

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

April 25, 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, March 28, 2019** *Action*  
*(Attachment #1)*
  
4. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, February 28, 2019** *Action*  
*(Attachment #2)*
  
5. **Agenda, Special Meeting of the Board of Trustees, March 28, 2019** *Information*  
*(Attachment #3)*
  
6. **Director's Report** *Information*
  
7. **Commissioners' Comments** *Information*
  
8. **Public Comments**  
Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

**ADMINISTRATION**

**9. Eligibility Lists**

None at this time

*Action*

**PERSONNEL**

**10. Job Announcements**

(Attachments #4-#6)

*Information*

**FINANCIAL**

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

(Attachment #7)

*Information*

**CLOSED SESSION**

**12. Closed Session**

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

1. Personnel
2. Legal Advice

**NEXT MEETING**

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

**May 23, 2019  
4:30 p.m.  
Board Room**

**ADJOURNMENT**

**14. 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 MARCH 28, 2019**

DATE: April 15, 2019

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

**RECOMMENDATION**

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

**Attachment #1**

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## *REGULAR MEETING*

### MINUTES

March 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 PDC Room, 10055 Slater Avenue, Fountain Valley, California. Mr. McCombs led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Chairperson

Mr. Tony McCombs, Vice Chairperson

Mr. Ross Hessler, Director, Human Resources

Mr. William Mullin, Member (absent)

## GENERAL FUNCTIONS

### Approval of Agenda

Mr. McCombs moved to approve the agenda as presented. The automatic second used due to the absence of Mr. Mullin. Motion carried.

### Introduction of Guests

Ms. Chris Fullerton, Ms. Jill Martin and Ms. Connie Ramirez were in attendance.

### Introduction of Staff

Ms. Lisa O'Cain was in attendance.

### Minutes, Regular Meeting of the Personnel Commission, February 28, 2019

Approval held until next meeting as Mr. McCombs was absent during the last meeting.

### Agenda, Special Meeting of the Board of Trustees, March 07, 2019

Presented as an information item only.

### Agenda, Special Meeting of the Board of Trustees, March 10, 2019

Presented as an information item only.

### Agenda, Regular Meeting of the Board of Trustees, March 14, 2019

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, February 21, 2019

Presented as an information item only.

### Director's Report

Mr. Hessler stated that we are getting close to the end of the school year and we will have several celebrations coming up. This is also the time of year when we are starting to hear about employee retirements. Mr. Hessler stated that it is now classified evaluation time and with our current schedule they are due the first of April. This process includes every other year evaluations for employees who have been employed with us for four years or

more and yearly evaluations for all employees who have worked for us for under four years. He stated that this year we are also including the Noon Duty Aides in this process. He hopes to have most evaluations in by the beginning of April. This change to evaluations was made to help the principals spread out the work load with the end of the school year activities.

**Commissioners' Comments**

Ms. Davis stated it was really special to see all three middle schools were selected for distinguished schools. Mr. McCombs stated he attended the Merit Academy last weekend. He informed us that this academy session was on classification studies and recruitments. He stated he learns a lot of new information at each one.

**Public Comments**

None at this time.

**ADMINISTRATION**

**Budget Update presentation**

Ms. Fullerton presented the 2018 - 2019 budget update to the Personnel Commission. She presented a state of the economy and the governor's proposed budget overview. She discussed the second interim assumptions including revenues and expenditures. Ms. Fullerton summarized the current general fund changes and budget projections which included a positive ending fund balance in the current and subsequent two fiscal years.

**Classification Plan Amendment – Reclassification of Child Care Program Specialist**

Mr. Hessler presented the background and reasoning for revisions to the job description for Administrative Assistant and to reclassify the position of Child Care Specialist (range 46) to Administrative Assistant (range 53). This change will reclassify the incumbent, Jill Martin, to Administrative Assistant due to gradual accretion of duties. Mr. McCombs moved to approve the job description as presented. Automatic second. Motion carried

**Eligibility Lists**

Mr. McCombs moved to approve the eligibility lists for the Application Specialist, Extended School Program Assistant, Noon Duty Aide, Preschool Assistant, and Senior Accounting Assistant. Automatic second used. Motion carried.

**PERSONNEL**

**Job Announcements**

The interdepartmental transfer job posting for Head Custodian was reviewed. The dual certification job postings for Extended School Program Instructor and Maintenance Worker II were also reviewed.

**FINANCIAL**

Nothing at this time.

**CLOSED SESSION**

No closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
April 25, 2019  
4:30 p.m.**

**PDC Room**

**ADJOURNMENT**

The March 28, 2019, regular meeting of the Personnel Commission was adjourned at 5:10 p.m.

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Mrs. Carol Davis, Chairperson

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Mr. William Mullin, Member

**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: April 15, 2019

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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.

**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.

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Mrs. Carol Davis, Chairperson

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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 28, 2019**

DATE: April 15, 2019

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Attached for your information is the agenda of the Board of Trustees special meeting of March 28, 2019.



Fountain Valley School District

BOARD OF TRUSTEES  
SPECIAL MEETING

AGENDA

Board Room  
10055 Slater Avenue  
Fountain Valley, CA

March 28, 2019

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

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

**SPECIAL PRESENTATIONS**

**1. RESULTS FROM GENERAL OBLIGATION BOND ISSUANCE**

Assistant Superintendent of Business Services, Christine Fullerton, will be joined by Lori Raineri and Keith Weaver, from Government Financial Strategies Inc., to review and discuss the results from the District’s recent General Obligation Bonds issuance.

**2. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin, and Director Educational Services, Dr. Jerry Gargus, will review with the Board of Trustees the process used to update the District’s Local Control Accountability Plan (LCAP).

The 2018/19 EL Annual Update is included as part of this presentation, as it directly addresses Goal #2 of the 2018/19 Local Control Accountability Plan.

**3. PRESENTATION OF PROCESS FOLLOWED AND PROPOSALS RECEIVED FOR THE POTENTIAL SALE OR LEASE OF THE DISTRICT’S FORMER FRED MOIOLA SCHOOL SITE PURSUANT TO THE DISTRICT’S REQUEST FOR PROPOSAL PROCESS**

In response to the Request for Proposal (RFP) for the former Fred Moiola School site, the District received several proposals to purchase the Property pursuant to a

*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.*

purchase and sale agreement, and fewer to either lease the Property pursuant to a short lease of the Property in its current state, or lease the Property pursuant to a long term ground lease of the Property in a manner which allows for its development. This presentation by Andreas Chialtas from Atkinson, Andelson, Loya, Ruud and Romo will summarize the mostly finalized RFP process and proposals received, and recommend the final steps in this process in order to identify the most beneficial proposal (or rank of proposals) at a future Board Meeting.

**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**

**4. RESOLUTION 2019-14: 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 COX ELEMENTARY SCHOOL**

M \_\_\_  
2<sup>nd</sup> \_\_\_  
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 \$6,517,728 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.

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2019-14, approving the Guaranteed Maximum Price (GMP), contingencies, and DSA plans and specifications for the Measure O Modernization and HVAC Project at Cox School.

- PUBLIC COMMENTS

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

- CLOSED SESSION

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

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

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

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

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

- APPROVAL TO ADJOURN

**The next regular board 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 ([www.fvsd.us](http://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: **ELIGIBILITY LISTS**

DATE: April 17, 2019

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No eligibility lists to approve at this time.

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: April 16, 2019

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

**Interdepartmental Transfers:**

Extended School Program Assistant

**Open:**

Noon Duty Aide

**Dual Certification:**

Extended School Program Instructor





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

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

**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**EXTENDED SCHOOL PROGRAM ASSISTANT**  
*Interdepartmental Transfer Only*

The following 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.

<b>POSTING DATE:</b>	March 27, 2019
<b>CLOSING DATE:</b>	April 2, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	5.0 hours/week: Monday - Friday 7:00 a.m.–8:00 a.m. 11.75 hrs/wk: M,T,W,F 2:30 p.m.–4:30 p.m., TH 12:45 p.m.– 4:30 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	Two positions at Newland 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 **Hesslerr@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, April 2, 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.

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](http://www.fvsd.us)

### 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.

<b>POSTING DATE:</b>	April 15, 2019
<b>CLOSING DATE:</b>	May 10, 2019, by 4:00 p.m.
<b>SALARY:</b>	\$14.55 - \$17.68 per hour (Range 5, 5 steps)
<b>HOURS</b>	5 hrs/wk, M,T,W,F, 12:15 p.m. – 1:15 p.m., TH 10:35 a.m. – 11:35 a.m.
<b>TERM:</b>	9.6 months a year
<b>VACANCY:</b>	1 position at Talbert - (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](http://www.fvsd.us). All application materials must be submitted through Ed Join by 4:00 p.m. Friday, May 10, 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.

<b>Oral Interview (100%) ..... May 20, 2019</b>
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<i>The exam parts will be held at the Fountain Valley School District Office</i>
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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.

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

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



# 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.

<b>POSTING DATE:</b>	March 26, 2019
<b>CLOSING DATE:</b>	Open till filled
<b>SALARY:</b>	\$17.75 - \$21.56/hr (Range 25, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
<b>HOURS:</b>	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.
<b>TERM:</b>	9.55 months a year
<b>VACANCIES:</b>	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.fvsd.us. Copies of transcripts or report cards, as well as pediatric certificates, must be attached to your application to demonstrate the ability to meet the minimum qualifications stated above. All application materials will be screened and when a sufficient number of qualified, “ready and willing” applicants are received, they will be invited to attend the written test via email. Those then passing the written test will be invited to the oral interview.

**EXAMINATION PROCESS**

The examination process will consist of a written test and oral interview , weighted as shown.

<b>Written Test (50%)</b> .....	To be determined
<b>Qualifications Appraisal Interview (50%)</b> .....	to be determined

*Testing will be conducted at the Fountain Valley School District Office*

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

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

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

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

DATE: April 16, 2019

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

# FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Site

2/1/2019 To 4/30/2019

Pseudo Object	Description	TP Reference	Primary Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc To Date	Actual To Date	= Balance	% Used
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**2320 Supervisors & Administrators**

					Budget/Balance Forward : 02/01/2019				
					<b>71,543.00</b>				
02/28/2019	08B PAY/DAVIS,C,A	JE 20 4003082019	P204008B				50.00		
02/28/2019	08B PAY/HESSLER,R,M	JE 20 4003082019	P204008B				5,647.00		
02/28/2019	08B PAY/MCCOMBS,T,J	JE 20 4003082019	P204008B				50.00		
02/28/2019	08B PAY/MULLIN,W	JE 20 4003082019	P204008B				50.00		
03/31/2019	09B PAY/DAVIS,C,A	JE 20 4004102019	P204009B				50.00		
03/31/2019	09B PAY/HESSLER,R,M	JE 20 4004102019	P204009B				5,647.00		
03/31/2019	09B PAY/MCCOMBS,T,J	JE 20 4004102019	P204009B				50.00		
03/31/2019	09B PAY/MULLIN,W	JE 20 4004102019	P204009B				50.00		
<b>Total: 2320-012819771</b>					<b>71,543.00</b>	<b>0.00</b>	<b>52,002.18</b>	<b>19,540.82</b>	<b>72%</b>

**2410 Sch Off Mgr.,Off/Admin Assist.**

					Budget/Balance Forward : 02/01/2019				
					<b>34,137.00</b>				
02/28/2019	08B PAY/O'CAIN,L,C	JE 20 4003082019	P204008B				327.38		
02/28/2019	08B PAY/O'CAIN,L,C	JE 20 4003082019	P204008B				3,086.73		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				3,124.99		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				20.86		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				13.91		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				36.52		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				38.26		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				36.52		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				38.26		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				38.26		
03/31/2019	09B PAY/O'CAIN,L,C	JE 20 4004102019	P204009B				38.26		
<b>Total: 2410-012819771</b>					<b>34,137.00</b>	<b>0.00</b>	<b>24,759.09</b>	<b>9,377.91</b>	<b>72%</b>

**2413 Additional Duty - Cler,Tech,Of**

<b>Budget/Balance Forward : 02/01/2019</b>	<b>800.00</b>
	<b>159.44</b>



# FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Site

2/1/2019 To 4/30/2019

Pseudo Object	Description	TP Reference	Primary Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
03/31/2019	09B PAY/OCCAINJ,C	JE	20 4004102019	P204009B	800.00	0.00	161.41	638.59	20%
Total:					2413-012819771		1.97		

**2430 Confidential Salaries**

Budget/Balance Forward : 02/01/2019

02/28/2019	08B PAY/JOHNSON,D,L	JE	20 4003082019	P204008B	69,816.00	0.00	5,818.00	40,726.00	
03/31/2019	09B PAY/JOHNSON,D,L	JE	20 4004102019	P204009B	69,816.00	0.00	5,818.00	52,362.00	75%
Total:					2430-012819771		17,454.00		

Total for: 2000

**3202 PERS-CLASSIFIED**

Budget/Balance Forward : 02/01/2019

02/28/2019	08B PERS PAYROLL EXPENDITURE	JE	20 PE03082019	P203008B	31,544.00	0.00	2,628.34	17,764.53	
03/31/2019	09B PERS PAYROLL EXPENDITURE	JE	20 PE04102019	P203009B	31,544.00	0.00	2,682.73	23,075.60	73%
Total:					3202-012819771		8,468.40		

**3314 MEDICARE-CLASSIFIED**

Budget/Balance Forward : 02/01/2019

02/28/2019	08B MED PAYROLL EXPENDITURE	JE	20 ME03082019	P203008B	2,557.00	0.00	212.34	1,398.46	
03/31/2019	09B MED PAYROLL EXPENDITURE	JE	20 ME04102019	P203009B	2,557.00	0.00	211.83	1,822.63	71%
Total:					3314-012819771		734.37		

**3354 ALTERNATIVE RETIRE-CLASSIFIED**

Budget/Balance Forward : 02/01/2019

02/28/2019	08B ARP PAYROLL EXPENDITURE	JE	20 AR03082019	P203008B	14.00		1.30	7.80	
Total:					3354-012819771				



# FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Site

2/1/2019 To 4/30/2019

Pseudo Object	Description	TP Reference	Primary Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc To Date	Actual To Date	= Balance	% Used
	03/31/2019 09B ARP PAYROLL EXPENDITURE	JE	20 AR04102019	P203009B			1.30		
	<b>Total:</b>				14.00	0.00	10.40	3.60	74%

**3356 OASDI-CLASSIFIED**

Budget/Balance Forward : 02/01/2019									
	02/28/2019 08B OASDI PAYROLL EXPENDITURE	JE	20 OA03082019	P203008B			904.53		
	03/31/2019 09B OASDI PAYROLL EXPENDITURE	JE	20 OA04102019	P203009B			902.37		
	<b>Total:</b>				10,862.00	0.00	7,574.82	3,287.18	69%

**3402 HEALTH & WELFARE-CLASSIFIED**

Budget/Balance Forward : 02/01/2019									
	02/28/2019 FEBRUARY HEALTH & WELFARE	JE	20 IF20190228	N20P0228			3,958.34		
	03/31/2019 MARCH HEALTH & WELFARE	JE	20 IF20190331	N20P0331			3,958.34		
	<b>Total:</b>				46,250.00	0.00	34,375.02	11,874.98	74%

**3502 SUI-CLASSIFIED**

Budget/Balance Forward : 02/01/2019									
	02/28/2019 08B UIC PAYROLL EXPENDITURE	JE	20 UI03082019	P203008B			7.27		
	03/31/2019 09B UIC PAYROLL EXPENDITURE	JE	20 UI04102019	P203009B			7.26		
	<b>Total:</b>				87.00	0.00	62.43	24.57	71%

**3602 WORKERS'COMP-CLASSIFIED**

Budget/Balance Forward : 02/01/2019									
	02/28/2019 08B WKCMP PAYROLL EXPENDITURE	JE	20 WC03082019	P203008B			324.48		
	03/31/2019 09B WKCMP PAYROLL EXPENDITURE	JE	20 WC04102019	P203009B			323.92		
	<b>Total:</b>				3,861.00	0.00	2,142.86		

# FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Site

2/1/2019 To 4/30/2019

Pseudo Object	Description	Primary TP Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
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**3954 Long Term Disability-Class**

				3,861.00	0.00	2,791.26	1,069.74	72%
<b>Total:</b>								
				279.00	0.00	209.25	69.75	75%
<b>Budget/Balance Forward : 02/01/2019</b>				<b>279.00</b>				
02/28/2019	FEBRUARY HEALTH & WELFARE	JE 20 LT20190228	N20P0228			23.25		
03/31/2019	MARCH HEALTH & WELFARE	JE 20 LT20190331	N20P0331			23.25		
<b>Total:</b>								
				279.00	0.00	209.25	69.75	75%
<b>Total for:</b>				<b>95,454.00</b>	<b>0.00</b>	<b>69,921.41</b>	<b>25,532.59</b>	<b>73%</b>

**4325 Office Supplies**

				550.00				
<b>Budget/Balance Forward : 02/01/2019</b>				<b>550.00</b>				
04/08/2019	HESSLER, ROSS Office Supplies	OH 2-22,23/19				33.87		
04/08/2019	HESSLER, ROSS Office Supplies	OH 2-22,23/19				34.31		
<b>Total:</b>								
				550.00	0.00	242.70	307.30	44%
<b>Total for:</b>				<b>550.00</b>	<b>0.00</b>	<b>242.70</b>	<b>307.30</b>	<b>44%</b>

**5210 Travel, Conference, Workshop**

				2,500.00				
<b>Budget/Balance Forward : 02/01/2019</b>				<b>2,500.00</b>				
02/15/2019	O'CAIN, LISA Travel, Conferenc	OH CONF 020819				30.10		
02/27/2019	HESSLER, ROSS Travel, Conferen	OH CSPCS 2019				87.26		
02/28/2019	O'CAIN, LISA Travel, Conferenc	OH CONF CSPCA				30.10		
02/28/2019	JOHNSON, DONNA Travel, Conferenc	OH CONF PARKING				60.18		
03/25/2019	O'CAIN, LISA Travel, Conferenc	TR CONF 020819				-30.10		
04/08/2019	MULLIN, WILLIAM Travel, Confer	OH CSPCA:FEB07-1				70.16		
<b>Total:</b>								
				2,500.00	0.00	2,287.70	212.30	91%

**5290 Mileage Non Taxable**

# FOUNTAIN VALLEY SD

Pseudo/Object Code Detail by Site

2/1/2019 To 4/30/2019

Subfund: 0101 GENERAL FUND

Pseudo Object	Description	Primary TP Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
				<b>Budget/Balance Forward : 02/01/2019</b>		<b>5.57</b>		
				100.00	0.00	5.57	94.43	5%
				Total: 5290-012819771				
				<b>5390 Dues and Membership Non Taxabl</b>				
				<b>Budget/Balance Forward : 02/01/2019</b>		<b>2,750.00</b>		
				3,000.00	0.00	2,750.00	250.00	91%
				Total: 5390-012819771				
				<b>5813 Consultant</b>				
				<b>Budget/Balance Forward : 02/01/2019</b>		<b>895.00</b>		
				895.00	0.00	895.00	0.00	100%
				Total: 5813-012819771				
				<b>5825 Advertising</b>				
				<b>Budget/Balance Forward : 02/01/2019</b>		<b>500.00</b>		
				900.00	0.00	500.00	400.00	55%
				Total: 5825-012819771				
				<b>5826 Licensing/Software,Maint/Supp</b>				
				<b>Budget/Balance Forward : 02/01/2019</b>		<b>0.00</b>		
				5.00	0.00	0.00	5.00	0%
				Total: 5826-012819771				
				<b>5828 Staff Recognition</b>				
				<b>Budget/Balance Forward : 02/01/2019</b>		<b>104.32</b>		
				1,550.00	200.00	104.32		
				03/27/20 SAMMS CLUB				
				EN M20R1633				

Site: 097 Personnel Commissio

# FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Site

2/1/2019 To 4/30/2019

Pseudo Object	Description	Primary TP Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
Total:				1,550.00	200.00	104.32	1,245.68	19%
Total for: 5000				8,950.00	200.00	6,542.59	2,207.41	75%
Total Pseudo : 012819771 Personnel Commission				281,250.00	200.00	205,991.38	75,058.62	73%
Object Type Total: XP				281,250.00	200.00	205,991.38	75,058.62	73%
Site Total: 097 Personnel Commission				-281,250.00	200.00	-205,991.38		