on his reappointment to the Personnel Commission by the Board of Trustees on the November 8, 2018 meeting. Mr. Hessler also congratulated Mr. Mullin for serving 30 years as a Commissioner at Fountain Valley School District. He reminded everyone that the California School Personnel Commissioners Association (CSPCA) conference was coming up in February and was on the agenda for

approval this evening. He mentioned the District held their first meeting of the Safety Task Force which was well attended by 30 people.

**Commissioners' Comments**

Mrs. Davis congratulated Mr. Mullin on his 30 years of service. Mrs. Davis stated she read a good article in "The Wave" section of the Register about the District. She also attended Gisler's costume parade and it was a lot of fun. Mr. Mullin attended the Middle School Sports Day Soccer Tournament held at Talbert. He also attended Special Person's Day at Newland and was glad to see it was well attended.

**Public Comments**

Ms. Connie Ramirez stated Gisler School held Polar Day which was well attended and included a visit from the Anaheim Ducks.

**ADMINISTRATION**

**Eligibility Lists**

Mr. McCombs moved to approve the eligibility lists for Custodian, Extended School Program Instructor, Food Services Worker, and Head Custodian. Mrs. Davis seconded the motion. Motion carried.

**PERSONNEL**

**Job Announcements**

The interdepartmental transfer job postings for Custodian and Instructional Assistant – Mild/Moderate were reviewed. The dual certification job posting for Substitute Services Technician was reviewed.

**FINANCIAL**

**CSPCA Conference Approval**

Mrs. Davis moved to approve the reasonable and necessary expenses for the 2019 CSPCA conference. Mr. McCombs seconded the motion. Motion carried.

**CLOSED SESSION**

No closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
December 20, 2018  
4:30 p.m.  
Board Room**

**ADJOURNMENT**

The November 15, 2018, regular meeting of the Personnel Commission was adjourned at 4:53 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 DECEMBER 13, 2018**

DATE: December 5, 2018

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Attached for your information is the agenda of the Board of Trustees regular meeting of December 13, 2018.



Fountain Valley School District

BOARD OF TRUSTEES  
ANNUAL ORGANIZATIONAL MEETING

**A G E N D A**

Board Room  
10055 Slater Avenue  
Fountain Valley, CA

**December 13, 2018**

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

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

**BOARD WORKSHOP**

**1. NEXT STEPS IN THE SECOND ISSUANCE OF MEASURE O  
GENERAL OBLIGATION BONDS**

Assistant Superintendent of Business Services, Christine Fullerton, will be joined by Lori Raineri and Keith Weaver, from Government Financial Strategies Inc., to review and discuss the next steps in moving forward with the second issuance of the District’s General Obligation Bonds.

- 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*

*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.*

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

### **OATH OF OFFICE**

#### **2. OATH OF OFFICE: SANDRA CRANDALL, JIM CUNNEEN AND LISA SCHULTZ**

The Oath of Office shall be given to board members, Sandra Crandall, Jim Cunneen and Lisa Schultz. Elected to the Board of Trustees in the November 2018 election, Mrs. Crandall, Mr. Cunneen and Mrs. Schultz will begin serving four-year terms, through November 2022.

### **SPECIAL PRESENTATIONS**

#### **3. RECOGNITION OF OUTGOING PRESIDENT JIM CUNNEEN**

The Board of Trustees would like to recognize and thank outgoing Board President Jim Cunneen for his leadership this past year. The Board of Trustees will join staff and the community in celebrating the successes of 2018 in the Fountain Valley School District under his leadership.

- RECESS

### **STAFF REPORTS AND PRESENTATIONS**

#### **4. FIRST INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)**

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

#### **5. SAFE SCHOOLS UPDATE**

Assistant Superintendent, Business, Chris Fullerton, will provide the Board of Trustees with an update on school safety and the District's response to the Orange County Grand Jury, as well as the progress made with the Safe Schools Task Force.

### **BOARD REPORTS AND COMMUNICATIONS**

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

**PUBLIC COMMENTS**

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

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

**LEGISLATIVE SESSION**

**6. ELECTION OF BOARD PRESIDENT FOR 2019**

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

Superintendent's Recommendation: It is recommended that the Board of Trustees opens nominations and reaches consensus on a Board President for the calendar year 2019.

**7. ELECTION OF PRESIDENT PRO TEM FOR 2019**

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

Superintendent's Recommendation: It is recommended that the Board of Trustees opens nominations and reaches consensus on a Board President Pro Tem for the calendar year 2019.

**8. ELECTION OF BOARD CLERK FOR 2019**

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

Superintendent's Recommendation: It is recommended that the Board of Trustees opens nominations and reaches consensus on a Board Clerk for the calendar year 2019.

**9. SELECTION OF REPRESENTATIVES TO COUNTY COMMITTEES AND COUNCILS AND DISTRICT COMMITTEES**

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

As part of the annual organizational meeting, the Board shall select board representatives to County committees and councils and various District committees. Alternates may be selected for some of the committees at the discretion of the board.

Superintendent's Recommendation: It is recommended that the Board of Trustees opens for discussion and reaches consensus on board representation on County Councils and District Committees.

**10. SELECTION OF BOARD MEETING DATES FOR 2019**

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

Superintendent's Recommendation: It is recommended that the Board of Trustees discusses and reaches consensus on the Board Calendar for 2019.

**11. CSBA DELEGATE ASSEMBLY NOMINATIONS**

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

The Delegate Assembly is the policy-making body of CSBA. Board members elected to the Delegate Assembly serve a two-year term beginning April 1, 2019.

Superintendent's Recommendation: It is recommended that the Board of Trustees reach consensus on which name or names it will submit in nomination for the CSBA Region 15 Delegate Assembly.

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

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

All items listed under the Consent Calendar and Routine Items of Business are considered by the Board of Trustees to be routine and will be enacted by the Board in one action. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

Superintendent's Recommendation: The Board of Trustees approves all items listed under the Consent Calendar and Routine Items of Business in one action.

**Routine Items of Business**

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

**Consent Items**

**12-G. APPROVAL OF 2018-19 FIRST INTERIM REPORT**

Superintendent's Comments: The First Interim Report is completed and submitted to the County Office of Education and the State Controller's Office as of October 31, 2018. It is recommended that the Board of Trustees receives and authorizes submittal of the First Interim Report for 2018-19.

**12-H. REVIEW AND APPROVAL OF 2017-18 FINANCIAL AUDIT**

Superintendent's Comments: It is recommended that the Board of Trustees receives and accepts the 2017-18 Financial Audit.

**12-I. REVIEW AND APPROVAL OF 2017-18 BUILDING FUND MEASURE O AUDIT**

Superintendent's Comments: It is recommended that the Board of Trustees receives and accepts the 2017-18 Building Fund Measure O Audit.

**12-J. APPROVE THE SCOPE OF WORK WITH GOVERNMENT FINANCIAL STRATEGIES, INC. FOR SECOND ISSUANCE OF MEASURE O GENERAL OBLIGATION BONDS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the scope of work with Government Financial Strategies, Inc. for the second issuance of Measure O General Obligation Bonds.

**12-K. APPROVE THE USE OF THE GLENDALE UNIFIED SCHOOL DISTRICT PIGGYBACK BID FOR THE PURCHASE OF APPLE COMPUTER PRODUCTS, SERVICES AND RELATED ITEMS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the use of the Glendale Unified School District Piggyback Bid for the Purchase of Apple Computer Products, Services and Related Items.

**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, January 10, 2019 at 6:30pm (pending Board approval this evening).**

*A copy of the Board Meeting agenda is posted on the District's web site (). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or calling 714.843.3255 during normal business hours.*

*Regular Board meeting proceedings are tape recorded.*

*Reasonable Accommodation for any Individual with a Disability: Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent's Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or calling 714.843.3255 or faxing 714.841.0356.*

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR  
MEETING OF NOVEMBER 8, 2018**

DATE: November 5, 2018

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Attached for your information are the minutes of the Board of Trustees regular meeting of November 8, 2018.

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

10055 Slater Avenue  
Fountain Valley, CA 92708

November 8, 2018

**MINUTES**

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

**Motion:** 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

Mrs. Schultz led the Pledge of Allegiance.

**SPECIAL PRESENTATIONS**

The Board of Trustees joined staff and the community in celebrating Pat Inkster, Instructional Assistant – Mild/Moderate, as Fountain Valley School District’s Classified Employee of the Year for 2018. Ms. Inkster was joined by her family and members

CELEBRATION OF CLASSIFIED EMPLOYEE OF THE YEAR: PAT INKSTER

of the FVSD Family in celebrating her dedication to the District this evening.

The Board took a brief recess for cookies.

## **BOARD REPORTS AND COMMUNICATIONS**

Mr. Collins congratulated his fellow trustees on their recent reelection to the Board. His activities since the last meeting included: Marc Ecker Golf Tournament, SPC, OCSBA/ACSA Dinner, tours of Plavan, Cox, Oka and Newland, Rotary meetings, District Office Halloween luncheon, FVSF meeting, Safe Schools Task Force meeting, and HB Assistance League clothing distribution evening.

Mrs. Crandall congratulated her fellow trustees on their reelection. In addition, she thanked Dr. Johnson, senior staff and their departments for picking up the slack while our two director positions were filled. Her activities since the last meeting included: tours of Masuda, Fulton, Gisler and Newland, Veterans' Day ceremonies at Courreges and Masuda, District Office Halloween luncheon, Polar Day, SPC meeting, FVSF meeting, School Safety Task Force meeting, volunteered at Marc Ecker Golf Tournament, Rotary Ed Arnold Volunteer of the Year awards dinner, Mayor's Breakfast, United Way 5 mile walk, Hyundai Trunk or Treat, and the Mayor's Ball.

Mrs. Galindo congratulated her fellow trustees on their reelection. Her activities since the last meeting included: OCSBA Dinner, tour of Tamura, and visit to Smith School in Huntington Beach City School District for their student wax museum.

Mrs. Schultz congratulated her fellow trustees on their recent reelection. Her activities since the last meeting included: Marc Ecker Golf Tournament and the OCSBA Dinner.

Mr. Cunneen congratulated his fellow trustees on activities since the last meeting included: OCSBA/ACSA Dinner, tours of Fulton, Cox, Plavan, Tamura, and Newland and Veterans' Day ceremony at Masuda. He thanked his fellow trustees for their service this month.

## **PUBLIC HEARINGS**

A public hearing was held for the purpose of receiving public comment on the initial contract proposals between the Fountain

**PUBLIC HEARING ON  
INITIAL CONTRACT**

Valley School District and the Fountain Valley Education Association for the 2018-19 school year. Public input was welcomed. There were no requests to address the Board of Trustees and the hearing was closed.

PROPOSALS  
BETWEEN FOUNTAIN  
VALLEY SCHOOL  
DISTRICT AND  
FOUNTAIN VALLEY  
EDUCATION  
ASSOCIATION FOR  
2018-19

A public hearing was held for the purpose of receiving public comment on the initial contract proposals between the Fountain Valley School District and the California School Employees Association, Chapter #358 for the 2018-19 school year. Public input was welcomed. There were no requests to address the Board of Trustees and the hearing was closed.

PUBLIC HEARING ON  
INITIAL CONTRACT  
PROPOSALS  
BETWEEN FOUNTAIN  
VALLEY SCHOOL  
DISTRICT AND  
CALIFORNIA SCHOOL  
EMPLOYEES  
ASSOCIATION,  
CHAPTER #358 FOR  
2018-19

**PUBLIC COMMENTS**

There were requests to address the Board of Trustees.

PUBLIC COMMENTS

**LEGISLATIVE SESSION**

**Motion:** Mr. Collins moved to approve the Master Construction Service Agreement, Master Site Lease Agreement and Master Sublease Agreement to form for the Measure O School Modernization and Air Conditioning Preconstruction and Lease Leaseback Agreements.

**Second:** Mrs. Galindo

**Vote:** 5-0

APPROVAL OF  
MASTER  
CONSTRUCTION  
SERVICE  
AGREEMENT,  
MASTER SITE  
LEASE  
AGREEMENT AND  
MASTER  
SUBLEASE  
AGREEMENT TO  
FORM FOR THE  
MEASURE O  
SCHOOL  
MODERNIZATION  
AND AIR  
CONDITIONING  
PRECONSTRUCTIO  
N AND LEASE

LEASEBACK  
AGREEMENTS

**Motion:** Mrs. Crandall moved to approve authorization to issue a Request for Proposals in order to solicit proposals to purchase or lease the District’s former Fred Moiola School site.

**Second:** Mr. Collins

**Vote:** 5-0

AUTHORIZATION  
TO ISSUE A  
REQUEST FOR  
PROPOSALS IN  
ORDER TO  
SOLICIT  
PROPOSALS TO  
PURCHASE OR  
LEASE THE  
DISTRICT’S  
FORMER FRED  
MOIOLA SCHOOL  
SITE

**Motion:** Mrs. Galindo moved to adopt Resolution 2019-08: Authorization for Teaching Credentials 2018-2019 School Year.

**Second:** Mrs. Schultz

**Vote:** 5-0

RESOLUTION 2019-  
08:  
AUTHORIZATION  
FOR TEACHING  
CREDENTIALS  
2018-2019 SCHOOL  
YEAR

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

**Second:** Mr. Collins

**Vote:** 5-0

CONSENT  
CALENDAR

The Consent Calendar included:

- Board Meeting Minutes from October 11<sup>th</sup> Regular Meeting
- Board Meeting Minutes from October 25<sup>th</sup> Special Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Reappointment Of Personnel Commissioner William Mullin
- Annual Organizational Meeting
- Receipt Of Fountain Valley Education Association’s Initial Proposal For 2018-19

- Presentation Of Fountain Valley School District's 2018-19 Initial Contract Proposals To The Fountain Valley Education Association
- Receipt Of California School Employees Association, Chapter #358's Initial Proposal For 2018-19
- Presentation Of Fountain Valley School District's 2018-19 Initial Contract Proposals To The California School Employees Association, Chapter #358
- California Healthy Kids Survey
- Special Education Agreement
- Memorandum Of Understanding With Huntington Beach Unified School District For School Library Services

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

Dr. Johnson        Congratulated Mrs. Crandall, Mr. Cunneen and Mrs. Schultz on their recent reelection to the Board of Trustees. In addition, he thanked Mr. Mullin for his service to the Personnel Commission. And lastly, he noted the CGI Sum+It and professional development/non-student day tomorrow; an exciting day in our District indeed!

### **CLOSED SESSION**

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

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

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**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 8:25PM.

**Second:** Mrs. Galindo

**Vote:** 5-0

/rl



# Fountain Valley School District

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

## MEMORANDUM

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: ELECTION OF OFFICERS

DATE: December 7, 2018

As part of the annual organizational meeting, per Commission rule 203.2:

*“At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as vice Chairperson to serve a term of one year or until their successors are duly elected.”*

### Recommendation

It is recommended that the Commissioners choose their officers as required.

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **Selection of Personnel Commission Meeting Dates for 2019**

DATE: December 10, 2018

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Attached is a proposed calendar of the Personnel Commission meeting dates for 2019.

- |               |                |
|---------------|----------------|
| ➤ January 31  | ➤ July – dark  |
| ➤ February 28 | ➤ August 22    |
| ➤ March 28    | ➤ September 26 |
| ➤ April 25*   | ➤ October 24   |
| ➤ May 23      | ➤ November 21  |
| ➤ June 27     | ➤ December 19* |

**\*Conflicts with proposed Board of Trustees’ meeting (PDC or Harper Room for Alternate meeting place)**

**RECOMMENDATION:**

It is recommended that the Personnel Commission discuss and reach consensus on the Personnel Commission meeting calendar for 2019.

# 2019

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January
01: New Year's Day
21: M L King Day
February
14: Valentine's Day
18: Presidents' Day
March
April
19: Good Friday
21: Easter Sunday
May
12: Mother's Day
27: Memorial Day
June
16: Father's Day
July
04: Independence Day
August
September
02: Labor Day
October
14: Columbus Day
31: Halloween
November
11: Veterans Day
28: Thanksgiving Day
December
25: Christmas Day

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: December 13, 2018

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Attached are the eligibility lists for:

IA- Applied Behavior Analysis

Substitute Services Technician

**RECOMMENDATION**

The Personnel Commission approve the eligibility lists enumerated above.

**Attachment #5**

**ELIGIBILITY LIST**  
**IA Applied Behavior Analysis**  
**Expires: 11-14-19**

<b>RANK</b>	<b>NAME</b>
<b>1</b>	<b>Kylan Phuong</b>
<b>2</b>	<b>Brenda Hernandez</b>
<b>3</b>	<b>Garland Sanburg</b>

**ELIGIBILITY LIST**  
**Substitute Services Technician**  
**Expires: 12-13-19**

<b>RANK</b>	<b>NAME</b>
<b>1</b>	<b>Tiffany Covington</b>
<b>2</b>	<b>Anna Nagmay</b>
<b>2</b>	<b>Jane Willson</b>
<b>3</b>	<b>Karen Fromson</b>
<b>3</b>	<b>Julie Lopic</b>
<b>4</b>	<b>Riley Rodriguez</b>
<b>4</b>	<b>Leslie Mann</b>
<b>5</b>	<b>Jetzabel Segura</b>
<b>6</b>	<b>Rachel Kaufman-Chisnall</b>
<b>7</b>	<b>Manfredi Lee</b>
<b>8</b>	<b>Cindy Laughren</b>
<b>9</b>	<b>Betty Iseri</b>

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: December 13, 2018

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

**Interdepartmental Transfers:**

Extended School Program Assistant (2)

**Dual Certification:**

Preschool Assistant

Preschool Instructor

**Attachments #6 - #9**



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

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

**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**EXTENDED SCHOOL PROGRAM ASSISTANT**

**Interdepartmental Transfer Only**

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

<b>POSTING DATE:</b>	November 15, 2018
<b>CLOSING DATE:</b>	November 28, 2018 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	14.0 hrs/wk: MTWF 2:00 p.m.–4:30 p.m., TH 12:30 p.m.–4:30 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Plavan 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](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, November 28, 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>
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No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time. Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees have the opportunity to become members of the California School Employees Association.



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

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

**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**EXTENDED SCHOOL PROGRAM ASSISTANT**

**Interdepartmental Transfer Only**

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

<b>POSTING DATE:</b>	November 26, 2018
<b>CLOSING DATE:</b>	November 30, 2018 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	5.0 hours/week: Monday - Friday 7:00 a.m.–8:00 a.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Tamura 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](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Friday, November 30, 2018. POSTMARKS WILL NOT BE ACCEPTED.

**APPOINTMENT/CERTIFICATION**

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

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# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY BEHAVIOR INTERVENTION ASSISTANT

#### *Dual Certification - Open and Promotional*

<b>POSTING DATE:</b>	December 10, 2018
<b>CLOSING DATE:</b>	January 7, 2019 at 4:00 p.m.
<b>SALARY:</b>	\$21.19/hour - \$25.76/hour (Range 44, 5 steps) *Per CSEA contract, hiring may be made up to step 3
<b>HOURS:</b>	28.75 hrs/wk – M,T,W,F 8:00 a.m. – 2:30 p.m. (with 1/2 hour unpaid lunch) TH 8:00 a.m. – 12:45 p.m.
<b>TERM:</b>	9.55 months per year
<b>VACANCIES:</b>	One position at Newland

#### THE JOB

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

#### ESSENTIAL FUNCTIONS

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

#### SKILLS, KNOWLEDGE AND ABILITIES

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

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies include: child guidance principles and practices, especially as they relate to students with learning disabilities; basic subjects taught in the District schools, including arithmetic, grammar, spelling, language and reading; instructional materials and techniques used in Special Education; safe practices in classroom and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; reading and writing communication skills; record keeping techniques; and modern office practices and procedures.

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

**See Other Side**

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

**MINIMUM REQUIREMENTS:**

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

**CERTIFICATION/LICENSE:**

Current CPR and First Aid certification

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

**APPLICATION PROCESS:**

Applicants must complete an online application, obtained through our website – [www.fvdsd.us](http://www.fvdsd.us) . All application materials **must be submitted through EdJoin by 4:00 p.m., January 7, 2019.**

**EXAMINATION PROCESS**

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

**Relative weight of examination process:**

Technical Interview (100%)

January 10, 2019

*Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley*

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

**APPOINTMENT/ CERTIFICATION**

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

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

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



# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## PRESCHOOL ASSISTANT

Dual Certification (*Open and Promotional*)

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

<b>POSTING DATE:</b>	November 26, 2018
<b>CLOSING DATE:</b>	December 14, by 4:00 p.m.
<b>SALARY:</b>	\$16.36 - \$19.89 per hour (Range 18, 5 steps) *Per CSEA contract, hiring may be made up to step 3
<b>VACANCY</b>	12.5 hours/week, Monday –Friday, 2:00 p.m. - 4:30 p.m. at Plavan 22.5 hours/week, Monday –Friday, 12:00 p.m. - 4:30 p.m. at Oka 28.75 hours/week, M –F, 8:30 a.m. - 11:15 a.m. and M –F, 1:00 p.m. - 4:00 p.m., split shift at Gisler
<b>TERM:</b>	9.6 months a year
<b>LOCATION:</b>	3 vacancies, one each at Plavan, Oka, and Gisler

### PURPOSE

The job of Preschool Assistant is done for the purpose/s of assisting, with daily oversight of the Preschool Instructor, with planning, organizing and implementing a variety of activities to meet the needs and interests of preschool-age children; participate in activities with groups of children; and maintain and report progress regarding behavior and performance. This job reports to the Director, Child Care & Recreation Programs.

### ESSENTIAL FUNCTIONS

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

**SEE OTHER SIDE**

## **JOB REQUIREMENTS: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

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

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

**ABILITY** is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with data and operate equipment. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Specific ability based competencies required include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

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

### **CERTIFICATES AND LICENSES**

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

### **APPLICATION PROCESS**

Applicants must complete a District application obtained through our website at [www.fvsd.us](http://www.fvsd.us). All application materials must be submitted through Ed Join by 4:00 p.m. December 14, 2018.

### **EXAMINATION PROCESS**

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

**Written test (50%).....December 18, 2018 at 10:00 a.m.**

**Oral Interview (50%) ..... Week of January 7, 2019**

*Exam parts will be held at the Fountain Valley School District Office*

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

### **APPOINTMENT/CERTIFICATION**

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

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# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## PRESCHOOL INSTRUCTOR

Dual Certification (*Open and Promotional*)

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

<b>POSTING DATE:</b>	November 26, 2018
<b>CLOSING DATE:</b>	December 14, 2018, by 4:00 p.m.
<b>SALARY:</b>	\$19.00 - \$23.10 per hour (Range 33, 5 steps) *Per CSEA contract, hiring may be made up to step 3
<b>TERM:</b>	9.6 months a year
<b>VACANCY:</b>	No current openings

### PURPOSE

The job of Preschool Instructor is done for the purpose/s of planning, organizing and implementing approved curriculum for the development of children enrolled in the District's State or Child Development Center preschool program; provide for a safe and nurturing environment conducive to the growth and development of children. The ideal candidate is excellent in working with young children, is a good team member, and has strong interpersonal and oral communication ability.

### ESSENTIAL FUNCTIONS

Administers immediate first aid and medical assistance as instructed by a health care professional; administers developmental assessment programs (e.g. observe children using Desired Results Developmental Portfolio during classroom activities; maintain child portfolios and related records; conduct parent conferences using a Desired Results Developmental Portfolio (DRDP), etc.); assure appropriate classroom supplies and furniture, materials and food inventory are maintained; establish standards of appropriate student behavior; evaluates program environment utilizing the Early Childhood Environment Rating Scale (ECERS); implements parent education program; implements planned and organized programs for preschool-aged children; maintains a variety of records, reports and program materials; participates in emergency preparedness drills; participates in a variety of training and meetings; provides a program which meets the developmental needs of children; and supports instruction to students.

### JOB REQUIREMENTS: Minimum Qualifications

#### Skills, Knowledge and Abilities

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required 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, 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: knowledge of curriculum, instruction, and subjects of assignments; age appropriate activities/behaviors; office application software; stages of child development; pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required include: communicating with persons of varied educational and cultural backgrounds; meeting deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in job-related area or graduation from high school supplemented by attaining a Children's Center Permit and at least one year teaching experience in a licensed day care center or comparable group child care program. Job related experience with increasing levels of responsibility.

### **CERTIFICATES AND LICENSES**

Early Childhood Education Certificate – Site Supervisor or higher. Valid Pediatric First Aid and CPR Certificate.

### **APPLICATION PROCESS**

Applicants must complete an application on EdJoin, obtained through our website – [www.fvsd.us](http://www.fvsd.us). The deadline is 4:00 p.m. on Friday, December 14, 2018. Copies of transcripts or report cards must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

### **EXAMINATION PROCESS**

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

<b>Relative weights of the exam:</b>
<b>Written test (50%) ..... December 18, 2018 at 10:00 a.m.</b>
<b>Qualifications appraisal interview (50%) ..... Week of January 7, 2018</b>

Testing will be conducted at the Fountain Valley School District Office

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

### **APPOINTMENT/CERTIFICATION**

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

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