

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
AGENDA

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

February 28, 2019
4:30 p.m.

Mrs. Carol Davis, Chairperson
Mr. Tony McCombs, Vice Chairperson
Mr. William Mullin, 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, January 31, 2019** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, February 21, 2019** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, January 10, 2019** *Information*
(Attachment #3)
6. **Minutes, Special Meeting of the Board of Trustees, January 31, 2019** *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. Classification Plan Amendment – Revision to job description for Food Services Worker**
(Attachment #5)

Action

- 11. Eligibility Lists**
Extended School Program Instructor
(Attachment #6)

Action

PERSONNEL

- 12. Job Announcements**
(Attachments #7-#11)

Information

FINANCIAL

- 13. Nothing at this time**

Information

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:**

**March 28, 2019
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 JANUARY 31, 2019**

DATE: February 15, 2019

Attached for your approval are the minutes of the Personnel Commission regular meeting of January 31, 2019.

RECOMMENDATION

The Personnel Commission approve the minutes of the January 31, 2019 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

January 31, 2019

4:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 4:50 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Ms. Connie Ramirez led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Member

Mr. Ross Hessler, Director, Human Resources

Mr. Tony McCombs, Vice Chairperson (arrived at 4:54)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Ms. Connie Ramirez was in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, December 20, 2018

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

Agenda, Regular Meeting of the Board of Trustees, January 10, 2019

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, December 13, 2018

Presented as an information item only.

Director's Report

Mr. Hessler stated that for the CSPCA conference there are currently over 200 registrants. Most of them are full registrants. From our district, Ms. Johnson, Mr. Mullin and Mr. Hessler are full registrants while Ms. O'Cain will attend for one day. He stated the first LCAP leadership team meeting took place this week. There will also be parent meetings and student meetings with Board approval in late June.

Commissioners' Comments

Mrs. Davis stated she attended special person's night at Gisler and had a really good time. Mr. McCombs stated he attended his first merit system class and received great information on the process used to adopt the Personnel Commission budget. He looks forward to his class next month.

Public Comments

None at this time.

ADMINISTRATION

Classification Plan Amendment – Revision to job descriptions for Preschool Assistant and Preschool Instructor

Mr. Hessler presented the background and reasoning, including regulations from Title 22 on child care licensing, which necessitate the revisions to the job descriptions for Preschool Assistant and Preschool Instructor. Mr. Mullin moved to approve the job descriptions as presented. Mr. McCombs seconded the motion. Motion carried

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Behavioral Intervention Assistant, Preschool Assistant and Preschool Instructor. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The three interdepartmental transfer job postings for Extended School Program Assistant (2) and Library/Media Technician were reviewed. The dual certification job postings for Application Specialist and Extend School Program Instructor were also reviewed as were the substitute only postings for Head Custodian, Instructional Assistant- Moderate/Severe, and Speech/Language Pathology Assistant.

FINANCIAL

Personnel Commission Budget 2018 -2019: Review of Year-to-Date

The Personnel Commission’s year-to-date budget and actuals for 2018 -2019 were reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
February 28, 2019
4:30 p.m.
Board Room**

ADJOURNMENT

The January 31, 2019, regular meeting of the Personnel Commission was adjourned at 5:04 p.m.

Mrs. Carol Davis, Chairperson

Mr. Tony McCombs, 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 FEBRUARY 21, 2019**

DATE: February 15, 2019

Attached for your information is the agenda of the Board of Trustees regular meeting of February 21, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

Board Room
10055 Slater Avenue
Fountain Valley, CA

February 21, 2019

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

M ___
 2nd ___
 V ___

BOARD WORKSHOPS

1. MEASURE O CONSTRUCTION UPDATE ON PHASE 1 AND PHASE 2 SCHOOLS

Christine Fullerton, Assistant Superintendent of Business Service and Joe Hastie, Director of Maintenance and Facilities will give an update to the Board of Trustees on Measure O construction at Phase 1 and Phase 2 schools.

- 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.

- OPEN SESSION: 6:30PM
- PLEDGE OF ALLEGIANCE will be led by Girl Scout Troop 4167.

SPECIAL PRESENTATIONS

2. PRESENTATION OF FOUNTAIN VALLEY ROTARY GRANT IN SUPPORT OF FOUNTAIN VALLEY SCHOOL DISTRICT LITERACY PROGRAMS

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

3. RECOGNITION OF COURREGES PARENT VOLUNTEERS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Courreges School, the Board shall recognize and thank Brigitte Bellew and CC Nelson.

4. RECOGNITION OF COURREGES STUDENTS

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

- RECESS

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

- 5. **2019 CSBA DELEGATE ASSEMBLY ELECTION – REGION 15** M ___
2nd ___
V ___

The Board of Trustees may vote for up to nine candidates for the 2019 CSBA Delegate Assembly Election – Region 15.

Superintendent's Recommendation: It is recommended that the Board of Trustees reaches consensus to vote for the Delegate Assembly nominees of its choice, not to exceed nine candidates.

- 6. **BOARD POLICY 5145.13 RESPONSE TO IMMIGRATION ENFORCEMENT (FIRST READING)** M ___
2nd ___
V ___

The addition of Board Policy 5145.13 is mandated by Education Code 234.7, as added by AB 699 (Ch. 493, Statutes of 2017). Education Code 234.7 requires districts to adopt policy which limits assistance with immigration enforcement at public schools and is consistent with a model policy developed by the California Attorney General. The policy also reflects new law added by SB 31 which prohibits districts from compiling or assisting federal government authorities with compiling a list, registry or database based on students' national origin, ethnicity and nationality.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves Board Policy 5145.13 Response to Immigration Enforcement for first reading with changes as indicated by the Board.

- 7. **MANAGEMENT TEAM POLICIES** M ___
2nd ___
V ___

In the continued effort to maintain updated polices, a committee was convened to review and revise the Management Team Policies. The revisions include updated job titles, access to sick leave, parental leave, usage of In Lieu days and mileage reimbursement. In addition, there was removal of language including paternity, unpaid birth and child and adoptive parent leave, membership in professional organizations, and voluntary early retirement consulting program.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the revised Management Team Policies.

- 8. **CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS** M ___
2nd ___

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 January 10th regular meeting
- 8-B.** Board Meeting Minutes from January 31st special meeting
- 8-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 8-D.** Donations
- 8-E.** Warrants
- 8-F.** Purchase Order Listing

Consent Items

8-G. SINGLE PLANS FOR STUDENT ACHIEVEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Plans for Student Achievement for Courreges, Cox, Fulton, Gisler, and Masuda. The remaining School Plans for Student Achievement will be included on the March 14, 2019 Board of Trustees meeting agenda.

8-H. CONSOLIDATED APPLICATION – WINTER RELEASE 2018

Superintendent's Comments: It is recommended that the Board of Trustees approves transmittal of the Consolidated Application Winter Release 2018 Data Collection to the California State Department of Education.

8-I. APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) REGARDING ST MATH DATA SHARING BETWEEN MIND RESEARCH INSTITUTE AND FOUNTAIN VALLEY SCHOOL DISTRICT FOR THE DISTRICT'S EIGHT SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approve the MOU between Fountain Valley School District and Mind Research Institute to provide an analysis of ST Math in the District's eight schools.

8-J. AUTHORIZATION TO SUBMIT A LOW-PERFORMING STUDENTS BLOCK GRANT (LPSBG) TO THE CALIFORNIA DEPARTMENT OF EDUCATION

Superintendent's Comments: It is recommended that the Board of Trustees approve the submission of the Low-Performing Students Block Grant to the California Department of Education to be used through the 2020/21 fiscal year.

8-K. APPROVAL OF CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND ERIN DONELSON TO SUPPORT BALANCED LITERACY TRAINING AT NEWLAND SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees approve Erin Donelson for professional development services at Newland School.

8-L. CONSULTANT AGREEMENT WITH DR. ANNMARY ABDOU

Superintendent's Comments: It is recommended that the Board of Trustees approves the Consultant Agreement between FVSD and Dr. Annmary Abdou.

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, March 14, 2019 at 6:30pm.

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 JANUARY 10, 2019**

DATE: February 15, 2019

Attached for your information are the minutes of the Board of Trustees regular meeting of January 10, 2019.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

January 10, 2019

MINUTES

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

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

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

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

PUBLIC COMMENTS

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

CLOSED SESSION

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

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

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

Girl Scout Troop 4166 led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

SPECIAL PRESENTATIONS

On November 9th, all of the elementary schools in Fountain Valley School District participated in a District-conducted professional development conference focused on elementary math, the *CGI Sum+It*. Assistant Superintendent, Educational Services, Dr. Steve McLaughlin presented to the Board of Trustees the video that kicked off this momentous day of learning, *Here Comes the Sum*.

PRESENTATION OF
CGI MATH
PROFESSIONAL
DEVELOPMENT
VIDEO, *HERE COMES
THE SUM*

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Oka School, the Board recognized and thanked Nicole Brecht and Carrie Wood. The Board was joined by Oka staff and the community in thanking these parents for their dedication to our students.

RECOGNITION OF
PARENT
VOLUNTEERS FROM
OKA SCHOOL

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Tamura School, the Board recognized and thanked James Arrighi and Frank Drechsler. The Board was joined by Tamura staff and the community in thanking these parents for their dedication to our students.

RECOGNITION OF
PARENT
VOLUNTEERS FROM
TAMURA SCHOOL

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized six outstanding students from Oka School. From Oka School, the Board celebrated Gavin Donnelly (K), Olivia Calderella (1st), Daniel Ortiz (2nd), Angelina Nguyen (3rd), Joyce Sato (4th), and Trevor Parker (5th). The Board was joined by staff, families and the community in celebrating these students.

RECOGNITION OF
STUDENTS FROM
OKA SCHOOL

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized seven outstanding students from Tamura School. Bush Co (TK), Nathan Soderberg (K), Lucas Gilliam (1st), Maci Ford (2nd), Samantha Lam (3rd), Julius Castro (4th), and Caroline Drechsler (5th).

RECOGNITION OF
STUDENTS FROM
TAMURA SCHOOL

BOARD REPORTS AND COMMUNICATIONS

Mrs. Crandall wished everyone a Happy New Year and welcomed everyone back from break. Her activities since the last meeting included: Mrs. Reatte Gunagan’s retirement celebration, District Office holiday breakfast, viewing of Phase II completed classrooms at Courreges.

Mr. Cunneen’s activities since the last meeting included: Clifton Dance production, “Who Stole Christmas?” which included many of our students, and Fountain Valley General Plan Advisory Committee meeting.

Mrs. Galindo’s activities since the last meeting included: Mrs. Reatte Gunagan’s retirement celebration and the FVSF meeting, noting that the Golf Tournament will be October 28, 2019.

Mrs. Schultz’ activities since the last meeting included: She enjoyed a restful break and had the opportunity to celebrate Boxing Day with the Collins Family. She wished everyone a happy New Year. In addition, she noted that Mrs. Reatte Gunagan’s retirement was a lovely celebration.

Mr. Collins’ activities since the last meeting included: Talbert Holiday Staff breakfast, Summer Harvest delivery of Christmas meals at Oka along with Fountain Valley Rotary, FVSF meeting, Clifton Dance production, “Who Stole Christmas?” He thanked his fellow trustees for their service and wished everyone a Happy New Year!

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to adopt Resolution 2019-09 authorizing the issuance and sale of Measure O General Obligation Bonds, Series 2019, not to exceed \$35,000,000 in aggregate principal.

Second: Mrs. Schultz

Vote: Mr. Collins: Aye
Mrs. Schultz: Aye

**APPROVE
RESOLUTION 2019-
09 AUTHORIZING
THE ISSUANCE
AND SALE OF
MEASURE O
GENERAL
OBLIGATION
BONDS, SERIES**

Mrs. Galindo: Aye
Mr. Cunneen: Aye
Mrs. Crandall: Aye

5-0

2019, NOT TO EXCEED \$35,000,000 IN AGGREGATE PRINCIPAL

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

Second: Mrs. Cunneen

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from December 13th Regular Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Approve Change Order #1 For The Courreges Elementary School Measure O HVAC And Modernization Project
- Submission Of The California Commission On Teacher Credentialing Teacher Residency Grant
- Williams Quarterly Report For Second Quarter 2018-19
- Approval Of Contract Between Fountain Valley School District And Lisa Wright To Support Depth And Complexity Teacher Training
- Approval Of Contract Between Fountain Valley School District And Project Lead The Way (PLTW) To Provide Access To The PLTW Program To Masuda Middle School
- Correction To Board Meeting Dates For 2019
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Secure Transportation Company, Inc.	\$7,560	12/3/18-6/30/19
Verbal Behavior Associates, Inc.	N/A	7/1/18-6/30/19
Verbal Behavior Associates, Inc.	\$4,400	7/1/18-6/30/19
Marshall B. Ketchum University	\$500	1/10/19-6/30/19
Marshall B. Ketchum University	\$500	1/10/19-6/30/19

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Wished everyone a Happy New Year. In addition, he noted that this week senior staff hosted the second Leadership Academy. He thanked Mrs. Abdel for leading this work with him and for her presentation regarding Personnel.

Moreover, he expressed his appreciation to these teachers for their eagerness and passion about leading and learning. It is rewarding and meaningful to be a part of this work. Lastly, he noted that Phase II at Courreges is complete and six more classrooms have air conditioning. He commended Mrs. Fullerton and Mr. Hastie for their leadership of this work.

CLOSED SESSION

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

CLOSED SESSION

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

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 8:05PM.

Second: Mrs. Galindo

Vote: 5-0

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF JANUARY 31, 2019**

DATE: February 15, 2019

Attached for your information are the minutes of the Board of Trustees special meeting of January 31, 2019.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

January 31, 2019

MINUTES

President Collins called the special meeting of the Board of Trustees to order at 5:30pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

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

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

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

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

PUBLIC COMMENTS

Mr. Collins 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, public bid, or request for proposal 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. Abdel led the Pledge of Allegiance.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

PUBLIC HEARINGS

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the proposed agreement for the 2018-19 school year between Fountain Valley School District and the California School Employees Association, Chapter #358. Public input was welcomed. There were no requests to speak and the hearing was closed.

PUBLIC HEARING ON
TENTATIVE
AGREEMENT
BETWEEN FOUNTAIN
VALLEY SCHOOL
DISTRICT AND
CALIFORNIA SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER 358

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to approve the Public Disclosure of Collective Bargaining Agreement Between Fountain Valley School District And California School Employees Association, Chapter 358 For 2018-19 School Year

PUBLIC DISCLOSURE
OF COLLECTIVE
BARGAINING
AGREEMENT
BETWEEN
FOUNTAIN
VALLEY SCHOOL
DISTRICT AND
CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER 358 FOR
2018-19 SCHOOL
YEAR

Second: Mrs. Schultz

Vote: 5-0

Motion: Mrs. Crandall moved to approve the Agreement between California School Employees Association, Chapter 358 and Fountain Valley School District

AGREEMENT
BETWEEN
CALIFORNIA SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER 358 AND
FOUNTAIN VALLEY
SCHOOL DISTRICT
CONSENT
CALENDAR

Second: Mr. Cunneen

Vote: 5-0

Motion: Mr. Cunneen moved to approve the Consent Calendar.

Second: Mrs. Schultz

Vote: 5-0

The Consent Calendar included:

- School Accountability Report Cards (SARCs)
- Contract Proposal for Family Math Night Counting Collections at Oka School Provided by the Orange County Department of Education
- Approval of Agreement Between Scott Burnett (Integrity Computer Concepts) and Oka School for the March 7, 2019 Parent Night Presentation of "Protecting Our Kids From Digital Dangers: Practical Ways To Keep Kids Safe"

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Dr. Johnson did not have any comments to share this evening.

CLOSED SESSION

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

CLOSED SESSION

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

Property: Approximately 12.9 acres of District land improved with approximately 40,073 sq. ft. of facilities located at 9790 Finch Avenue, Fountain Valley,

California (former Fred Moiola School Site) (“Property”).

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Lessor), and an unidentified number of potential buyers or lessees for the Property which may acquire or lease all or a portion of the Property through statutory rights, public bid, or request for proposal 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: Mrs. Schultz moved to adjourn the meeting at 7:28PM.

Second: Mrs. Galindo

Vote: 5-0

/rl



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commission

FROM: Ross Hessler, Director – Human Resources

SUBJECT: CLASSIFICATION PLAN AMENDMENT – REVISION TO JOB DESCRIPTION TO FOOD SERVICES WORKER

DATE: February 20, 2019

The Food Service Worker (FSW) job description states a Food Handlers/ServSafe Certificate is required for this position. This certificate verifies basic food safety knowledge and is for individuals in food handler employee-level positions. However, the State and Health Department now requires that one individual in each kitchen possess a valid ServSafe Manager Certificate and the rest of the employees in that same kitchen can hold a Food Handlers Card. The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness.

Since most of our kitchens have only one FSW, a ServSafe Manager Certification is necessary. Therefore, our Food Services Director, Diane Sharpe, would like to change this requirement to that of a ServSafe Manager Certification. As this certification came into being later in 2017, after EMS did their review, it was not included in their update.

The requirement for this certification is not significantly different than the “lower-level” one, and several of our current FSWs have already taken and passed the test. In addition, there is no change in the duties or responsibilities of the job.

Recommendation

It is recommended that the Personnel Commission approve the recommended change to the job description to Food Services Worker.

JOB DESCRIPTION
Fountain Valley School District

Food Services Worker

Purpose Statement

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

This job reports to the Director, Food Service

Essential Functions

- Arranges food and beverage items (e.g. breakfast stand, lunch carts, etc.) for the purpose of serving them to students and staff in an efficient manner.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions to meet regulatory guidelines.
- Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
- Inventories food, condiments and supplies (e.g. number of meals served, etc.) for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of preparing reports and complying with current health standards.
- Monitors kitchen and cafeteria areas; student volunteers for the purpose of ensuring a safe and sanitary working environment and guidelines are followed.
- Orders food and supplies for the purpose of maintaining communication with warehouse and site personnel to ensure an adequate inventory to maintain operations within established nutritional and budget guidelines.
- Oversees receipt of deliveries for the purpose of ensuring proper storage and preparation and rotation of goods.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Prepares forecasting for lunch preparation and delivery for the purpose of ensuring adequate meals are available.
- Processes cash and electronic payments for meals for the purpose of serving students and ensuring sales and deposit slips are accurate.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.

- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Other Functions

- Participates in meetings; attend workshops and training for the purpose of gathering and/or disseminating information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

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

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

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

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 2% sitting, 38% walking, and 60% standing. The job is performed under 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 same.

Required Testing

Job-Related Skills Proficiency Test

Certificates

ServSafe Manager Certification

Food Handlers/ServSafe Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Hepatitis B Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Revised 2/28/19

Salary Range

10

DRAFT

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LIST**

DATE: February 15, 2019

Attached is the eligibility list for:

Extended School Program Instructor

RECOMMENDATION

The Personnel Commission approve the eligibility list enumerated above.

Attachment #6

Eligibility List
ESP Instructor
Merged List (Updated 1/30/19)

RANK	NAME	EXPIRES
1	Marianna Chavez	1-30-19
2	Vanessa Garcia	2-15-19
3	Pam Lawrence	1-30-19
4	Teresa Hightower	1-30-19
5	Nghia Le	11-2-19

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: February 15, 2019

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

Interdepartmental Transfers:

Extended School Program Assistant

Dual Certification:

Extended School Program Assistant

Preschool Assistant

Senior Accounting Assistant

Open:

Noon Duty Aide



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 positions are 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:	February 5, 2019
CLOSING DATE:	February 12, 2019 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	5.0 hours/week: Monday - Friday 7:00 a.m.–8:00 a.m. (Newland) 13.0 hrs/wk: M,T,W,F 2:15 p.m.–4:30 p.m., TH 12:30 p.m.–4:30 p.m. (Gisler)
TERM:	9.6 months/year
VACANCY:	Two positions, one at Newland ESP and one at Gisler ESP

THE JOB

Under the direction of the Director-Child Care Program, the job of Extended School Program Assistant is done for the purpose/s of providing a high quality, cost-effective program that provides before and after school childcare fully integrated with the elementary school program; assist with the planning, implementing and participation in a variety of activities to meet the needs and interests of children.

APPLICATION PROCESS

Present employees in the classification of Extended School Program Assistant wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Tuesday, February 12, 2019. 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

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Assistant

Dual Certification - Open and Promotional

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

POSTING DATE:	January 25, 2019
CLOSING DATE:	February 15, 2019, 4:00 p.m.
SALARY:	\$15.56 - \$18.91 per hour (Range 13, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	13.25 hrs/wk, 5 days a week, M,T,W,F 2:30 p.m.- 4:45 p.m., TH 12:30 p.m.- 4:45 p.m.
TERM:	9.6 months a year
VACANCIES:	1 position at Gisler

PURPOSE STATEMENT

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

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

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

See Other Side

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

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

EDUCATION/EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:00 p.m. on Friday, February 15, 2019. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

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

Written Test (40%)	February 19, 2019 at 12:30 p.m.
Qualifications Appraisal Interview (60%)	Week of February 25, 2019
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

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

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PRESCHOOL ASSISTANT

Dual Certification - Open and Promotional

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

POSTING DATE:	February 5, 2019
CLOSING DATE:	February 28, 2019, by 4:00 p.m.
SALARY:	\$16.36 - \$19.89 per hour (Range 18, 5 steps) *Per CSEA contract, hiring may be made up to step 3
VACANCY	12.5 hours/week, Monday –Friday, 2:00 p.m. - 4:30 p.m. at Plavan
TERM:	9.6 months a year
LOCATION:	1 position at Plavan

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; collects and distributes 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; communicates with Preschool Instructor concerning the developmental needs of each child. 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. assists with snacks and lunch; washes children's hands and faces as needed; assists 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.). Delivers children directly to and from to parents, guardians, or designee (e.g. observes sign in and out book signatures, etc.). Establishes standards of appropriate student behavior. 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.

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.

SEE OTHER SIDE

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities (continued)

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. Targeted, job related education with study in job-related area with a minimum of 12 college-level semester units in early childhood education or child development, which includes three core courses – Child Growth & Development; School, Family & Community; and Program/Curriculum.

CERTIFICATES AND LICENSES

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

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. February 28, 2019.

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%).....March 1, 2019 at 10:00 a.m.

Oral Interview (50%) Week of March 4, 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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CLASSIFIED EMPLOYMENT OPPORTUNITY SENIOR ACCOUNTING ASSISTANT

Dual Certification - Open and Promotional

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

POSTING DATE:	February 7, 2019
CLOSING DATE:	March 1, 2019 at 4:00 p.m.
SALARY:	\$4,029 - \$4,896 per month (Range 52, 5 steps), pending finalized negotiated salary increase *Per CSEA contract, hiring may be made up to step 3
HOURS:	40 hours per week – Schedule to be determined
TERM:	12 months per year
VACANCIES:	One position at District Office

THE JOB

The job of Senior Accounting Assistant is done for the purpose/s of providing support to department and school site activities with specific responsibility for the processing, recording, updating and reconciling fiscal information in compliance with established policies; providing instructions, recommendations and/or accounting support to other personnel. This job reports to the Director Fiscal Services. The ideal candidate will be a team player with a can-do attitude. S/he will take ownership of their work and take initiative to resolve issues. S/he will have a solid understanding of accounting principals and work experience in accounts payable, preferably in a public school setting involving school attendance reporting.

ESSENTIAL FUNCTIONS

Assists auditors for the purpose of providing supporting documentation and/or information on the internal process that is required for audit. Compiles a wide variety of financial information related to work assignments. Compiles attendance data from school sites. Maintains a wide variety of financial information, files and records (e.g. accounts payable, cash funds, contracts, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines. Participates in meetings; attends conferences, and workshops. Prepares written materials for the purpose of documenting activities, providing a reference, conveying information, and complying with established requirements. Processes a wide variety of financial information. Provides orientation and support to other departmental and school site personnel regarding procedures and program requirements. Researches discrepancies of financial information and/or documentation for the purpose of ensuring the accuracy and adhering to established procedures prior to processing. Responds to inquiries from a wide variety of sources.

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: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

See Other Side

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include accounting/bookkeeping principles and budget processing.

ABILITY is required to schedule activities and/or meetings, gather and/or collate data, and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze 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 job-related equipment. Problem-solving is required to identify issues and create action plans. Problem-solving with data frequently requires independent interpretation of guidelines; and problem-solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

MINIMUM REQUIREMENTS:

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

APPLICATION PROCESS:

Applicants must complete an online application, obtained through our website – www.fvsd.us. All application materials **must be submitted through EdJoin by 4:00 p.m., March 1, 2019.**

EXAMINATION PROCESS

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

Relative weights of examination process:

Written Test (50%)

March 4, 2019 at 9:30 a.m.

Technical Interview (50%)

Week of March 11, 2019

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

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

APPOINTMENT/ CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY NOON DUTY AIDE

Open

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

POSTING DATE:	January 29, 2019
CLOSING DATE:	February 20, 2019, by 4:00 p.m.
SALARY:	\$14.37 - \$17.46 per hour (Range 5, 5 steps)
HOURS	6 hours/week, M,T,W,F, 11:35 a.m. – 1:05 p.m.
TERM:	9.6 months a year
VACANCY:	1 position at Oka - (and substitutes needed)

PURPOSE

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. This job reports to the School Principal.

ESSENTIAL FUNCTIONS

Assists student in resolving minor conflicts; assists ill or injured students or students experiencing difficulty; collaborates with all school staff, counsels and advises students and others regarding violation of rules and regulations; directs campus visitors to the office; encourages and promotes courtesy; and intervenes in potential conflicts and emergency situations. 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. 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. Responds to a variety of situations (e.g. accidents, injuries, suspicious activities, etc.) Utilizes positive reinforcement strategies and other appropriate techniques.

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 Noon 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.

SEE OTHER SIDE

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 a 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.

EDUCATION AND EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. Wednesday, February 20, 2019.

EXAMINATION PROCESS

The examination process will consist of an oral interview to be held on the date listed below. This date is subject to change. All qualified applicants will be invited to attend the oral interview.

<p>Oral Interview (100%) February 28, 2019 <i>The exam parts will be held at the Fountain Valley School District Office</i></p>
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Applicants who may need a reasonable accommodation for testing or interviewing must notify the Personnel Department by calling (714) 843-3228.

APPOINTMENT/CERTIFICATION

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

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