

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

August 22, 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, June 27, 2019** *Action*  
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, August 08, 2019** *Information*  
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, June 13, 2019** *Information*  
(Attachment #3)
6. **Minutes, Regular Meeting of the Board of Trustees, June 27, 2019** *Information*  
(Attachment #4)
7. **Director's Report** *Information*
8. **Commissioners' Comments** *Information*

## **9. Public Comments**

Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

### **ADMINISTRATION**

- 10. Personnel Commission Annual Report, First Review**  
(Attachment #5)

*Information*

- 11. Eligibility Lists**  
None at this time.

*Information*

### **PERSONNEL**

- 12. Job Announcements**  
(Attachments #6-#24)

*Information*

### **FINANCIAL**

- 13. 2020 CSPCA Annual Conference Approval**  
(Attachment #25)

*Action*

### **CLOSED SESSION**

- 14. Closed Session**

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

1. Personnel
2. Legal Advice

### **NEXT MEETING**

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

**September 19, 2019  
4:30 p.m.  
Board Room**

### **ADJOURNMENT**

- 16. Adjournment**

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR  
MEETING OF JUNE 27, 2019**

DATE: August 14, 2019

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Attached for your approval are the minutes of the Personnel Commission regular meeting of June 27, 2019.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the June 27, 2019 Personnel Commission regular meeting.

**Attachment #1**

**FOUNTAIN VALLEY SCHOOL DISTRICT  
PERSONNEL COMMISSION**

***REGULAR MEETING***

**MINUTES**

June 27, 2019

4:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 4:35 p.m. in the PDC Room, 10055 Slater Avenue, Fountain Valley, California. Mr. Tony McCombs led the Pledge of Allegiance.

Present for the entire meeting:

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

**GENERAL FUNCTIONS**

**Approval of Agenda**

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

**Introduction of Guests**

Master Dylan McCombs was in attendance.

**Introduction of Staff**

Ms. Donna Johnson was in attendance.

**Minutes, Regular Meeting of the Personnel Commission, May 16, 2019**

Mr. McCombs moved to approve the minutes as presented. Automatic second used due to Mr. Mullin's absence. Motion carried.

**Agenda, Regular Meeting of the Board of Trustees, June 13, 2019**

Presented as an information item only.

**Minutes, Special Meeting of the Board of Trustees, April 22, 2019**

Presented as an information item only.

**Minutes, Regular Meeting of the Board of Trustees, April 25, 2019**

Presented as an information item only.

**Minutes, Regular Meeting of the Board of Trustees, May 16, 2019**

Presented as an information item only.

**Director's Report**

Mr. Hessler stated with school just ending and office staff being gone the construction is started and moving ahead at the three sites.

### Commissioners' Comments

Mr. Mullin stated he was able to attend several year-end events. The middle school track and field was larger than he expected and was spectacular. He also attended the talent show at Oka. It was well done and very cute. He is amazed at how everyone is involved in putting it together including teachers and staff. Mr. McCombs stated last month he completed the Merit Academy and attended the Employee Recognition Night. He is looking forward to attending the 2020 CSPCA Annual Conference next year.

### Public Comments

None.

## ADMINISTRATION

### Eligibility Lists

Mr. Mullin moved to approve the eligibility list for IA - Applied Behavior Analysis and Noon Duty Aide. Mr. McCombs seconded the motion. Motion carried.

## PERSONNEL

### Job Announcements

The interdepartmental transfer job postings for Library/Media Technician, and two for Preschool Instructor were reviewed. Additionally, the dual certification job postings for Bus Driver and Instructional Assistant – Applied Behavior Analysis were reviewed. The summer camp postings for Custodian, Preschool Assistant, and two for Recreation Leader were reviewed. Also, the extended school year program postings for Behavior Intervention Assistant, Bus Driver, Certified Occupational Therapy Assistant, Custodian, IA - Applied Behavior Analysis , Instructional Assistant – Moderate/Severe, Licensed Vocational Nurse, School Office Manager, Speech/Language Pathology Assistant were reviewed. Lastly, the Summer Enrichment Academy's posting for custodian was reviewed.

## FINANCIAL

### Personnel Commission Budget 2019-2020: 2<sup>nd</sup> Reading and Adoption

Mr. McCombs moved to approve the Personnel Commission budget for 2019 - 2020 Mr. Mullin seconded the motion. Motion carried.

### Approval of Invoice for CODESP

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

### Approval of Invoice for CSPCA Membership

Mr. Mullin moved to approve the invoice for CSPCA membership as presented. Mr. McCombs seconded the motion. Motion carried.

## CLOSED SESSION

Commission adjourned to closed session for the Personnel Director's annual assessment at 4:48 p.m.

## NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**August 22, 2019.**

**PDC Room**

**ADJOURNMENT**

The June 27, 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. Tony McCombs, Vice Chairperson

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR  
MEETING OF AUGUST 08, 2019**

DATE: August 14, 2019

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Attached for your information is the agenda of the Board of Trustees regular meeting of August 08, 2019.



Fountain Valley School District

BOARD OF TRUSTEES  
REGULAR MEETING

**A G E N D A**

Board Room  
10055 Slater Avenue  
Fountain Valley, CA

**August 8, 2019**

- CALL TO ORDER: 6:00PM
- ROLL CALL
- APPROVAL OF AGENDA

M \_\_\_  
 2<sup>nd</sup> \_\_\_  
 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.
- OPEN SESSION: 6:30PM
- PLEDGE OF ALLEGIANCE

**STAFF REPORTS AND PRESENTATIONS**

**1. INTRODUCTION OF ERIN BAINS, PRINCIPAL AT FULTON MIDDLE SCHOOL; JULIE BRIETER, ASSISTANT PRINCIPAL AT FULTON**

*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.*



**MIDDLE SCHOOL; AND TERI MALPASS, PRINCIPAL AT GISLER SCHOOL**

Superintendent, Dr. Mark Johnson, will introduce the Board of Trustees to the newest members of the Fountain Valley School District Family, Ms. Julie Brieter, Assistant Principal at Fulton Middle School, and Ms. Teri Malpass, Principal at Gisler School. In addition, he will congratulate Ms. Erin Bains on her recent appointment to Principal at Fulton Middle School.

**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**

**2. ADOPTION OF DISTRICT PRIORITIES**

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

Each year, the Board of Trustees discusses and revises, as needed, the District Priorities, setting the vision for the Fountain Valley School District.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopt the District Priorities 2019-20.

**3. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, PERSONNEL**

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

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Personnel with Cathie Abdel.

**4. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

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

V \_\_\_

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Business Services with Christine Fullerton.

- 5. **APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, EDUCATIONAL SERVICES** M \_\_\_  
2<sup>nd</sup> \_\_\_

V \_\_\_

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Educational Services with Steve McLaughlin, Ed.D.

- 6. **APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR SUPERINTENDENT** M \_\_\_  
2<sup>nd</sup> \_\_\_

V \_\_\_

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Superintendent with Mark Johnson, Ed.D.

- 7. **BOARD POLICY 1240 VOLUNTEER ASSISTANCE** M \_\_\_  
2<sup>nd</sup> \_\_\_

V \_\_\_

The revisions noted in Board Policy 1240 Volunteer Assistance reflect changes in procedures associated with volunteer assistance in our schools and maintaining the districts responsibility to provide a safe school environment for all students. Board Policy 1240 supports volunteer assistance in our schools that enrich the educational program, increases supervision of students and strengthen the schools’ relationships with the community.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves revisions to Board Policy 1240 Volunteer Assistance for first reading.

- 8. **CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS** M \_\_\_  
2<sup>nd</sup> \_\_\_

V \_\_\_

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

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

**Routine Items of Business**

- 8-A. Board Meeting Minutes from June 27<sup>th</sup> regular meeting

- 8-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 8-C.** Donations
- 8-D.** Warrants
- 8-E.** Purchase Order Listing

**Consent Items**

**8-F. RECORD OF EIGHTH GRADE PROMOTION, JUNE 2019**

Superintendent's Comments: It is recommended that the Board of Trustees approves, as submitted by the principals, the names of all students recommended for an eighth grade Certificate of Promotion in the 2018-19 school year.

**8-G. DISTRICT FIELD TRIP LIST 2019-20**

Superintendent's Comments: It is recommended that the Board of Trustees approves the District field trip list for the 2019-20 school year.

**8-H. EDUCATIONAL SERVICES APPROVED INDEPENDENT CONTRACTOR LIST**

Superintendent's Comments: It is recommended that the Board of Trustees approves the attached Independent Contractor List for the 2019-20 school year.

**8-I. 2018-19 QUARTERLY REPORT ON WILLIAMS UNIFORM COMPLAINTS**

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

**8-J. APPROVE CHANGE ORDER #2 FOR THE MASUDA MIDDLE SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT**

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #2 for the Masuda Middle School Measure O HVAC and Modernization Project.

**8-K. MANDATE BLOCK GRANT**

Superintendent's Comments: It is recommended that the Fountain Valley School District elects Block Grant funding effective for the 2019-20 fiscal year and authorizes the Superintendent or his designee to sign all documents.

**8-L. INDEPENDENT CONTRACT FOR BEHAVIOR SOLUTIONS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract between Fountain Valley School District and Behavior Solutions for the 2019-2020 school year.

**8-M. INDEPENDENT CONTRACT WITH DR. ELIZABETH GENDY- SHAKER**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Dr. Elizabeth Gendy-Shaker.

**8-N. LANGUAGE NETWORK**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Language Network for the 2019-2020 school year.

**8-O. APPROVE THE CONTINUED USE OF THE SANTA RITA UNION SCHOOL DISTRICT PIGGYBACK BID NO. 2015-16-1A AWARDED TO AMERICAN MODULAR SYSTEMS TO PURCHASE SCIENCE AND MUSIC RELOCATABLE CLASSROOMS AT THE THREE MIDDLE SCHOOLS**

Superintendent's Comments: It is recommended that the Board of Trustees continues its approval of the use of the Santa Rita Union School District Piggyback Bid No. 2015-16-1A to purchase relocatable classroom buildings from American Modular Systems, Inc. for Fulton Middle School and Talbert Middle School.

**8-P. AUTHORIZE THE USE OF THE 2019-2020 RENEWAL OF GARDEN GROVE SCHOOL DISTRICT'S RFP NO. 1711 FOR FROZEN REFRIGERATED, PROCESSED COMMODITY, DRY GOODS AND SERVICES**

Superintendent's Comments: It is recommended that the Board of Trustees approves the use of the 2019-2020 Renewal of Garden Grove School District's RFP No. 1711 for Frozen, Refrigerated, Processed Commodity, Dry Goods and Services.

**8-Q. APPROVE CHANGE ORDER #3 FOR THE COURREGES ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT**

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #3 for the Courreges Elementary School Measure O HVAC and Modernization Project.

**8-R. APPROVE THE AGREEMENT WITH CORINNE LOSKOT CONSULTING INC., IN ORDER TO ASSIST WITH OBTAINING STATE SCHOOL FACILITIES FUNDING**

Superintendent's Comments: It is recommended that the Board of Trustees approves the Agreement with Corinne Loskot Consulting, Inc. in order to assist the District in obtaining State School Facilities Funds.

**8-S. APPROVE THE USE OF CMAS CONTRACT NO. #4-19-00-0114B FOR THE PURCHASE OF CLASSROOM AMPLIFICATION SYSTEMS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the District's use of the January 2019 CMAS Contract No.4-19-00-0114B and any extensions to purchase classroom amplification systems from Lightspeed Technologies as needed.

**8-T. APPROVE THE CONTRACT WITH CHAPMAN COAST ROOFING FOR THE REROOFING OF THE FULTON MIDDLE SCHOOL PORTABLES COMPLETE AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Chapman Coast Roofing for the reroofing of the Fulton Middle School Portables complete, and authorize the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

**8-U. APPROVE THE CONTRACT WITH WESTCOAST AIR CONDITIONING CO., INC. FOR HVAC AND MODERNIZATION AT MASUDA MIDDLE SCHOOL COMPLETE AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with West Coast Air Conditioning Co., Inc. for the Masuda Middle School Measure O HVAC and Modernization Project complete and authorizes the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

**8-V. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2019-2020 A**

Superintendent's Comments: It is recommended that the Board of Trustees approves this Special Education Settlement Agreement 2019-2020 A.

**8-W. SPECIAL EDUCATION AGREEMENT 2019-2020 B**

Superintendent's Comments: It is recommended that the Board of Trustees approves Special Education Agreement 2019-2020 B.

**8-X. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2019-2020 C**

Superintendent's Comments: It is recommended that the Board of Trustees approves Special Education Settlement Agreement 2019-2020 C.

**8-Y. NON-PUBLIC AGENCY CONTRACTS**

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

Non-Public School/Agency	100% Contract Cost	Effective Dates
Secure Transport Company	\$38,000	7/25/19-6/30/20

**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, September 5, 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 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 JUNE 13, 2019**

DATE: August 14, 2019

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Attached for your information are the minutes of the Board of Trustees regular meeting of June 13, 2019.

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

10055 Slater Avenue  
Fountain Valley, CA 92708

**June 13, 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. Schultz moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 5-0

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

PUBLIC COMMENTS

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

CLOSED SESSION

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



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

- Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1*  
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.

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

PLEDGE OF ALLEGIANCE

Mr. Cunneen led the Pledge of Allegiance.

**SPECIAL PRESENTATIONS**

It is an interest of the Board of Trustees to recognize dedication to the teaching profession and our students and therefore, the Board wishes to recognize the following nine teachers who have completed the Fountain Valley School District’s rigorous two-year Induction Program and are now eligible to receive their clear teaching credential: Desirae Brucato, Angelique Jeans, Giovanni Velasco, Stephanie Reza, Rebecca Kim, Kristin Darrah, Alixandra Hart, Ariana Priest and Megan Lokken. The District recognizes their commitment and hard work as well as that of their mentors who supported them while they completed the program. The Board was joined by staff, family and the community in celebrating these educators for their dedication and hard work.

CELEBRATION OF FVSD TEACHERS COMPLETING TWO-YEAR INDUCTION PROGRAM

**STAFF REPORTS AND PRESENTATIONS**

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra provided an update for the Board of Trustees on the State Budget and its effect on the Fountain Valley School District. Mrs. Fullerton opened the presentation by reviewing the District Mission Statement. Following this, she provided an overview of the State economy, including latest budget assumptions. Mr. Guerra reviewed 2019-20 Budget assumptions. In addition, he shared an overview of the proposed budget revenues and expenditures, projected cost increases and a summary of the General Fund. Following this, Mrs. Fullerton reviewed the impact of the recent settlements and multi-year projection assumptions, and ending fund balance. In closing, she reviewed next steps for the Board of Trustees.

BUDGET UPDATE (ORAL AND WRITTEN)

Mr. Collins made the following announcement of the Public Hearing for the Personnel Commission Budget:

ANNOUNCEMENT OF PUBLIC HEARING

“The Board of Trustees has received notification of the upcoming Public Hearing on the Personnel Commission’s proposed budget for 2019-20. The Public Hearing shall be held on June 27, 2019 at 4:30PM. Public input will be welcomed.”

FOR PERSONNEL  
COMMISSION  
BUDGET (WRITTEN  
ONLY)

**BOARD REPORTS AND COMMUNICATIONS**

Mrs. Schultz noted looking forward to attending the Gisler Carnival which will be held tomorrow evening in celebration of their 50<sup>th</sup> Anniversary.

Mrs. Galindo’s activities since the last meeting included: tour of Gisler, OCSBA fiscal seminar regarding the State budget, Induction Colloquium, and Classified BBQ.

Mr. Cunneen’s activities since the last meeting included: OCSBA fiscal seminar regarding the State budget, Annual Memorial Day Remembrance, Masuda Awards Night presentation, Track and Field Tournament held at Fulton. In closing, he shared kind words in memory of Steven Russell “Coach” Grack.

Mrs. Crandall thanked Dr. Gargus and his team for drafting our LCAP Report. Her activities since the last meeting included: tour of Gisler, concerts at Masuda and Fulton, drama production at Talbert, Classified BBQ, Rotary Teacher of the Year recognition, Certificated Years of Service and Retirement luncheon, Induction Colloquium, OCBSA fiscal seminar regarding the State budget, Safe Schools Task Force meeting and the Fountain Valley Youth in Government including all third graders from all five of our Fountain Valley elementary sites.

Mr. Collins began by reading a teacher’s message to her students regarding what makes each of them special and unique. His activities included: CSBA Delegate Assembly meeting in Sacramento and Classified Employee Recognition. In closing, he noted the recent honoring of fallen heroes on D Day. He thanked his fellow trustees for their service this month.

**PUBLIC HEARINGS**

The Board of Trustees held a public hearing for the purpose of receiving public comment on the Local Control Accountability Plan. Public input was welcomed. There were no requests to speak and the hearing was closed.

PUBLIC HEARING ON  
LOCAL CONTROL  
ACCOUNTABILITY  
PLAN (LCAP)  
(EDUCATION CODE  
SECTION 52062)

A public hearing was held for the purpose of discussing the proposed 2019-20 final budget prior to approval by the Board of Trustees. Public input was welcomed. There were no requests to speak and the hearing was closed.

**PUBLIC HEARING  
FOR 2019-20 BUDGET**

**PUBLIC COMMENTS**

There was one request to address the Board of Trustees. One person addressed the Board regarding student health and safety.

**PUBLIC COMMENTS**

**LEGISLATIVE SESSION**

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

**CONSENT  
CALENDAR**

**Second:** Mrs. Galindo

**Vote:** 5-0

The Consent Calendar included:

- Board Meeting Minutes from May 16<sup>th</sup> Regular Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Transfers and Adjustments
- Approve the Use of Placentia Yorba Linda Unified School District Piggyback Dairy Bid #219-01 for the Purchase of Milk and Dairy Products In 2019-2020
- Approve the Agreement for Professional Services with Dannis Woliver Kelley
- Review of Investment Policy
- Approve the Annual Contract with Preferred Meal Systems for the Purchase of Food and Supplies for 2019-2020
- Bio-Acoustical Corporation
- School-Based Medi-Cal Administrative Activities (SMAA) Participation Agreement
- Special Education Settlement Agreement 2019-F
- Consolidated Application - Spring 2019 Data Collection
- Approve the use of Hemet Unified School District Piggyback Bid #2014/15-22814 for the Purchase of School Buses
- Award Bid #19-01 Modular Buildings-Site Work Only (Masuda Middle School)

- Award Bid #19-02 Roof Replacement – Plavan
- Approve the use of CMAS Contract No. 3-18-70-3176C for the Purchase of Information Technology Goods and Services
- MOU Between Orange County Department of Education and Fountain Valley School District for Special Schools Program
- Outreach Concern Contract for Professional Services
- Approval of Single Year with Annual Renewal Contract between Fountain Valley School District and MIND Research Institute To Provide ST Math to the District’s Eight Schools
- Retainer Agreement for Legal Services in 2019-20 School Year with The Harbottle Law Group
- Resolution 2019-18: Approval of Local Agreement For Child Development Services Contract Number CSPP-9344 and Authorizing Signature

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

Dr. Johnson        Commended the City of Fountain Valley and the Community Recreation Department, led by Rob Frizelle, for the recent Youth in Government Day where all 500 third graders in our Fountain Valley elementary schools visited the City. In addition, he thanked the Ankeny Family and those that helped execute the “Go Gold Day” in FVSD, noting its great success. Also, he noted the last District-led professional development day today, commending Dr. McLaughlin for a great year of professional development. He wished everyone a happy Father’s Day, in addition to a relaxing summer. In closing, he noted the upcoming Summerfest.

### **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.
- **Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1***  
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.

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 accept the resignation of District Certificated Employees numbers #3481 and #1445, effective June 27, 2019.”

**ADJOURNMENT**

**Motion:** Mrs. Galindo moved to adjourn the meeting at 7:53PM.

**Second:** Mr. Cunneen

**Vote:** 5-0

/rl

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR  
MEETING OF JUNE 27, 2019**

DATE: August 14, 2019

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Attached for your information are the minutes of the Board of Trustees regular meeting of June 27, 2019.

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

10055 Slater Avenue  
Fountain Valley, CA 92708

**June 27, 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:** Mr. Cunneen moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

**BOARD WORKSHOPS**

Superintendent Mark Johnson provided an update for the Board of Trustees of the research, discussions and findings of the first year of the Safe Schools Task Force (SSTF). Dr. Johnson began by providing an overview of the purpose of the SSTF, its members, and each of the subcommittees including: school climate, emergency preparedness, communication, partnerships, and physical environments. In addition, he detailed each of the considerations arrived at by each subcommittee following the year of research, analysis and discussion. Dr. Johnson then shared recommendations based on the considerations, for next year, including: continue mental health resources, continue staff badges, implement Raptor Visitor Sign in System, continue the Safe School Task Force, provide additional resources for site bins and continue staff training on November 8th. In addition, implement Titan HST, implement Crisis Response Plan, study physical barriers (subcommittee), study areas around campus

SAFE SCHOOLS TASK  
FORCE UPDATE

modernization, study SEL curriculum, develop emergency communication plan, build partnerships with first responders and school needs assessment.

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

PUBLIC COMMENTS

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

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*  
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*  
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*  
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board’s designated representative, Cathie Abdel.
- Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1*  
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.
- Conference with Labor Negotiator: *Government Code 54957.6*  
Board designated representative: President Ian Collins and President Pro Tem Jeanne Galindo  
Unrepresented employee: Superintendent

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

PLEDGE OF ALLEGIANCE

Mrs. Schultz led the Pledge of Allegiance.

**SPECIAL PRESENTATIONS**

One of the responsibilities of the Citizen’s Bond Oversight Committee (CBOC) is to report to the Board of Trustees annually

PRESENTATION OF THE MEASURE O



on the activities of the CBOC. Judy Edwards, Chairperson of the Fountain Valley School District CBOC presented highlights of the written report for the 2018-2019 fiscal year.

**CITIZEN’S BOND  
OVERSIGHT  
COMMITTEE’S  
ANNUAL REPORT**

**BOARD REPORTS AND COMMUNICATIONS**

Mrs. Schultz did not have a report to share.

Mrs. Galindo did not have a report to share.

Mr. Cunneen’s activities since the last meeting included: June Show for Huntington Beach APPA Program and promotion at Masuda.

Mrs. Crandall congratulated our 834 promoting eighth graders, noting as well her appreciation for all of our teachers for providing them a strong academic foundation. Her activities since the last meeting included: Gisler Golden Carnival, promotion at Talbert, SPC meeting, and Fountain Valley Summerfest.

Mr. Collins’ activities since the last meeting included: SPC meeting, promotion at Fulton and Fountain Valley Summerfest. He thanked his fellow trustees for their service this month.

**PUBLIC HEARINGS**

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the proposed agreement for the 2018-19 and 2019-20 school years between Fountain Valley School District and the Fountain Valley Education Association. Public input was welcomed. There were no requests to speak and the hearing was closed.

**PUBLIC HEARING ON  
TENTATIVE  
AGREEMENT  
BETWEEN FOUNTAIN  
VALLEY SCHOOL  
DISTRICT AND  
FOUNTAIN VALLEY  
EDUCATION  
ASSOCIATION**

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

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

**PUBLIC COMMENTS**

There were no requests to address the Board of Trustees.

**PUBLIC COMMENTS**

**LEGISLATIVE SESSION**

Motion: Mrs. Schultz moved to approve Public Disclosure of Collective Bargaining Agreement Between Fountain Valley School District and Fountain Valley Education Association for the 2018-19 and 2019-20 School Years.

Second: Mrs. Galindo

Vote: 5-0

PUBLIC  
DISCLOSURE OF  
COLLECTIVE  
BARGAINING  
AGREEMENT  
BETWEEN  
FOUNTAIN VALLEY  
SCHOOL DISTRICT  
AND  
FOUNTAIN VALLEY  
EDUCATION  
ASSOCIATION FOR  
THE 2018-19 AND  
2019-20 SCHOOL  
YEARS

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

Second: Mr. Cunneen

Vote: 5-0

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

Motion: Mrs. Crandall moved to approve the Agreement between Fountain Valley Education Association and Fountain Valley School District for the 2018-19 and 2019-20 School Years.

Second: Mrs. Schultz

Vote: 5-0

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

Motion:	Mrs. Galindo moved to approve the Agreement between California School Employees Association, Chapter 358 and Fountain Valley School District for the 2018-19 School Year.	AND 2019-20 SCHOOL YEARS AGREEMENT BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 358 AND FOUNTAIN VALLEY SCHOOL DISTRICT FOR THE 2018-19 SCHOOL YEAR
Second:	Mr. Cunneen	
Vote:	5-0	
Motion:	Mr. Cunneen moved to approve Disclosure Of Management and Confidential Employees Salary Increases.	DISCLOSURE OF MANAGEMENT AND CONFIDENTIAL EMPLOYEES SALARY INCREASES
Second:	Mrs. Galindo	
Vote:	5-0	
Motion:	Mrs. Galindo moved to approval the 2019-20 Local Control Accountability Plan for Fountain Valley School District.	APPROVAL OF THE 2019-20 LOCAL CONTROL ACCOUNTABILITY PLAN FOR FOUNTAIN VALLEY SCHOOL DISTRICT
Second:	Mrs. Schultz	
Vote:	5-0	
Motion:	Mrs. Crandall moved to approve the 2019-20 LCAP Federal Addendum.	APPROVAL OF THE 2019-20 LCAP FEDERAL ADDENDUM
Second:	Mr. Cunneen	
Vote:	5-0	
Motion:	Mrs. Galindo moved to approve the 2019-20 District Budget.	APPROVAL OF 2019-20 DISTRICT BUDGET
Second:	Mrs. Schultz	
Vote:	5-0	
<b>Motion:</b>	Mrs. Galindo moved to approve the Consent Calendar.	CONSENT CALENDAR

Second: Mrs. Crandall

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from June 13<sup>th</sup> Regular Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Transfers and Adjustments
- Approval of Lease Addendums for Modular Classrooms
- Resolution 2019-19: Authorization of Signatures on Replacement Warrants
- Resolution 2019-20: Appointment of Custodian of Revolving Cash Fund
- Resolution 2019-21: Authorization of Approval of Vendor Claims/Orders
- Resolution 2019-22: Authorization of Signatures
- Approval of Resolution 2019-23 Education Protection Account (Epa) Funding And Spending Determinations for the 2019-20 Fiscal Year
- Resolution 2019-24 Temporary Inter-Fund Transfers from Fund 40
- Approval of Orange County Department of Education Powerschool Contracts (Formerly Known as Sungard)
- Accept the Measure O Citizen's Bond Oversight Committee's 2018-2019 Annual Report
- Approve the 2019-2020 Network Support Services Agreement # 47946 with The Orange County Department of Education in the Amount of \$2,400.00
- Approve Agreement #47947 Internet Access Agreement with the Orange County Department of Education
- Approve the Annual Agreement for Fiscal and Management Information Services with School Services of California, Inc.
- Appoint Members of Citizen's Bond Oversight Committee
- Student Accident Insurance 2019-20
- Notice of Reduction in Hours for Classified Positions
- Approve the Use of Chino Valley Unified School District Piggyback Bid #17-18-17f for The Purchase and Installation of Viewsonic Touch Displays
- Agreement With SchoolsFirst Plan Administration, LLC
- Educational Technologies Annual Renewals

- Approval of Agreement with SiteImprove Inc.
- Approval of Agreement with Titan Health & Security Technologies, Inc. (Titan HST)
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Del Sol School	N/A	7/1/19-6/30/20
Del Sol School	\$54,792	7/1/19-6/30/20
Del Sol School	\$58,477	7/1/19-6/30/20
Olive Crest Acad. Garden Grove	N/A	7/1/19-6/30/20
Olive Crest Academy Orange	N/A	7/1/19-6/30/20
Olive Crest Academy	\$47,264	7/1/19-6/30/20
Olive Crest Academy	\$49,370	7/1/19-6/30/20
Olive Crest Academy	\$49,370	7/1/19-6/30/20
Verbal Behavior Associates, Inc.	N/A	7/1/19-6/30/20
Verbal Behavior Associates, Inc.	\$4,400	7/1/19-6/30/20

## SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Provided an overview of the many successes from the 2018-19 year, highlighting accomplishments from each of our divisions and the Safe Schools Task Force. He commended our senior managers, their directors and teams, and our TOSAs for their outstanding work this year. He extended best wishes to our Trustees and staff for a relaxing summer break.

## CLOSED SESSION

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

CLOSED SESSION

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

The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.

**ADJOURNMENT**

**Motion:** Mrs. Schultz moved to adjourn the meeting at 8:09PM.

**Second:** Mr. Cunneen

**Vote:** 5-0

/rl

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION ANNUAL REPORT - 1<sup>ST</sup>  
REVIEW**

DATE: August 15, 2018

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Attached is information for the Personnel Commission Annual Report: First Review

## PERSONNEL COMMISSIONERS

### Carol Davis

Mrs. Davis was sworn into office in October, 2005, as the Commissioner appointed by the other two Commissioners. She is retired from the Fountain Valley School District where she worked for 25 years, including four years as Classified Personnel Technician. Mrs. Davis graduated from Vanguard University. She and her husband have three children, all of whom were FVSD students, and they also have six grandchildren.

### Tony McCombs

Mr. McCombs joined the Personnel Commission in December, 2017. He was appointed by CSEA. Mr. McCombs was a FVSD Board member from 1996 to 2010. His career was in the construction business, having worked for the County of Orange as a building inspector, project manager and he recently retired as a Public Contracts Manager. He and his wife, a former FVSD employee, have four daughters who attended Fountain Valley schools and two grandchildren.

### William Mullin

Mr. Mullin has been the District's appointee to the Commission since December, 1988. He is retired from the aerospace industry after 45 years with McDonnell Douglas, Douglas Aircraft, and Boeing. Mr. Mullin earned a B.S. degree in Economics from St. Edward's University, Austin, Texas. He and his wife are the proud parents of three children, all graduates of the FVSD, one of whom is a principal in the district, and five grandchildren.

## STATEMENT OF ETHICS

We, the members of the Fountain Valley School District Personnel Commission and staff, believe:

In dedication to the performance of our responsibilities as defined under the Federal Constitution and the statutes of the State of California.

That public school service is a noble service; that stewardship is one of public trust; and we shall endeavor to perform our duties in a manner to bring honor and credit to education.

Excellence in the support of public education is the ultimate goal of the merit system.

Equal opportunity shall be provided to ALL and ALL shall be allowed to present their qualifications under a system of merit selection.

Efficiency of the classified service begins with individual responsibility to a shared ethical and work-related commitment by all employees in the work place.

As public officials in support of the merit system, we set the ethical tone by our personal conduct and our institutional leadership.

Implicit in our support of the merit system is our obligation to administer state and federal laws honestly in the mutual interest of the citizens, elected representatives, management, and employees.

In our continuing effort to discharge our duties:

We shall continue to seek, through state legislation and local policies, rules and processes which will further the interest of efficiency and fairness under the merit system guidelines.

We shall act in accordance with the best interests of sound personnel management; we shall refrain from partisanship and from pressure brought by special interest groups; we shall uphold the public interest as opposed to individual, private, or group interests.

We shall conduct ourselves, both on and off the job, in such a manner as to create faith in the objectivity and impartiality of our decisions, and we shall not engage in an activity or enterprise that would impair this standard.

Mrs. Carol Davis, Chairperson  
Mr. Tony McCombs, Vice-Chairperson  
Mr. William Mullin, Member  
Mr. Ross Hessler, Director- Human Resources  
Mrs. Donna Johnson, Classified Personnel Technician  
Mrs. Lisa O'Cain, Personnel Technician

# Fountain Valley School District



## Personnel Commission Annual Report 2018 – 2019



## MERIT SYSTEM DISTRICT

The Fountain Valley School District (FVSD) has been a merit system district since September, 1967, so we recently had our 50<sup>th</sup> anniversary. The District serves grades K-8 for a large portion of the City of Fountain Valley and a small portion of Huntington Beach.

FVSD has an enrollment of about 6,300 students. They attend our seven K-5 schools and three 6-8 middle schools. FVSD employs a total of about 750 highly qualified certificated and classified staff members and supports a strong academic and comprehensive educational program at all grade levels and schools. The Personnel Commission plays a crucial part in the classification, selection, and training of the District's 435 classified employees. The Commission generally meets on the fourth Thursday of each month at 4:30 p.m. in the Board Room at the District Office.

### HOW TO REACH US

FVSD Personnel Commission  
10055 Slater Avenue  
Fountain Valley, CA 92708

Telephone: (714) 843-3228  
Email: [hesslerr@fvsd.us](mailto:hesslerr@fvsd.us)

## REPORT OF ACTIVITIES

<u>Postings</u>	<u>2017/18</u>	<u>2018/19</u>
Open	0	1
Promotional	1	0
Dual - open and promotional	30	33
Interdepartmental	71	40
<u>Recruitment and Selection</u>		
Applications received	2,067	1,517
Written tests	438	413
Performance tests	30	45
Oral interviews	279	258
Eligibility lists certified	31	31
<u>Classification Activity</u>		
Revised job descriptions	All	3
New classifications created	0	1
Classifications retitled	14	0
Reclassifications/salary reallocations	12	1
<u>Employment</u>		
New hires	41	85
Summer employment	85	84
Promotions	12	6
Retirements	13	13
Resignations	23	30
Probationary terminations	1	3
Reemployments	1	0
Layoffs:		
Elimination of position	2	0
Reduction in hours	0	0
<u>Highlights</u>		
The Commission recognized 14 outstanding classified employees at the annual Classified Employee Recognition evening in May. Vanessa Larios, ESP Coordinator at Newland School, was honored as the Classified Employee of the Year. The Commission also updated rule 502 – Certification of Eligibles.		

## WHAT IS THE MERIT SYSTEM?

The merit system is a set of rules and procedures similar to “civil service,” which govern classified school personnel. Its fundamental purpose is to ensure that employees are selected, promoted, and retained without favoritism or prejudice, on the basis of merit and fitness. In merit system school districts in California, the system is administered by the Personnel Commission, an independent body composed of three persons appointed for three-year staggered terms.

## MERIT SYSTEM LAW\*

Requires the Personnel Commission to do the following:

*Ensure* employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.

*Protect* applicants and employees from discriminatory treatment.

*Determine* job-related educational and work experience requirements.

*Ensure* objective, job-related tests.

*Provide* for the establishment of eligibility lists.

*Provide* for announcements of job vacancies to employees and the public.

*Classify* or reclassify positions.

*Recommend* salary schedules consistent with the principle of like-pay for like-service.

*Establish* reasonable causes for demotion, suspension and dismissal.

*Investigate* and hear appeals of permanent employees who have been suspended, demoted or dismissed.

\* **California Education Code  
Sections 45240-45320**

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: August 14, 2019

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None at this time

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: August 14, 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 (3)
- Extended School Program Instructor (3)
- Instructional Assistant
- Library/Media Technician
- Noon Duty Aide
- Preschool Assistant (4)
- Preschool Instructor (2)

**Open:**

- Noon Duty Aide

**Dual Certification:**

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

<b>POSTING DATE:</b>	June 28, 2019
<b>CLOSING DATE:</b>	July 15, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	14.0 hours/week: M,T,W,F 2:00 p.m.–4:30 p.m., TH 12:30 p.m.–4:30 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Plavan ESP

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Extended School Program Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, July 15, 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.

<p>The Fountain Valley School District is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, gender, age, marital status, religion, or disability in compliance with federal and state laws.</p>
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No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time. Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System.

All regular classified employees have the opportunity to become members of the California School Employees Association.



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

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

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

***Interdepartmental Transfer Only***

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

<b>POSTING DATE:</b>	July 17, 2019
<b>CLOSING DATE:</b>	July 31, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	14.25 hours/week: M,T,W,F 2:30 p.m.–5:00 p.m., TH 12:45 p.m.–5:00 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position 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 johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, July 31, 2019. POSTMARKS WILL NOT BE ACCEPTED.

**APPOINTMENT/CERTIFICATION**

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

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--

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

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

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

***Interdepartmental Transfer Only***

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

<b>POSTING DATE:</b>	August 8, 2019
<b>CLOSING DATE:</b>	August 21, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	15.75 hours/week: M,T,W,F 2:15 p.m.–5:00 p.m., TH 12:15 p.m.–5:00 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Gisler ESP

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Extended School Program Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, August 21, 2019. POSTMARKS WILL NOT BE ACCEPTED.

**APPOINTMENT/CERTIFICATION**

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

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--

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

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

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

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

<b>POSTING DATE:</b>	June 28, 2019
<b>CLOSING DATE:</b>	July 15, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	16.0 hrs/wk: MTWF 1:45 p.m.–4:45 p.m., TH 12:30 p.m.–4:30 p.m. (Oka) 17.5 hrs/wk: MTWF 1:30 p.m.–4:45 p.m., TH 12:15 p.m.–4:45 p.m. (Tamura)
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	Two positions, one at Oka ESP and one at Tamura ESP

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Extended School Program Instructor wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, July 15, 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 Instructor and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Instructor 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**  
**EXTENDED SCHOOL PROGRAM INSTRUCTOR**

***Interdepartmental Transfer Only***

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

<b>POSTING DATE:</b>	July 17, 2019
<b>CLOSING DATE:</b>	July 31, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	14.75 hrs/wk: MTWF 1:45 p.m.–4:30 p.m., TH 12:45 p.m.–4:30 p.m. (Newland) 15.25 hrs/wk: MTWF 2:15 p.m.–5:00 p.m., TH 12:45 p.m.–5:00 p.m. (Newland) 20.50 hrs/wk: MTWF 2:15 p.m.–6:00 p.m., TH 12:30 p.m.–6:00 p.m. (Gisler)
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	Three positions, two at Newland ESP and one at Gisler ESP

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Extended School Program Instructor wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, July 31, 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 Instructor and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Instructor eligibility list.

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***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 INSTRUCTOR**

***Interdepartmental Transfer Only***

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

<b>POSTING DATE:</b>	August 7, 2019
<b>CLOSING DATE:</b>	August 20, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	14.5 hrs/wk: MTWF 2:15 p.m.–4:45 p.m., TH 12:15 p.m.–4:45 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Cox ESP

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Extended School Program Instructor wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Tuesday, August 20, 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 Instructor and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Instructor eligibility list.

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# Fountain Valley School District

*Personnel Commission*

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

## Classified Employment Opportunity

# INSTRUCTIONAL ASSISTANT

### *Interdepartmental Transfer Only*

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

<b>POSTING DATE:</b>	August 5, 2019
<b>CLOSING DATE:</b>	August 21, 2019, at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	12.5 hours/week: Monday – Friday, 8:45 a.m. – 11:15 a.m.
<b>TERM:</b>	9.6 months per year
<b>VACANCIES:</b>	1 position at Tamura School

### THE JOB

Under the general supervision of the assigned administrator, the job of Instructional Assistant is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for working with individual and/or small groups of students in the classroom, and around the school campus; and providing clerical support to teacher/s and staff.

### APPLICATION PROCESS

Present employees in the classification of Instructional Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvdsd.us](mailto:johnsond@fvdsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, August 21, 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 Instructional Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Instructional Assistant eligibility list.

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# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## Library/Media Technician

### *Interdepartmental Transfer Only*

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

<b>POSTING DATE:</b>	June 26, 2019
<b>CLOSING DATE:</b>	July 8, 2019 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	15 hours/week, Tuesday - Thursday 8:00 a.m. -1:00 p.m.
<b>TERM:</b>	9.6 months/year, Start date 9/4/2019
<b>VACANCY:</b>	Tamura School

#### THE JOB

Under the direction of the Principal, the job of Library/Media Technician is done for the following purposes: providing support to the instructional program with specific responsibilities for maintaining the library collections at school sites; identifying age appropriate resources for students and teachers utilizing library resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

#### APPLICATION PROCESS

Present employees in the classification of Library/Media Technician wanting to transfer must send a written request to the Personnel Department or e-mail to ([johnsond@fvsd.us](mailto:johnsond@fvsd.us)) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, July 8, 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 Library/Media Technician and, if necessary the top three ranks of “ready and willing” certified eligible on the Library/Media Technician eligibility list.

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# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

#### NOON DUTY AIDE

#### *Interdepartmental Transfer Only*

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

<b>POSTING DATE:</b>	July 24, 2019
<b>CLOSING DATE:</b>	August 12, 2019, 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	6.0 hrs/wk, M,T,W,F 11:35 a.m. -1:05 p.m. at Plavan 5.33 hrs/wk, M,T,W,F 11:30 a.m. -12:50 p.m. at Newland 5.0 hrs/wk, M,T,W,F 11:45 p.m. -1:00 p.m. at Gisler
<b>TERM:</b>	9.6 months/year,
<b>VACANCY:</b>	Five vacancies, one at Plavan, one at Newland and three at Gisler

#### THE JOB

The job of Noon Duty Aide is done for the purpose of providing support to the instructional process with specific responsibilities for ensuring the safety and welfare of the 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 communication observations and/or incidents that have a potential impact on the general well being of students, school personnel, and/or visitors.

#### APPLICATION PROCESS

Present employees in the classification of Noon Duty Aide wanting to transfer must send a written request to the Personnel Department or e-mail to ([johnsond@fvsd.us](mailto:johnsond@fvsd.us)) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, August 12, 2019. POSTMARKS WILL NOT BE ACCEPTED.

#### APPOINTMENT/CERTIFICATION

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

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

**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**PRESCHOOL ASSISTANT**  
***Interdepartmental Transfer Only***

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

<b>POSTING DATE:</b>	June 28, 2019
<b>CLOSING DATE:</b>	July 15, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	22.5 hours/week: Monday – Friday, 9:00 a.m. – 11:30 a.m. (Oka) and Monday – Friday, 2:00 p.m. – 4:00 p.m. (Plavan)
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	1 position split between Oka and Plavan CDC

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Preschool Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, July 15, 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 Preschool Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Assistant eligibility list.

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

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

**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**PRESCHOOL ASSISTANT**  
***Interdepartmental Transfer Only***

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

<b>POSTING DATE:</b>	July 17, 2019
<b>CLOSING DATE:</b>	July 31, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	22.5 hours/week: Monday – Friday, 8:00 a.m. – 12:30 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Gisler CDC

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Preschool Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, July 31, 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 Preschool Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Assistant eligibility list.

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**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**PRESCHOOL ASSISTANT**  
*Interdepartmental Transfer Only*

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

<b>POSTING DATE:</b>	August 1, 2019
<b>CLOSING DATE:</b>	August 16, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	22.5 hours/week: Monday – Friday, 12:00 p.m. – 4:30 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Cox CDC

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Preschool Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Friday, August 16, 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 Preschool Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Assistant eligibility list.

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**Personnel Commission**

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**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**PRESCHOOL ASSISTANT**  
***Interdepartmental Transfer Only***

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

<b>POSTING DATE:</b>	August 7, 2019
<b>CLOSING DATE:</b>	August 20, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	27.5 hours/week: Monday – Friday, 12:30 p.m. – 6:00 p.m. at Tamura 15.0 hours/week: Monday – Friday, 1:00 p.m. – 4:00 p.m. at Gisler
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	Two positions, one at Gisler State and one at Tamura CDC

**THE JOB**

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

**APPLICATION PROCESS**

Present employees in the classification of Preschool Assistant wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Tuesday, August 20, 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 Preschool Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Assistant eligibility list.

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**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**PRESCHOOL INSTRUCTOR**  
*Interdepartmental Transfer Only*

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

<b>POSTING DATE:</b>	June 28, 2019
<b>CLOSING DATE:</b>	July 15, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	27.5 hours/week: Monday – Friday, 7:30 a.m. – 1:00 p.m. (Gisler) 27.5 hours/week: Monday – Friday, 7:45 a.m. – 1:15 p.m. (Newland)
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	2 positions, one at Gisler CDC and one at Newland CDC

**THE JOB**

Under the direction of the Director-Child Care Program, the job of Preschool Instructor is done for the purpose/s of planning, organizing and implementing approved curriculum for the development of children enrolled in the District's State or Child Development Center preschool program; provide for a safe and nurturing environment conducive to the growth and development of children.

**APPLICATION PROCESS**

Present employees in the classification of Preschool Instructor wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, July 15, 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 Preschool Instructor and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Instructor eligibility list.

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**CLASSIFIED EMPLOYMENT OPPORTUNITY**  
**PRESCHOOL INSTRUCTOR**  
*Interdepartmental Transfer Only*

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

<b>POSTING DATE:</b>	July 17, 2019
<b>CLOSING DATE:</b>	July 31, 2019 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	22.5 hours/week: Monday – Friday, 12:00 p.m. – 4:30 p.m.
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position at Gisler CDC

**THE JOB**

Under the direction of the Director-Child Care Program, the job of Preschool Instructor is done for the purpose/s of planning, organizing and implementing approved curriculum for the development of children enrolled in the District's State or Child Development Center preschool program; provide for a safe and nurturing environment conducive to the growth and development of children.

**APPLICATION PROCESS**

Present employees in the classification of Preschool Instructor wanting to transfer must send a written request to the Personnel Department or email to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, July 31, 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 Preschool Instructor and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Preschool Instructor eligibility list.

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# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY 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>	August 1, 2019
<b>CLOSING DATE:</b>	August 21, 2019, by 4:00 p.m.
<b>SALARY:</b>	\$14.55 - \$17.68 per hour (Range 5, 5 steps) an additional 1.75% increase to salary schedule is pending Board approval
<b>HOURS</b>	6.0 hrs/wk, M,T,W,F, 11:35 a.m. – 1:05 p.m. (Plavan) 5.33 hrs/wk, M,T,W,F, 11:30 a.m. – 12:50 p.m. (Newland) 5.0 hrs/wk, M,T,W,F, 11:45 a.m. – 1:00 p.m. (Gisler) 5.0 hrs/wk, M,T,W,F, 11:40 a.m. – 12:55 p.m. (Tamura)
<b>TERM:</b>	9.6 months a year
<b>VACANCY:</b>	6 positions, 1 at Plavan, 1 at Newland, 3 at Gisler, and 1 at Tamura

#### 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 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

**SEE OTHER SIDE**

regulations; recognizing and reporting danger to students, school property or personnel; dealing firmly, tactfully and effectively with students and the public; understanding and carrying out oral instructions in English; and assisting injured or ill students.

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

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

**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.fvsvd.us](http://www.fvsvd.us). All application materials must be submitted through Ed Join by 4:00 p.m. Wednesday, August 21, 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.

**Oral Interview (100%) .....Tentatively planned for August 26, 2019**  
*The exam parts will be held at the Fountain Valley School District Office*

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

**APPOINTMENT/CERTIFICATION**

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

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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.fvds.us

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## Extended School Program Assistant

### *Dual Certification - Open and Promotional*

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

**POSTING DATE:** July 22, 2019

**CLOSING DATE:** August 12, 2019, 4:00 p.m.

**SALARY:** \$15.75 - \$19.15 per hour (Range 13, 5 Steps) an additional 1.75% increase to salary schedule is pending Board approval. \*Per CSEA contract, hiring may be made up to step 3

**HOURS:** 14.0 hrs/wk, 5 days a week, M,T,W,F 2:00 p.m.-4:30 p.m., TH 12:30 p.m.-4:30 p.m. (Plavan)  
14.25 hrs/wk, 5 days a week, M,T,W,F 2:30 p.m.-5:00 p.m., TH 12:45 p.m.-5:00 p.m. (Newland)

**TERM:** 9.6 months a year

**VACANCIES:** 2 positions, one at Plavan and one at Newland

#### **PURPOSE STATEMENT**

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

#### **ESSENTIAL FUNCTIONS**

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

#### **JOB REQUIREMENTS: Minimum Qualifications**

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

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

**See Other Side**

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

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

**EDUCATION/EXPERIENCE REQUIREMENTS**

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

**APPLICATION PROCESS**

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:00 p.m. on Monday, August 12, 2019. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

**EXAMINATION PROCESS**

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

**Written Test (40%)..... August 14, 2019 at 9:00 a.m.**

**Qualifications Appraisal Interview (60%)..... August 16, 2019**

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

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## PRESCHOOL ASSISTANT

*Dual Certification - Open and Promotional*

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

<b>POSTING DATE:</b>	July 22, 2019
<b>CLOSING DATE:</b>	August 11, 2019, by 4:00 p.m.
<b>SALARY:</b>	\$16.56 - \$20.14 /hr (Range 18, 5 steps), an additional 1.75% increase to salary schedule is pending Board approval. *Per CSEA contract, hiring may be made up to step 3
<b>VACANCY</b>	22.5 hours/week, Monday –Friday, 8:00 a.m. - 12:30 p.m.
<b>TERM:</b>	9.6 months a year
<b>LOCATION:</b>	1 position at Gisler

### PURPOSE

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

### ESSENTIAL FUNCTIONS

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

### JOB REQUIREMENTS: Minimum Qualifications

#### Skills, Knowledge and Abilities

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

**SEE OTHER SIDE**

**JOB REQUIREMENTS: Minimum Qualifications**

**Skills, Knowledge and Abilities (continued)**

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

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

**EDUCATION AND EXPERIENCE REQUIREMENTS**

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

**CERTIFICATES AND LICENSES**

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

**APPLICATION PROCESS**

Applicants must complete a District application obtained through our website at [www.fvsd.us](http://www.fvsd.us). All application materials must be submitted through Ed Join by 4:00 p.m. on Sunday August 11, 2019.

**EXAMINATION PROCESS**

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

<b>Written test (50%).....</b>	<b>August 12, 2019 at 9:00 a.m.</b>
<b>Oral Interview (50%) .....</b>	<b>August 16, 2019</b>
<i>Exam parts will be held at the Fountain Valley School District Office</i>	

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

**APPOINTMENT/CERTIFICATION**

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

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# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## PRESCHOOL INSTRUCTOR

Dual Certification (*Open and Promotional*)

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

<b>POSTING DATE:</b>	July 22, 2019
<b>CLOSING DATE:</b>	August 11, 2019, by 4:00 p.m.
<b>SALARY:</b>	\$19.23 - \$23.39 /hr (Range 33, 5 steps), an additional 1.75% increase to salary schedule is pending Board approval. *Per CSEA contract, hiring may be made up to step 3
<b>VACANCY:</b>	22.5 hours/week, Monday-Friday, 12:00 p.m. – 4:30 p.m.
<b>TERM:</b>	9.6 months a year
<b>LOCATION:</b>	1 position at Gisler State Preschool

### PURPOSE

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

### ESSENTIAL FUNCTIONS

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

### JOB REQUIREMENTS: Minimum Qualifications

#### Skills, Knowledge and Abilities

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

**SEE OTHER SIDE**

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required include: knowledge of curriculum, instruction, and subjects of assignments; age appropriate activities/behaviors; office application software; stages of child development; pertinent laws, codes, policies, and/or regulations; public relations protocols; and relevant professional standards and practices.

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

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

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

### **CERTIFICATES AND LICENSES**

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

### **APPLICATION PROCESS**

Applicants must complete an application on EdJoin, obtained through our website – [www.fvsd.us](http://www.fvsd.us). The deadline is 4:00 p.m. on Sunday, August 11, 2019. Copies of transcripts or report cards must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

### **EXAMINATION PROCESS**

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

<b>Written test (50%) .....</b>	<b>August 12, 2019 at 9:00 a.m.</b>
<b>Oral interview (50%) .....</b>	<b>August 16, 2019</b>

Testing will be conducted at the Fountain Valley School District Office

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

### **APPOINTMENT/CERTIFICATION**

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

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**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **CSPCA State Conference Approval**

DATE: August 14, 2019

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Attached is the information for the 2020 CSPCA State Conference –February 20-22, 2019

**RECOMMENDATION**

The Personnel Commission approve the reasonable and necessary expenses for the 2020 CSPCA conference.



## *Charting the Course of Merit*

### **2020 CSPCA Annual Conference**

February 20-22, 2020

*(Thursday-Saturday)*

The Westin ST. Francis San Francisco

335 Powell St, San Francisco, CA 94102

Please join us for the 2020 CSPA Annual Conference in San Francisco, CA. Don't miss this great opportunity to engage yourself in a variety of sessions, learn from great speakers, network with field experts, and have fun with colleagues.

**Register now to take advantage of our discounted rates!**

- Early Bird - \$575 available through December 15, 2019
- Late Registration - \$649 after December 15, 2019

**SEE LINK BELOW**

Hotel Rates are guaranteed at \$199 per night for the first 175 CSPA conference registrants and until January 31, 2020, whichever comes first.

**SEE LINK BELOW**



California School Personnel Commissioners Association  
Supporting Education Through Merit



#### **FEATURED TOPICS**

Metrics and Analytics

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Developing Commission  
Rules & Regulations

•

Legal Updates

•

Employment Barriers

•

Workplace Gender  
Issues

•

Work-Life Balance Issues

•

Roundtables

#### **FEATURED SPEAKER**

Kristine Kwong

