

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
AGENDA

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

March 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, February 28, 2019** *Action*
(Attachment #1)
4. **Agenda, Special Meeting of the Board of Trustees, March 7, 2019** *Information*
(Attachment #2)
5. **Agenda, Special Meeting of the Board of Trustees, March 10, 2019** *Information*
(Attachment #3)
6. **Agenda, Regular Meeting of the Board of Trustees, March 14, 2019** *Information*
(Attachment #4)
7. **Minutes, Regular Meeting of the Board of Trustees, February 21, 2019** *Information*
(Attachment #5)
8. **Director's Report** *Information*

9. Commissioners' Comments

Information

10. 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

11. Budget Update presentation - Assistant Superintendent Chris Fullerton

Information

12. Classification Plan Amendment – Reclassification of Child Care Program Specialist

Action

(Attachments #6-#7)

13. Eligibility Lists

Action

Application Specialist, Extended School Program Assistant, Noon Duty Aide, Preschool Assistant, and Senior Accounting Assistant

(Attachments #8-#10)

PERSONNEL

14. Job Announcements

Information

(Attachments #11-#13)

FINANCIAL

15. Nothing at this time

Information

CLOSED SESSION

16. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

April 25, 2019

4:30 p.m.

PDC Room

ADJOURNMENT

18. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF FEBRUARY 28, 2019**

DATE: March 7, 2019

Attached for your approval are the minutes of the Personnel Commission regular meeting of February 28, 2019.

RECOMMENDATION

The Personnel Commission approve the minutes of the February 28, 2019 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

February 28, 2019

4:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Mr. Mullin 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 (out sick)

GENERAL FUNCTIONS

Approval of Agenda

Mr. Mullin moved to approve the agenda as presented. The automatic second used due to the absence 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, January 31, 2019

Mr. Mullin moved to approve the minutes as presented. The automatic second used. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, February 21, 2019

Presented as an information item only.

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

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, January 31, 2019

Presented as an information item only.

Director's Report

Mr. Hessler stated the CSPCA conference did well and he was going to attend the committee luncheon tomorrow. He attended all three days and the early reviews were good and the surveys have been sent out. He introduced several different presentations which were very good including job accommodations and ergonomics. He has implemented some of the suggestions from the presentation on using social media for recruiting.

Commissioners' Comments

Mr. Mullin stated he attended the CSPCA conference and it was one of the better ones he has attended. He felt the opening session was very well done. It was given by Dr. Janet and Dr. Neil Larsen. Another good session was concerning legal updates, which was given by Christine Quan. It contained information about sexual harassment and the new laws regarding it. He stated all the presentations were outstanding and everything was well run. All the presentations can be accessed on the CSPCA website.

Public Comments

Ms. Ramirez stated the ESP and CDC departments had training on Visible Learning through Orange County Department of Education. Dr. Johnson attended and spoke with the staff about how important the staff at ESP and CDC are. It was appreciated by all the staff.

ADMINISTRATION

Classification Plan Amendment – Revision to job description for Food Services Worker

Mr. Hessler presented the background and reasoning, including the State and Health Department's new requirement for one individual in each kitchen to have a valid ServSafe Manager Certificate, which necessitates the revision to the job description for Food Services Worker. Mr. Mullin moved to approve the job description as presented. Automatic second. Motion carried

Eligibility Lists

Mr. Mullin moved to approve the eligibility list for the Extended School Program Instructor. Automatic second used. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job posting for Extended School Program Assistant was reviewed. The dual certification job postings for Extend School Program Assistant, Preschool Assistant, and Senior Accounting Assistant were also reviewed as was the substitute only posting for Noon Duty Assistant.

FINANCIAL

Nothing at this time.

CLOSED SESSION

Commission adjourned to closed session at 4:50 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

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

ADJOURNMENT

The February 28, 2019, regular meeting of the Personnel Commission was adjourned at 5:07 p.m.

Mrs. Carol Davis, Chairperson

Mr. William Mullin, Member

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF MARCH 7, 2019**

DATE: March 7, 2019

Attached for your information is the agenda of the Board of Trustees special meeting of March 7, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

March 7, 2019

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

M ___
 2nd ___
 V ___

- PLEDGE OF ALLEGIANCE
- PUBLIC COMMENTS

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

- CLOSED SESSION

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

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

PUBLIC COMMENTS

Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern.

Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. If a member of the audience

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

requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them personally or in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

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

LEGISLATIVE SESSION

1. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M ___
2nd ___
V ___

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

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

Consent Items

1-A. CONTRACT WITH DENNIS SMITH

Superintendent's Comments: It is recommended that the Board of Trustees approves the consultant contract between Dennis Smith, Ed.D. and the Fountain Valley School District for the purpose of providing the services of Governance Team Workshop.

- APPROVAL TO ADJOURN

The next regular board 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 (www.fvsd.us). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or by calling 714.843.3255 during normal business hours.

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: 10055 Slater Avenue, Fountain Valley, CA 92708 or by calling 714.843.3255 or by faxing 714.841.0356.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF MARCH 10, 2019**

DATE: February 15, 2019

Attached for your information is the agenda of the Board of Trustees special meeting of March 10, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

AGENDA

Board Room
10055 Slater Avenue
Fountain Valley, CA

March 10, 2019

- CALL TO ORDER: 9:00AM
- ROLL CALL
- APPROVAL OF AGENDA

- PLEDGE OF ALLEGIANCE

M _____
 2nd _____
 V _____

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 WORKSHOP

1. GOVERNANCE WORKSHOP

The Governance Team shall participate in a workshop facilitated by Dennis Smith, Ed.D., to discuss practices, protocols, priorities and Governance Team effectiveness.

- APPROVAL TO ADJOURN

The next regular board 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 (www.fvsd.us). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at 10055 Slater Avenue, Fountain Valley, CA 92708 or by calling 714.843.3255 during normal business hours.

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.

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SO 2018-19/B19-35
Fountain Valley School District
Department

MEMORANDUM

TO: Board of Trustees
FROM: Mark Johnson, Ed.D., Superintendent
SUBJECT: **Governance Workshop**
DATE: March 8, 2019

BACKGROUND:

The Governance Team shall participate in a workshop facilitated by Dennis Smith, Ed.D., to discuss practices, protocols, priorities and Governance Team effectiveness.

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 MARCH 14, 2019**

DATE: March 7, 2019

Attached for your information is the agenda of the Board of Trustees regular meeting of March 14, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

Board Room
10055 Slater Avenue
Fountain Valley, CA

March 14, 2019

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

M ___
 2nd ___
 V ___

- PUBLIC COMMENTS

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

- CLOSED SESSION

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

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

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

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

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

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

- OPEN SESSION: 6:30PM
- PLEDGE OF ALLEGIANCE will be led by Girl Scout Troop 2247.

SPECIAL PRESENTATIONS

1. CELEBRATION OF ALL THREE FVSD MIDDLE SCHOOLS HONORED AS CA DISTINGUISHED SCHOOLS

The Board of Trustees is pleased to celebrate Fulton Middle School, Masuda Middle School and Talbert Middle School, all recently named California Distinguished Schools, the state's highest level of recognition. Our three middle schools are part of a select number of campuses, only 25 in the County and 162 secondary schools statewide, to receive the designation this year. Schools earn the prestigious distinction for demonstrating exceptional student performance for two consecutive school years, or for closing the achievement gap between two school years. The Board of Trustees will join our community in honoring our middle schools for this esteemed distinction.

2. RECOGNITION OF MIDDLE SCHOOL 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 Fulton Middle School, the Board shall recognize and thank Shelby Mirrotto and Marisa Liu. From Masuda Middle School, the Board shall recognize and thank Elizabeth Curtis and Rosalia Escutia. And from Talbert Middle School, the Board shall recognize and thank Sherri Witcher and Susan Castellanos.

3. RECOGNITION OF MIDDLE SCHOOL 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 each of our middle schools: Fulton Middle School, Masuda Middle School and Talbert Middle School.

- RECESS

STAFF REPORTS AND PRESENTATIONS

4. SECOND INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)

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

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. RESOLUTION 2019-10 ACKNOWLEDGING PROPOSITION 51 BOND AUTHORITY INSUFFICIENCY

M ___
2nd ___
V ___

On February 28, 2019, the Office of Public School Construction (OPSC) declared that it had received requests for funding that exceed available bond authority from Proposition 51 for the School Facilities Program Modernization Program. On September 12, 2018, the same occurred for the New Construction Program. All school districts that choose to submit Applications for Funding must also submit a school board resolution pursuant to SFP Regulation Section 1859.95.1(b). The school board resolution acknowledges there is no guarantee the application will be funded as a future school facilities bond or other funding source will need to be identified to fund current and future funding applications.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2019-10, acknowledging Proposition 51 Bond authority insufficiency.

M ___

6. RESOLUTION 2019-11 APPROVAL OF GUARANTEED MAXIMUM PRICE FOR THE LEASE-LEASEBACK AGREEMENT WITH WEST COAST AIR CONDITIONING, INC. FOR THE MEASURE O MODERNIZATION AND HVAC PROJECT AT FULTON MIDDLE SCHOOL 2nd ___
V ___

On April 19, 2018, West Coast Air Conditioning, Inc. was awarded the preconstruction and lease-leaseback agreement for the remaining phases of the Measure O Modernization and HVAC Project. The preconstruction services have been completed and West Coast Air has solicited bids and selected subcontractors, and a Guaranteed Maximum Price (“GMP”) of \$7,276,158 has been negotiated. The GMP includes a contractor contingency of \$340,000. Outside of the GMP, the Project has a District Contingency of \$625,000 for unforeseen conditions and owner changes. The Division of State Architect has approved the plans and specifications for the Project on December 21, 2018.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2019-11 approving the Guaranteed Maximum Price (GMP), contingencies, and DSA plans and specifications for the Measure O Modernization and HVAC Project at Fulton Middle School.

7. RESOLUTION 2019-12 APPROVAL OF GUARANTEED MAXIMUM PRICE FOR THE LEASE-LEASEBACK AGREEMENT WITH WEST COAST AIR CONDITIONING, INC. FOR THE MEASURE O MODERNIZATION AND HVAC PROJECT AT TAMURA ELEMENTARY SCHOOL M ___
2nd ___
V ___

On April 19, 2018, West Coast Air Conditioning, Inc. was awarded the preconstruction and lease-leaseback agreement for the remaining phases of the Measure O Modernization and HVAC Project. The preconstruction services have been completed and West Coast Air has solicited bids and selected subcontractors, and a Guaranteed Maximum Price (“GMP”) of \$6,414,886 has been negotiated. The GMP includes a contractor contingency of \$300,000. Outside of the GMP, the Project has a District Contingency of \$625,000 for unforeseen conditions and owner changes. The Division of State Architect has approved the plans and specifications for the Project on January 16, 2019.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2019-12, approving the Guaranteed Maximum Price (GMP), contingencies, and DSA plans and specifications for the Measure O Modernization and HVAC Project at Tamura School.

8. RESOLUTION 2019-13 TO ESTABLISH FUNDS NO. 21-22 GENERAL OBLIGATION BOND (GOB), ELECTION 2016, SERIES 2019 & NO. 21-23 GENERAL OBLIGATION BOND (GOB), ELECTION 2016, SERIES 2021 M ___
2nd ___
V ___

With the passing of Measure O, the District will receive proceeds from the sale of the 2019 and 2021 bond series to continue the work of modernizing school facilities, and will need to establish funds No. 21-22 and No. 21-23 to account

for these proceeds (Education Code Section 15146). Establishment of a dedicated fund to account for the receipt and expenditure of bond sale proceeds allows districts to maintain transparency and facilitates the financial reporting required for the administration of a successful bond program.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2019-13 to establish Funds No. 21-22 General Obligation Bond (GOB), Election 2016, Series 2019 and No. 21-23 General Obligation Bond (GOB), Election 2016, Series 2021, and accepts and disburses funds for the purposes described in Measure O and applicable laws.

9. APPROVAL OF 2018-19 SECOND INTERIM REPORT

M ___
2nd ___
V ___

School districts are required to complete two interim financial reports during a fiscal year, the first as of October 31 and second as of January 31. The Interim Reports are filed with the County Department of Education and the State Controller’s Office. School districts must conduct a review of their interim reports in accordance with state-adopted Criteria and Standards.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the 2018-19 Second Interim Report.

10. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M ___
2nd ___
V ___

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

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

Routine Items of Business

- 10-A.** Board Meeting Minutes from February 21st regular meeting
- 10-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 10-C.** Donations
- 10-D.** Warrants
- 10-E.** Purchase Order Listing
- 10-F.** Budget Transfers and Adjustments

Consent Items

- 10-G. BOARD POLICY 5145.13 RESPONSE TO IMMIGRATION ENFORCEMENT (SECOND READING AND ADOPTION)**

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

10-H. APPROVAL OF SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM

Superintendent's Comments: It is recommended that the Board of Trustees approves the Extended School Year Program at Plavan Elementary School.

10-I. SINGLE PLANS FOR STUDENT ACHIEVEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Plans for Student Achievement for Newland, Oka, Plavan, Talbert, and Tamura. The other School Plans for Student Achievement were included on the February 21, 2019 Board of Trustees meeting agenda.

10-J. SUBMISSION OF COTSEN STRATEGIC OPPORTUNITY GRANT TO SUSTAIN AND GROW ALUMNI ACROSS FVSD COTSEN SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approves the letter of interest for submission of the Cotsen Strategic Opportunity Grant.

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, April 25, 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 FEBRUARY 21, 2019**

DATE: March 7, 2019

Attached for your information are the minutes of the Board of Trustees regular meeting of February 21, 2019.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

February 21, 2019

MINUTES

President Collins 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

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

Motion: Mrs. Galindo moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

BOARD WORKSHOPS

Christine Fullerton, Assistant Superintendent, Business, and Joe Hastie, Director of Maintenance and Facilities, provided an update for the Board of Trustees on Measure O construction at Phase 1 and Phase 2 schools. Mrs. Fullerton began by reviewing the scope of work associated with Measure O and the school phase assignments. She then updated the Board of the work at our Phase 1 schools, Courreges and Masuda, including areas at both sites where construction has been completed, the next area of work to be completed, and the plan for work at both campuses over the summer. In addition, she shared photos of each site throughout the project. Following this, she reviewed the scope of work for our Phase 2 schools, Cox, Tamura and Fulton. She shared some examples of current classrooms at each sites as well as the planned layout. Moreover, she reviewed details from the recent Bond sale, noting that Mesirow Financial, Inc., submitted the winning bond out of nine bids. Lastly, she shared details regarding dedicated

MEASURE O
CONSTRUCTION
UPDATE ON PHASE 1
AND PHASE 2
SCHOOLS

science and music classrooms at all three middle schools and status updates for these projects.

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

Mr. Collins announced that the Board would retire into Closed Session. Action was anticipated. The following was addressed:

- 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 4167 led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

Members of the Fountain Valley Rotary Club joined the Board of Trustees for the generous presentation of a \$3000 grant in support of Fountain Valley School District literacy programs. The Board was joined by staff and members of the community in thanking Fountain Valley Rotary for their continued support of our students, staff and programs.

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 recognized and thanked CC Nelson and Brigitte Bellew. The Board was joined by Courreges staff and the community in thanking these parents for their dedication to our students.

PUBLIC COMMENTS

CLOSED SESSION

PLEDGE OF ALLEGIANCE

**PRESENTATION OF FOUNTAIN VALLEY ROTARY GRANT IN SUPPORT OF FOUNTAIN VALLEY SCHOOL DISTRICT LITERACY PROGRAMS
RECOGNITION OF PARENT VOLUNTEERS FROM COURREGES 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 Courreges School. From Courreges School, the Board celebrated Marcus Cao (K), Jayden Vu (1st), Mayson Dambach (2nd), Chase Skodje (3rd), Ave Acosta (4th), and Nikoas Day-Galitev (5th). The Board was joined by staff, families and the community in celebrating these students.

RECOGNITION OF STUDENTS FROM COURREGES SCHOOL

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz' activities since the last meeting included: ACE meeting, sharing that seven delegates will be joining over 100 parents from 4th District PTA participating in the Sacramento Safari to meet with representatives and advocate for public education.

Mrs. Galindo's activities since the last meeting included: OCSBA fiscal seminar presented at OCDE and the State of Our Schools breakfast.

Mr. Cunneen's activities since the last meeting included: Fountain Valley General Plan Advisory Committee meeting, ACE meeting, and OCSBA fiscal seminar presented at OCDE.

Mrs. Crandall congratulated staff on the sale of the second issuance of bonds as a part of Measure O. Her activities since the last meeting included: FV Rotary Most Improved Student recognitions, the State of Our Schools breakfast, tours of Talbert and Tamura, Plavan and Tamura Lunar New Year celebrations, Gisler's Special Persons Day, band and orchestra concerts at Courreges, meet and greet for EEK class at Oka, kindergarten parent information meetings, OCSBA fiscal seminar presented at OCDE, Souper Bowl, SPC meetings, Safe Schools Task Force meeting, SSTF Community Partnership subcommittee meeting, and FV Fire Badge and recognition ceremony, State of the City presentation and the Mayor's Breakfast.

Mr. Collins thanked Rotary for their presentation this evening of a generous grant in support of our literacy program. He also thanked all our students and staff that participated in the Go Gold Day. His activities included: HB Assistance League Board meeting and SPC meeting. He also noted his excitement regarding the information shared during the Board Workshop this evening. He thanked the Board for their service this month.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Cunneen moved to approve the nominees for 2019 CSBA Delegate Assembly Election – Region 15 as discussed. 2019 CSBA Delegate Assembly Election – Region 15

Second: Mrs. Schultz

Vote: 5-0

Motion: Mrs. Schultz moved to approve Board Policy 5145.3 Response to Immigration Enforcement for first reading. Board Policy 5145.3 Response to Immigration Enforcement (First Reading)

Second: Mrs. Crandall

Vote: 5-0

Motion: Mrs. Galindo moved to approve the Management Team Policies. Management Team Policies

Second: Mrs. Schultz

Vote: 5-0

Mrs. Crandall requested that Items 8-I and 8-K be pulled for separate vote. CONSENT CALENDAR

Motion: Mr. Cunneen moved to approve the Consent Calendar with the exception of Item 8-I and 8-K.

Second: Mrs. Galindo

Vote: 5-0

Motion: Mrs. Crandall moved to approve Item 8-I Approval of Memorandum of Understanding (MOU) regarding ST Math data sharing between MIND Research Institute

Second: Mrs. Schultz

Vote: 5-0

Motion: Mrs. Crandall moved to approve Item 8-K Approval of Contract between Fountain Valley School District and Erin Donelson to support Balanced Literacy training at Newland School.

Second: Mr. 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
- Single Plans For Student Achievement
- Consolidated Application – Winter Release 2018
- 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
- Approval of Contract Between Fountain Valley School District and Erin Donelson to Support Balanced Literacy Training at Newland School
- Consultant Agreement With Dr. Annmary Abdou

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Highlighted the support of our students and staff in support of Go Gold Day on February 15th in celebration of International Pediatric Cancer Day. He thanked the students, teachers, principals and parents for raising over \$6000 from this one day, truly amazing. In addition, he celebrated the work done at our sites for our professional development day on February 8th, noting that he was extraordinarily proud of our principals and their leadership teams for the work led at each of our campuses.

CLOSED SESSION

Mr. Collins announced that the Board would retire into a second Closed Session. Action was anticipated. The following was addressed: **CLOSED SESSION**

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

Mr. Collins made the following Closed Session Announcement:

**CLOSED SESSION
ANNOUNCEMENT**

“In closed session, the Board of Trustees took action authorizing the Superintendent or designee by a vote of 5 to 0 to notice 22.5 FTE certificated employees on temporary contracts of release from District employment at the conclusion of the current 2018-2019 school year pursuant to Education Code sections 44954(b). I will now give the employee numbers associated with these temporary employees to Mrs. Lucchese so that they may be included in the minutes.”

Temporary Employee Numbers:

- 3332
- 3923
- 4182
- 3843
- 3841
- 1418
- 4186
- 4198
- 3993
- 4195
- 4196
- 3831
- 4184
- 4111
- 3385
- 4006
- 3899
- 3627

4009
3655
4187
4185
4066

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 8:05PM.

Second: Mrs. Schultz

Vote: 5-0

/rl



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvsd.k12.ca.us

DATE: March 13, 2019

TO: Personnel Commission

FROM: Ross Hessler, Human Resources Director

SUBJECT: CLASSIFICATION PLAN AMENDMENT – RECLASSIFICATION OF CHILD CARE PROGRAM SPECIALIST

Background

The Director, Child Care Programs, Mona Green, and I met to discuss the possibility of reclassification or reorganization of the Child Care Program office. The department's interest was in having an Administrative Assistant level and type of position to support the director. We talked about whether this was a situation where there has been a gradual accretion of duties by the "lead" administrative/clerical staff member, or whether it was more accurate to call it a "sudden reorganization" of the office.

The following analysis reviews the staffing situation and compares the two possibilities in order to determine the proper resolution for the Child Care Program.

Analysis

A reorganization is a significant event with one or more new positions generally resulting. There are examinations for the new positions and a resulting competition. This can be a difficult situation, especially if an employee could lose their job. Even when warranted, it is obviously much better not to have this possibility. Reorganizations which grow a department and which will result in retention at worst, or promotion of employees at best, is clearly preferable. Therefore, in a situation with just one position possibly changing levels, requiring an examination process, a consideration of reclassification is necessary and worthwhile.

The employee in this case, had been thought to have increasingly been performing higher level clerical/administrative duties, such as at the Administrative Assistant level, and potentially had been doing so for some time. Therefore, a reorganization situation did not fit and a reclassification is considered.

This led to a review of the two classifications involved – that of the Child Care Program Specialist (CCPS) and the Administrative Assistant (both attached). It was found that the two are very closely related. In the list of essential functions, there is very close agreement – the two lists are almost identical. The minimum qualifications section is

also very similar. Evidently the classification study process of 2017 allowed for this overlap, yet still differentiated the level or overall rating of the jobs in different areas. This is the reason the continuation of the two classes was recommended by the consultant. However, this similarity, combined with the continuing evolution of the CCPS position over the past several months, has resulted in the jobs becoming even more closely aligned, supporting reclassification, as responsibilities have increased since the study.

It is felt that a reclassification is warranted as the CCPS has become virtually indistinguishable from Administrative Assistant, and the employee has been in the position for more than two years. In fact, she has been with the district for 13 years - working for the Child Care Program the entire time. She was reclassified by the Commission in early 2012 from Sr. Office Assistant to Child Care Program Technician as part of an office-wide study.

Recommendations

1. Approve the revised job description for Administrative Assistant.
2. Reclassify the position of Child Care Program Specialist position (range 46) to Administrative Assistant (range 53).
3. Reclassify the incumbent, Jill Martin, with the position due to gradual accretion of duties. She has been performing this work for longer than two years as stated in Education Code Section 45285 and Personnel Commission Rule 309.1.

JOB DESCRIPTION
Fountain Valley School District

Administrative Assistant

Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing a variety of complex and confidential administrative and secretarial support to assigned administrator(s); conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating *and /or performing* assigned projects and site activities.

This job reports to *an the assigned* Director ~~Support Services~~

Essential Functions

- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, student records, *Education Code, state regulations, county licensing laws*, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator *or communicating to parents*.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings, community programs, *summer camp programs*, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a variety of manual and electronic documents files and records (e.g. special education student information, general student information, budget data, employee records, financial records, reports, *State funded preschool licensing requirements and eligibility records, QRIS Block Grant records, Children and Family Commission of Orange County (CFCOC)*, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. student discipline cases, annual schedule, legal cases, program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in, *and facilitate as required*, a variety of meetings, workshops, and/or trainings (e.g. quarterly MediCal workshops, *pre-screening, enrollment, orientation, State and County Licensing updates*, staff meetings, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, MediCal reports, *State (CSPP) and County (QRIS Block Grant) reports pertaining to student attendance, CFCOC contracts and updates, licensing, program funding and income, family eligibility*, ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. Medi-Cal billing, time sheets, work orders, requisitions, travel reimbursements, budget transfers, *grant documentation, enrollment, tuition invoices*, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials (e.g. office supplies, teaching supplies, technology, etc.) for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.

- Represents assigned Administrator/personnel in their absence (e.g. interact with parents, staff, and teachers; responding to inquiries from parents or staff, etc.) for the purpose of conveying and/or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, **program participants, providers**, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, **licensing visits, orientation sessions**, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrators.
- Supports assigned administrative personnel (e.g. setup meetings, answer phones, compose memos/letters, manage calendars, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, **including Microsoft Office suite**; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District operations and procedures; applicable laws, rules and regulations **such as Title 5 & 22, State and Local licensing requirements**; accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: **setting and** adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, **being attentive to details**, working as part of a team, and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency Graduation from high school, preferably supplemented by course work in secretarial science, and four years secretarial and clerical experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Revised 3/28/19

Salary Range

53

JOB DESCRIPTION
Fountain Valley School District

Child Care Program Specialist

Purpose Statement

The job of Child Care Program Specialist is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; overseeing communication between school sites, parents and staff; monitoring assigned activities and budget accounts; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to the Director Child Care (& Recreation) Programs

Essential Functions

- Compiles data from a wide variety of sources (e.g. enrollment records, child care hours/schedules, family/provider files, attendance, financial records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. participant eligibility/re-certification/enrollment/registration, state subsidy program, new preschool licensing, teacher training registration, grant money disbursement, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Facilitates meetings and processes for prospective participants (e.g. pre-screening, enrollment, orientation, etc.) for the purpose of approving participants for State funded programs.
- Maintains a wide variety of manual and electronic documents files and records (e.g. family/provider files, family roster, wait lists, website, attendance records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. financial status (budget and revenue), site budgets, enrollments, attendance, regulatory compliance, etc.) for the purpose of achieving goals and meeting target dates.
- Participates in a variety of meetings, workshops, and/or trainings (e.g. /orientation meetings, webinars about new/changed regulations, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of documents and reports (e.g. annual, quarterly, and monthly State reports; District reports, as needed, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. attendance records, work orders, supply orders, state license renewals, employee eligibility, grant documentation, registration, enrollment, budget transfers, tuition payments, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials (e.g. furniture, equipment, office supplies, teaching supplies, etc.) for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories (e.g. tuition payments, license fees, registration payments, grant disbursements, supply expenses, etc.) for the purpose of maintaining accurate account balances.

- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.
- Responds to a wide variety of inquiries from a variety of internal and external parties (e.g. program participants, teachers/aides, providers, agencies, District staff, parents/families, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Reviews a variety of information (e.g. current practices, policies, education codes, state regulations, subsidized child care, etc.) for the purpose of examining information as it pertains to administrative or governmental requirements.
- Schedules a wide variety of activities (e.g. program participant interviews, orientation sessions, licensing visits, appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator and program.
- Supports assigned administrative personnel (e.g. answer phones, greet visitors, take and relay messages, process mail, compose/distribute memos, etc.) for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications, including Microsoft Office suite; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District operations and procedures; applicable laws, rules and regulations; State laws and practices related to Title 5, Title 22, and State and Local licensing requirements; accounting/bookkeeping principles; business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 25% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency Graduation from high school and three years clerical experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

46

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LIST**

DATE: March 10, 2019

Attached are the eligibility lists for:

Application Specialist
Extended School Program Assistant
Noon Duty Aide
Preschool Assistant
Senior Accounting Assistant

RECOMMENDATION

The Personnel Commission approve the eligibility list enumerated above.

Attachments #8 -#10

**Eligibility List
Application Specialist
EXPIRES 2-26-2020**

RANK	NAME
1	Danielle Zavala
2	Mariela Herrera
3	Jesus Zamora
4	Anthony Saska
5	Yvonne Jean
6	Thao Nguyen
7	Ebru Korkmaz
8	Harold Lam

**Eligibility List
Noon Duty Aide
EXPIRES 3-4-20**

RANK	NAME
1	Mindy Nacke
2	Karina Rodriguez
2	Andrea DePasquale
3	Yasmin Afify
4	Cathy Beckerman
4	Kathryn Mahmood
5	Mara Hewlett

ELIGIBILITY LIST
ESP Assistant
Merged List (Updated 2/27/19)

RANK	NAME	EXPIRES
1	Tamara Buss	4-16-19
2	Brit Miller	2-27-20
3	Teresa Allen	2-27-20
3	Melodie Grohamm	9-24-19
4	Valerie Ibarra	9-24-19
5	Rebecca Brown	2-27-20
5	Melanie De La Cruz	2-27-20
6	Nancy Stapp	2-27-20
6	Maria Ponce	9-24-19
7	Fudwa Khalil	4-16-19
7	Roger Ha	4-16-19
8	Anne White	2-27-20

ELIGIBILITY LIST
Preschool Assistant
Merged List (Updated 3/11/19)

RANK	NAME	EXPIRES
1	Lauren Fields	10-18-19
2	Stephanie Marcos	3-11-20
3	Janie Sherman	10-18-19
3	Teresa Allen	10-18-19
3	Jetzabel Segura	3-11-20
4	Jacqueline Cordoza	10-18-19
5	Elizabeth Vasquez	3-11-20
6	Stephanie Vasquez	1-08-20
6	Devyn Laguna	1-08-20

Eligibility List
Senior Accounting Assistant
EXPIRES 3-14-20

RANK	NAME
1	Thuong Nguyen
2	Bessie Kozinski
2	Trang Dinh
3	Fiona Traudes
4	Nicholas Nguyen
5	Yvonne Jean
6	Jeanne Baker
7	Elizabeth Mueller
8	Michael Nakamura
9	Eva Silva
10	Sharanjit Gill

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: March 7, 2019

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

Interdepartmental Transfers:

Head Custodian

Dual Certification:

Extended School Program Instructor

Maintenance Worker II



Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
HEAD CUSTODIAN
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 Head Custodian or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	March 19, 2019
CLOSING DATE:	March 25, 2019 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	40.0 hours/week: Monday – Friday, 6:30 a.m. – 3:00 p.m. (with ½ hour lunch)
TERM:	12.0 months/year
VACANCY:	1 position at Tamura

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Head Custodian wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, March 25, 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 Head Custodian and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Head Custodian eligibility list.

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

No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees have the opportunity to become members of the California School Employees Association.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Instructor

Dual Certification - Open and Promotional

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

POSTING DATE:	February 26, 2019
CLOSING DATE:	March 18, 2019 by 4:00 p.m.
SALARY:	\$17.53 - \$21.30/hr (Range 25, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	17.50 hrs/wk, 5 days a week, MTWF 1:30 p.m.-4:45 p.m., TH 12:15 p.m. - 4:45 p.m.
TERM:	9.55 months a year
VACANCIES:	One position at Tamura

PURPOSE STATEMENT

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

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

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

See Other Side

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

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

EDUCATION/EXPERIENCE REQUIREMENTS

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

LICENSES AND OTHER REQUIREMENTS

Valid Pediatric First Aid and CPR certificate.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsvd.us. The deadline is 4:00 p.m. on Monday, March 18, 2019. Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

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

Written Test (50%)	March 19, 2019 at 9:30 a.m.
Qualifications Appraisal Interview (50%)	March 26, 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 a merged list of the top three ranks of open and promotional certified eligibles. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, and a screening for tuberculosis. The eligibility list for this classification will be established for one year.

<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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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will have the opportunity to become members of the California School Employees Association.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

MAINTENANCE WORKER II

Dual Certification (Open and Promotional)

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

POSTING DATE:	March 19, 2019
CLOSING DATE:	April 8, 2019, by 4:00 p.m.
SALARY:	\$4,113 - \$5,002 per month (Range 54, 5 steps) *Per CSEA contract, hiring may be made up to step 3
TERM:	40 hours per week, 12 months a year
LOCATION:	Maintenance Yard

PURPOSE

The job of Maintenance Worker II is done for the purpose/s of providing maintenance services with specific responsibility for ensuring completion of assigned work order projects; performing a wide variety of skilled maintenance activities (e.g. carpentry, plumbing, electrical, etc.); assisting other maintenance workers; and ensuring that tools and materials are available at job site. This job reports to the Director of Maintenance, Operations & Facilities. The ideal candidate is one who works at journey-level with experience in construction, renovation, or maintenance in commercial or school environments. S/he will have a strong work ethic with good attention to detail. S/he also works well with others in support of the learning environment.

ESSENTIAL FUNCTIONS

Assists outside contractor and/or skilled trades workers as assigned for the purpose of ensuring the completion of projects in a timely manner and according to specifications. Constructs repairs, alters and inspects articles and structures. Informs personnel regarding procedures and/or status of work orders; installs a wide variety of materials; operates and maintains vehicle, tools, and equipment; participates in meetings; attends workshops and training as assigned; and performs routine and preventive maintenance. Performs a variety of skilled trade functions (e.g. minor plumbing, painting, carpentry, etc.); prepares written materials related to assigned activities; repairs a variety of facility items including facilities, equipment and systems; responds to emergency situations as directed during and after hours as assigned; and transports a variety of tools, equipment and supplies.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: performing skilled maintenance involving the carpentry, plumbing and electrical trades; using hand and power tools skillfully and safely; operating a variety of equipment and machinery such as various saws, planes, drill presses, sanders, jackhammers, drills, sandblasters and forklifts, and operating a motor vehicles as necessary.

SEE OTHER SIDE

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods, practices, equipment and tools used in various trades including carpentry, electrical and plumbing; health and safety regulations; proper methods of storing equipment, materials and supplies; and requirements of maintaining school buildings in a safe, clean and orderly condition.

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; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data, and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem-solving with data requires independent interpretation of guidelines, and problem-solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include understanding and following oral and written directions; establishing and maintaining effective working relationships with others; analyzing situations accurately and adopting an effective course of action; and maintaining routine records.

EDUCATION AND EXPERIENCE REQUIREMENTS

Graduation from high school and job-related, journey level experience with increasing levels of responsibility is 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. April 8, 2019.

EXAMINATION PROCESS

The examination process will consist of a written test, interview and performance test (with weights shown below) 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 and performance test.

Written test (30%).....April 10, 2019 at 1:00 p.m.
Interview (30%)Week of April 15, 2019
Performance test (40%)Week of April 15, 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 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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