

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

September 19, 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, August 22, 2019** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, September 5, 2019** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, August 8, 2019** *Information*
(Attachment #3)
6. **Director's Report** *Information*
7. **Commissioners' Comments** *Information*
8. **Public Comments**
Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

ADMINISTRATION

9. Reappointment of Joint Appointee to the Personnel Commission *Action*
(Attachment #4)

10. Personnel Commission Annual Report, Second Reading *Action*
(Attachment #5)

11. Eligibility Lists *Information*
Bus Driver, ESP Assistant, ESP Instructor, Noon Duty Aide, Preschool Assistant
and Preschool Instructor
(Attachments #6-#10)

PERSONNEL

12. Job Announcements *Information*
(Attachments #11-#19)

FINANCIAL

13. Nothing at this time *Information*

CLOSED SESSION

14. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**October 24, 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 AUGUST 22, 2019**

DATE: September 12, 2019

Attached for your approval are the minutes of the Personnel Commission regular meeting of August 22, 2019.

RECOMMENDATION

The Personnel Commission approve the minutes of the August 22, 2019 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

August 22, 2019

4:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 4:32 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Mr. Bill Mullin 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. McCombs moved to approve the agenda as presented. Mr. Mullin seconded the motion. Motion carried.

Introduction of Guests

Ms. Cathie Abdel was in attendance.

Introduction of Staff

Ms. Lisa O'Cain was in attendance.

Minutes, Regular Meeting of the Personnel Commission, June 27, 2019

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

Agenda, Regular Meeting of the Board of Trustees, August 08, 2019

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, June 13, 2019

Presented as an information item only.

Director's Report

Mr. Hessler responded to Mrs. Davis' question regarding the reduction in hours for Gisler Noon Duty Aides contained in the June Board minutes. He stated this was due to the hours for Noon Duty Aide being realigned at Gisler and the hiring of an additional Noon duty Aide at that site. He stated we continue our staffing with six Noon Duty Aide positions currently open. We are also looking at the impact of reduced staffing for Special Education. He stated we have also had some late changes in assignments. He attended the Leadership Advance which was really well presented and well attended. The big project involved the poster panels which can be seen hanging in the Board room windows. They show individual participants' history alongside the District's history.

Commissioners' Comments

Mr. Mullin stated he was able to attend the Leadership Advance. He was impressed with the way the Advance was put together and the presentations were excellent. He had provided some of the pictures from the early

days of the District. He was very impressed with how the whole picture came together, how much the people were involved and the dynamic of the whole group. Everyone was looking forward to a positive start for the new school year. He was also impressed with the new science buildings and how the modules will be put together onsite. Everyone was well prepared and Cathie gave a great presentation. Everything presented was for the Fountain Valley School District as a team. Mrs. Davis asked about the staffing for Special Education. Mr. Hessler stated with the new Director, Ms. Kate Smith, we are looking at the hours, the positions and modifying as needed the staffing through attrition. Mr. Mullin requested information regarding the Moiola plot as it becomes available.

Public Comments

Ms. Abdel said that we are looking at how to define the FVSD WAY. At the Leadership Advance we had an activity where we had the attendees go through a process to come up with key terms that define the FVSD Way. It is not completely defined yet and our intent is to go out and work with all our employees to determine the FVSD Way.

ADMINISTRATION

Personnel Commission Annual Report, First Review

Mr. Hessler updated Mr. McCombs' profile for this year's annual report. The Commissioner's stated they liked the simplicity and straight forwardness of the report. Mr. Hessler pointed out two interesting facts. The first one was that applications were down about 25% and the second one fact was that we had twice as many hires as the year before.

Eligibility Lists

None at this time.

PERSONNEL

Job Announcements

The interdepartmental transfer job postings for Extended School Program Assistant (3), Extended School Program Instructor (3), Instructional Assistant, Library/Media Technician, Noon Duty Aide, Preschool Assistant (4), and Preschool Instructor (2) were reviewed. Additionally, the open posting for Noon Duty Aide was reviewed. Along with the dual certification job postings for Extended School Program Assistant, Preschool Assistant, and Preschool Instructor.

FINANCIAL

2020 CSPCA Annual Conference Approval

Mr. Mullin moved to approve the reasonable and necessary expenses for the 2020 CSPCA conference. Mr. McCombs seconded the motion. Motion carried.

CLOSED SESSION

Commission adjourned to closed session for the Personnel Director's annual assessment at 5:02 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

**Regular Meeting:
September 19, 2019.
Board Room**

ADJOURNMENT

The August 22, 2019, regular meeting of the Personnel Commission was adjourned at 5:28 p.m.

Mrs. Carol Davis, Chairperson

Mr. Tony McCombs, Vice Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF SEPTEMBER 5, 2019**

DATE: September 12, 2019

Attached for your information is the agenda of the Board of Trustees regular meeting of September 5, 2019.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

Board Room
10055 Slater Avenue
Fountain Valley, CA

September 5, 2019

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

M ___
2nd ___
V ___

- PUBLIC COMMENTS

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

- CLOSED SESSION

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

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

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

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

Negotiating Parties: Fountain Valley School District, real property negotiators Christine Fullerton, Assistant Superintendent, Business Services and District legal counsel (Seller), and Brookfield Homes Southern California LLC (Buyer).

Under Negotiation: Instruction to negotiators will concern price and terms of payment issues associated with a possible First Amendment to the Agreement for Purchase and Sale and Joint Escrow Instructions for the proposed sale of the identified Property.

- Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of *Government Code section 54956.9*: 1 case
- OPEN SESSION: 6:30PM
- PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

1. UNAUDITED ACTUALS FOR FISCAL YEAR 2018-19 (ORAL AND WRITTEN)

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra will review for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2018-19.

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. ACTION TO APPROVE A FIRST AMENDMENT TO AGREEMENT FOR PURCHASE AND SALE AND JOINT ESCROW INSTRUCTIONS (FORMER FRED MOIOLA SITE)

M ___
2nd ___
V ___

The Board previously approved an Agreement for Purchase and Sale and Joint Escrow Instructions whereby the District agreed to sell approximately 12.9 acres of real property, located at 9790 Finch Avenue, Fountain Valley, CA 92708, known as the Former Fred Moiola School Site, to Brookfield Homes Southern California LLC. The Agreement grants the Buyer a “Due Diligence Period” to allow the Buyer time to review the Property before completing the purchase of the Property. The Buyer has now requested an extension of the Due Diligence Period to complete its assessment of the Property.

Superintendent’s Recommendation: It is recommended that the Board of Trustees: 1) Approves the “First Amendment to Agreement for Purchase and Sale and Joint Escrow Instructions” between the District and Brookfield Homes Southern California LLC.; 2) Delegates authority to the Superintendent, or a designee, to execute the First Amendment, and take any action necessary to effectuate the terms of the Amendment.

3. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M ___
2nd ___
V ___

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

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

Routine Items of Business

- 3-A.** Board Meeting Minutes from August 8th regular meeting
- 3-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 3-C.** Donations
- 3-D.** Warrants
- 3-E.** Purchase Order Listing
- 3-F.** Transfers and Adjustments

Consent Items

3-G. RESOLUTION 2020--01: GANN AMENDMENT APPROPRIATIONS LIMITATION

Superintendent’s Comments: It is recommended that the Governing Board adopts Resolution 2020-01, identifying the 2018-19 actual appropriation limit and the 2019-20 estimated appropriation limit.

3-H. 2018-19 CAPITAL FACILITIES FUND / DEVELOPER FEES

Superintendent's Comments: It is recommended that the Board of Trustees accepts the report on the use of the Capital Facilities Fund income and expenditures.

3-I. APPROVE THE CONTRACT WITH WESTCOAST AIR CONDITIONING CO., INC. FOR HVAC AND MODERNIZATION AT COURREGES 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 Courreges Elementary 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.

3-J. APPROVE THE CONTRACT WITH GOLDEN STATE PAVING CO., INC. FOR THE ASPHALT PAVING AT COURREGES ELEMENTARY 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 Golden State Paving Co., Inc. complete, and authorizes the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

3-K. APPROVE THE CONTRACT WITH CHAPMAN COAST ROOFING FOR THE REROOFING OF PLAVAN ELEMENTARY 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 Chapman Coast Roofing for the reroofing of Plavan Elementary School complete, and authorizes the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

3-L. BOARD POLICY 1240 VOLUNTEER ASSISTANCE (SECOND READING AND ADOPTION)

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to Board Policy 1240 Volunteer Assistance for second reading and adoption, with necessary changes as indicated by the Board.

3-M. UNAUDITED ACTUALS FOR FISCAL YEAR ENDING 2018-19

Superintendent's Comments: It is recommended that the Board of Trustees approves the unaudited actuals for fiscal year 2018-19 and the adjusted 2019-20 beginning balance.

3-N. APPROVAL OF CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND KRISTINE MRAZ/BE THE CHANGE CONSULTING TO LITERACY BEST PRACTICE AT OKA SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees approves Kristine Mraz/Be The Change Consulting for professional development services at Oka School.

3-O. APPROVE CHANGE ORDER #1 FOR THE COX ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATRION PROJECT

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #1 for the Cox Elementary School Measure O HVAC and Modernization Project

3-P. APPROVE CHANGE ORDER #1 FOR THE FULTON MIDDLE SCHOOL MEASURE O HVAC AND MODERNIZATRION PROJECT

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #1 for the Fulton Middle School Measure O HVAC and Modernization Project.

3-Q. APPROVE CHANGE ORDER #1 FOR THE TAMURA ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATRION PROJECT

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #1 for the Tamura Elementary School Measure O HVAC and Modernization Project.

3-R. APPROVAL OF CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND MICHELLE MCHALE TO SUPPORT HIGH LEVEL READING AND WRITING INSTRUCTION AT TAMURA SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees approves Michelle McHale for professional development services at Tamura School.

3-S. APPROVAL OF CONTRACT FOR ONE ADDITIONAL YEAR OF THE READING PLUS INTERVENTION PROGRAM AT TALBERT MIDDLE SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees approves an additional year of Reading Plus at Talbert Middle School, which includes on-site

professional development and full implementation support for the 2019/2020 school year.

3-T. SUBMISSION OF AN ST MATH SCHOOL GRANTS PROGRAM SCHOLARSHIP APPLICATION TO FUND A PORTION OF THE COST FOR ST MATH FOR THE FVSD'S 10 SCHOOLS

Superintendent's Comments: It is recommended that the Board of Trustees approves the submission of the ST Math School Grants Program application.

3-U. 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 Transportation Co., Inc.	\$36,000	8/29/19-6/30/20
Scott Larsen	\$4,000	8/13/19-6/30/20
Olive Crest Academy	\$44,214.06	8/26/19-6/30/20
Oliva Crest NPA	N/A	7/1/19-6/30/20
Olive Crest NPA	\$15,000	8/26/19-1/31/20
Olive Crest Academy	\$2,000	9/6/19-6/30/20
Cornerstone Therapies	\$1,500	9/6/19-6/30/20
Professional Tutors of America, Inc.	N/A	7/1/19-6/30/20
Professional Tutors of America, Inc.	\$1,500	9/6/19-1/31-20
Professional Tutors of America, Inc.	\$3,112.50	9/6/19-12/31/19

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, October 10, 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 AUGUST 8, 2019**

DATE: September 12, 2019

Attached for your information are the minutes of the Board of Trustees regular meeting of August 8, 2019.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

August 8, 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.

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

PLEDGE OF ALLEGIANCE

Mr. Collins led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

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

INTRODUCTION OF ERIN BAINS, PRINCIPAL AT FULTON MIDDLE SCHOOL; JULIE GONZALES, ASSISTANT PRINCIPAL AT FULTON MIDDLE SCHOOL; AND TERI MALPASS, PRINCIPAL AT GISLER SCHOOL

BOARD REPORTS AND COMMUNICATIONS

Mrs. Crandall thanked Mrs. Fullerton and our Business Team. They closed the books on July 30th and were up and running August 1st. Her activities since the last meeting included: Summer Harvest distribution event, and ESP and pilot reading and writing summer programs tour.

Mr. Cunneen’s activities since the last meeting included: Meeting of FV General Plan Advisory Committee and District Office Opening and School Supply Distribution hosted by Senator Tom Umberg.

Mrs. Galindo commended the blacktop replacement at Plavan School.

Mrs. Schultz’ activities since the last meeting included: several great Concerts in the Park hosted by the FV Recreation and Community Services Division, noting that many of our families were there.

Mr. Collins’ activities since the last meeting included: FVEF meeting, several Concerts in the Park at Mile Square, tour of ESP

and pilot reading and writing summer programs, *FV Living* event at Heritage Park hosted by the Seedens, and FV Rotary planning meeting. He thanked his fellow trustees for their service this month.

PUBLIC COMMENTS

There was one request to address the Board of Trustees. A teacher addressed the Board regarding a combo class at Courreges School.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Cunneen moved adopt the 2019-20 District Priorities.

ADOPTION OF
DISTRICT
PRIORITIES

Second: Mrs. Schultz

Vote: 5-0

Motion: Mrs. Galindo moved to approve the addendum to Employment Contract for Assistant Superintendent, Personnel.

APPROVAL OF
ADDENDUM TO
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT,
PERSONNEL

Second: Mrs. Crandall

Dr. Johnson noted for clarity purposes only, that longevity is retroactive to the 18-19 school year.

Mr. Collins provided the following oral summary of salary and fringe benefits per Government Code 54593 Subdivision c3: ***

Vote: 5-0

Motion: Mrs. Galindo moved to approve the addendum to the Employment Contract for Assistant Superintendent, Business Services.

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

Second: Mr. Cunneen

Mr. Collins provided the following oral summary of salary and fringe benefits per Government Code 54953 Subdivision c3: ***

Vote: 5-0

Motion: Mrs. Crandall moved to approve the addendum to the Employment Contract for Assistant Superintendent, Educational Services.

APPROVAL OF
ADDENDUM TO
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT,
EDUCATIONAL
SERVICES

Second: Mrs. Schultz

Mr. Collins provided the following oral summary of salary and fringe benefits per Government Code 54953 Subdivision c3: ***

Vote: 5-0

Motion: Mrs. Galindo moved to approve the addendum to the Employment Contract for Superintendent.

APPROVAL OF
ADDENDUM TO
EMPLOYMENT
CONTRACT FOR
SUPERINTENDENT

Second: Mr. Cunneen

Mr. Collins provided the following oral summary of salary and fringe benefits per Government Code 54953 Subdivision c3: ***

Vote: 5-0

Motion: Mrs. Schultz moved to approve Board Policy 1240 Volunteer Assistance for first reading.

BOARD POLICY
1240 VOLUNTEER
ASSISTANCE

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Schultz moved to approve the Consent Calendar.

CONSENT
CALENDAR

Second: Mrs. Galindo

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from June 27th Regular Meeting
- Personnel Items (Employment Functions, Workshops/Conferences, And Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Record Of Eighth Grade Promotion, June 2019
- District Field Trip List 2019-20
- Educational Services Approved Independent Contractor List

- 2018-19 Quarterly Report On Williams Uniform Complaints
- Approve Change Order #2 For The Masuda Middle School Measure O HVAC and Modernization Project
- Mandate Block Grant
- Independent Contract For Behavior Solutions
- Independent Contract With Dr. Elizabeth Gendy-Shaker
- Language Network
- 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
- 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
- Approve Change Order #3 For The Courreges Elementary School Measure O HVAC and Modernization Project
- Approve The Agreement With Corinne Loskot Consulting Inc., In Order To Assist With Obtaining State School Facilities Funding
- Approve The Use Of CMAS Contract No. #4-19-00-0114b For The Purchase Of Classroom Amplification Systems
- 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
- Approve The Contract With West Coast Air Conditioning Co., Inc. For HVAC And Modernization At Masuda Middle School Complete And Authorize Staff To File The Appropriate Notices Of Completion
- Special Education Settlement Agreement 2019-2020 A
- Special Education Agreement 2019-2020 B
- Special Education Settlement Agreement 2019-2020 C
- Non-Public Agency Contracts

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

Dr. Johnson Commended the work of Summer Harvest, a nonprofit that serves our families five times throughout the summer, providing food distribution. In addition, he commended parent, Mrs. Kimberly Ramero, for finding volunteers for packing food for the next distribution. Moreover, he highlighted the Notice of Completion for Masuda approved by the Board this

evening, noting that the Measure O work at this campus is complete. In addition, this spring, we completed all the roofs on the portables at Fulton, another Notice of Completion approved this evening. He highlighted the work this summer at Cox, Tamura and Fulton. In closing, he noted the upcoming Leadership Advance, commending the work of our senior staff in preparing for the day.

Mr. Collins Shared his pride for the US Women’s Soccer Team and their recent win for our county.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 7:27PM.

Second: Mrs. Galindo

Vote: 5-0

/rl



Fountain Valley School District

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

MEMORANDUM

DATE: September 9, 2019

TO: Personnel Commissioners

FROM: Ross Hessler, Director – Human Resources

SUBJECT: REAPPOINTMENT OF JOINT APPOINTEE TO THE PERSONNEL COMMISSION

The term of Commissioner Carol Davis, who is the appointee of the other two commissioners, expires on December 1, 2019. According to Personnel Commission rule 203.1 and Education Code section 45246, around September 1 of each year, the Personnel Director shall notify the appointing authority of the expiring term.

Commissioners McCombs and Mullin may make the appointment through action at this meeting, with the effective date of December 1, 2019. Mrs. Davis has expressed interest in continuing as commissioner.

Recommendation

Consider the reappointment of Carol Davis, joint appointee to the Personnel Commission.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **PERSONNEL COMMISSION ANNUAL REPORT – 2nd
READING**

DATE: September 12, 2019

Attached is information for the Personnel Commission Annual Report: Second Reading/Approval.

RECOMMENDATION

The Personnel Commission approve the 2018-2019 Personnel Commission Annual Report

Attachment #5

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 50th 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

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: September 12, 2019

Attached are the eligibility lists for:

Bus Driver

ESP Assistant (Merged)

ESP Instructor

Noon Duty Aide (Merged)

Preschool Assistant (Merged)

Preschool Instructor (Merged)

Attachments #6 - #10

**Eligibility List
Bus Driver
EXPIRES 8-16-20**

RANK	NAME
1	Ursalina Torres
2	Stephanie Guerrero

**Eligibility List
ESP Instructor
EXPIRES 8-20-20**

RANK	NAME
1	Keziah Silva
2	Klarixa Flores
3	Rebecca Brown
4	Adrianna DeMattos

ELIGIBILITY LIST
ESP Assistant
Merged List (Updated 8/20/19)

RANK	NAME	EXPIRES
1	Savannah Bonifay	8-20-20
2	Audrey Powers	8-20-20
3	Iver Nguyen	8-20-20
4	Melodie Grohamm	9-24-19
5	Valerie Ibarra	9-24-19
5	Maria Wong	8-20-20
5	Anne White	8-20-20
6	Nancy Stapp	2-27-20
6	Maria Ponce	9-24-19
6	Christina Pham	8-20-20
7	Devyn Laguna	8-20-20
7	Adrianna DeMattos	8-20-20
8	Maria Figueroa Avalos	8-20-20
9	Roger Ha	4-16-19

**Eligibility List
Noon Duty Aide
Merged List (Updated 8/28/19)**

RANK	NAME	EXPIRES
1	Natalie Mackie	3-04-20
2	Andrea DePasquale	3-04-20
2	Cheryl Mio	8-28-20
2	Melissa Valle	8-28-20
2	Emihlie Wells	8-28-20
3	Jamie Austin	8-28-20
3	Sachi Josephson	8-28-20
4	Tina Martinez	8-28-20
5	Monica Buelna	5-21-20
5	Sandra Ellison	8-28-20
5	Karen Fromson	8-28-20
5	Pamela Williams	8-28-20
5	Anne White	8-28-20
6	Cathy Beckerman	3-04-20
6	Kathryn Mahmood	3-04-20
7	Cynthia Mercado	8-28-20
7	Basma Salman	8-28-20
8	Kelly Ingertson	8-28-20
9	Brian Pham	5-21-20
10	Suzanne Warner	8-28-20
11	Meral Cakir	5-21-20
11	Rasha Mansour	5-21-20
11	Zippora Tennes	8-28-20

**Eligibility List
Preschool Assistant
Merged List (Updated 8/20/19)**

RANK	NAME	EXPIRES
1	Lauren Fields	10-18-19
2	Nicole Thayer	8-20-20
3	Vanessa Whitney	8-20-20
4	Aditi Gupta	8-20-20
5	Janie Sherman	10-18-19
5	Teresa Allen	10-18-19
5	Cindy Ochoa	8-20-20
6	Jacqueline Cordoza	10-18-19
6	Alicia Buezis	8-20-20
7	Hala Mohamed	8-20-20
7	Patricia Donovan	8-20-20
8	Elizabeth Vasquez	3-11-20
9	Stephanie Vasquez	1-08-20
9	Devyn Laguna	1-08-20

ELIGIBILITY LIST
Preschool Instructor
Merged List (Updated on 8/20/19)

RANK	NAME	SCORE	EXPIRES
1	Gabriela Rios	94	8-20-20
2	Brooke Walker	92	8-20-20
3	Nicole Thayer	90	8-20-20
4	Paula Mercado	87	1-08-20
5	Cindy Ochoa	86	8-20-20
6	Natalie Perez	85	1-08-20
7	Janel Gazo	82	1-08-20
7	Alicia Buezis	82	8-20-20
7	Melinda Pouliot	82	8-20-20
7	Patricia Donovan	82	8-20-20
8	Hala Mohamed	79	8-20-20

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Ross M. Hessler, Director, Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: September 12, 2019

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

Interdepartmental Transfers:

Behavior Intervention Assistant
Food Services (2)
Instructional Assistant (2)
Noon Duty Aide

Dual Certification:

Instructional Assistant – Bilingual (Arabic)
Library Media Technician
Sr. Administrative Assistant



Fountain Valley School District

Personnel Commission

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

Classified Employment Opportunity BEHAVIOR INTERVENTION ASSISTANT *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 Behavior Intervention Assistant or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	September 11, 2019
CLOSING DATE:	September 17, 2019 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	28.75 hrs/wk: M,T,W,F 8:10 a.m. – 2:40 p.m. (with 1/2 hour unpaid lunch), TH 8:05 a.m. – 12:50 p.m.
TERM:	9.6 months per year
VACANCIES:	1 position at Newland School

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Behavior Intervention Assistant wanting to transfer must send a written request to the Personnel Department or email to 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., Tuesday, September 17, 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 Behavior Intervention Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Behavior Intervention 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

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EMPLOYMENT OPPORTUNITY

FOOD SERVICES WORKER

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 Food Services Worker or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	August 19, 2019
CLOSING DATE:	August 26, 2019 at 4:00 p.m.
SALARY:	Current rate of pay
TERM:	9.6 months a year
HOURS:	18 hrs/wk, M,T,W,F 10:00 a.m. – 2:00 p.m., Thursday 12:00 p.m. –2:00 p.m.
VACANCY:	1 position at Gisler

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Food Services Worker wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvds.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 26, 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 Food Service Worker and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Food Service Worker eligibility list.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY FOOD SERVICES WORKER

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 Food Services Worker or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	September 11, 2019
CLOSING DATE:	September 17, 2019 at 4:00 p.m.
SALARY:	Current rate of pay
TERM:	9.6 months a year
HOURS:	20.0 hrs/wk, M,T,W,F 9:30 a.m. – 1:45 p.m., TH 9:00 a.m. – 12:00 p.m. (Talbert) 12.0 hrs/wk, M, W, F 10:00 a.m. – 2:00 p.m. (Roving)
VACANCY:	2 positions, one at Talbert and one Rover

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Food Service Worker wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvds.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, September 17, 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 Food Service Worker and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Food Service Worker eligibility list.

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Fountain Valley School District

Personnel Commission

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

Classified Employment Opportunity

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.

POSTING DATE:	August 28, 2019
CLOSING DATE:	September 06, 2019, at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	12.5 hours/week: Monday – Friday, 8:45 a.m. – 11:15 a.m.
TERM:	9.6 months per year
VACANCIES:	1 position at Gisler 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 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, September 06, 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

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.

POSTING DATE:	September 4, 2019
CLOSING DATE:	September 10, 2019, at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	12.5 hours/week: Monday – Friday, 8:30 a.m. – 11:00 a.m.
TERM:	9.6 months per year
VACANCIES:	1 position at Courreges 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@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, September 10, 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

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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.

POSTING DATE:	August 20, 2019
CLOSING DATE:	August 27, 2019, 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	5.0 hrs/wk, M,T,W,F 11:40 a.m. -12:55 p.m. (Tamura) 5.33 hrs/wk, M,T,W,F 11:30 a.m. -12:50 p.m. (Newland)
TERM:	9.6 months/year,
VACANCY:	Two vacancies, one at Tamura and one at Newland

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) 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 27, 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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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASST., BILINGUAL (Arabic)

Dual Certification (*Open and Promotional*)

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

POSTING DATE:	August 29, 2019
CLOSING DATE:	September 19, 2019, by 4:00 p.m.
SALARY:	\$18.62 - \$22.63 per hour* (Range 28, 5 steps) *(Per CSEA contract, hiring may be made up to step 3)
SCHEDULE:	15 hours/week – Monday – Friday, mornings (schedule TBD)
TERM:	9.6 months/year
VACANCY:	One - Masuda Middle School

PURPOSE

The job of Instructional Assistant - Bilingual is done for the purpose/s of providing support to the instructional programs within assigned classrooms with specific responsibility for assisting students' English language acquisition from their native language; also serving as a resource to other school personnel requiring assistance with non-English speaking persons. This job reports to the Assigned Administrator.

ESSENTIAL FUNCTIONS

Administers tests to referred students such as assessing proficiency in English skills (oral and written) and initial & other mandated testing for English language learners; assists students, individually or in groups, with lesson assignments; reinforcing instruction- language arts, reading, arithmetic, social studies, science, etc; provide information on student's progress and performance; attends workshop, meetings and in-service training; communicates with parents (e.g. test results, needs, students' placement, etc.); implements, under the supervision of the teacher, instructional programs and lesson plans such as interpret for exams as needed and translate stories; interprets verbal and translates written communication (e.g. Parent/Teacher Conferences, meetings, telephone calls with parents, notes and other materials as assigned; maintains clean and orderly environment (e.g. help arrange and set-up room(s), etc.); monitors individual and/or groups of students in a variety of settings such as classroom, playground, field trips, library, lunchroom, bus loading/unloading; provides support to the teacher's lesson plans.

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: translating written documents; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

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: concepts of grammar and punctuation in both English and Second Language; age appropriate activities.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines. Specific ability based competencies required include: communicating with diverse groups including those with limited English proficiency and establishing and maintaining effective working relationships.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job related experience is required, as well as community college and/or vocational school degree with study in job-related area.

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. September 19, 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.

<p>Written test (pass/fail)..... September 20, 2019 at 1:30 p.m. Performance test – bilingual written and oral (pass/fail) Week of September 30, 2019 Oral Interview (100%) Week of September 30, 2019 <i>Exam parts will be held at the Fountain Valley School District Office</i></p>
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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 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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Library/Media Technician

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 “ready and willing” certified eligibles.

POSTING DATE:	August 28, 2019
CLOSING DATE:	September 20, 2019 at 4:00 p.m.
SALARY:	\$20.56 - \$24.98 per hour (Range 38, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	15.0 hrs/wk, Tuesday, Wednesday, and Thursday, 8:00 a.m. – 1:00 p.m.
TERM:	9.6 months per year
VACANCY:	One position at Tamura

THE JOB

Under the direction of the school principal, the job of Library/Media Technician is done for the purpose/s of 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.

ESSENTIAL FUNCTIONS

Assists teachers, students and administrators; coordinates book fairs, bulletin boards, events and activities; evaluate books and/or periodicals; maintains materials inventory current and new; monitors student activities; operates and troubleshoots a variety of media production equipment and systems; orders and researches library materials, supplies and equipment in collaboration with personnel; participates in meetings; attends conferences, and workshops; performs circulation activities; prepares and organizes book collections; prepares manual and electronic documents and reports; processes new student library cards, notices of missing, damaged, or overdue books, media and materials; processes library books, periodicals, software and related media materials; repairs books and materials; and responds to inquiries of students, staff, and parents.

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: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

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 to satisfactorily perform the functions of the job include: library practices; and computer and Internet operations.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate 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 standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of 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: establishing effective working relationships.

MINIMUM REQUIREMENTS:

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

APPLICATION PROCESS

Applicants must complete an online application, obtained through our website - www.fvsd.us. All application materials must be submitted through EdJoin by 4:00 p.m., September 20, 2019.

EXAMINATION PROCESS:

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

Relative weights of the examination process:

Written test (40%)..... September 23, 2019 at 9:00 a.m.

Qualifications appraisal interview (60%) Week of September 30, 2019

Interviews will be conducted at the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley.

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 for each classification 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 lists for these positions will be established for twelve months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, and screening for tuberculosis.

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

No portion of this announcement is an express or implied contract with applicants.

The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

SR. ADMINISTRATIVE 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 “ready and willing” certified eligibles.

POSTING DATE:	August 30, 2019
CLOSING DATE:	September 23, 2019 at 4:00 p.m.
SALARY:	\$4,919 - \$5,954 per month (Range 40, 5 Steps)
HOURS:	40 hours/week, 7:30 a.m. – 4:30 p.m.
TERM:	12 months per year
VACANCY:	One position in Education Services

THE JOB

The job of Senior Administrative Assistant (Confidential) is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the Assistant Superintendent; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; leading/facilitating, or attending meetings and coordinating assigned projects and site activities. The ideal candidate for this position has excellent organizational and time management skills, along with strong oral and written communication ability. In addition, leadership and initiative will be critical to success on the job.

ESSENTIAL FUNCTIONS

Communicates with a broad audience (e.g. staff, parents, students, administrators, vendors, government officials, etc.) for the purpose of providing information or directing to appropriate staff; compiles data from a wide variety of sources for the purpose of preparing reports, responding to inquiries; compliance with guidelines and legal mandates in support of assigned administrator; coordinates and schedules a wide variety of projects, functions and district program components with internal personnel; scheduling of participants/program activities; resolution of discrepancies; all completed in a professional and timely manner; maintains confidentiality of privileged and sensitive information; maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, board reports, etc.); monitors a wide variety of activities on behalf of supervisor; orders textbooks, supplies and equipment in collaboration with site personnel; oversees and coordinates miscellaneous functions; participates in meetings and attend conferences, workshops, etc.; performs technical and complex secretarial duties (e.g. plan, organize and coordinate operating procedures, research and produce data/information, etc.); prepares information for board agenda/meetings; prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature; presents information on administrative procedures; processes a wide variety of documents and materials; reconciles account balances for assigned budget categories; researches a variety of topics for the purpose of providing information to ensure inquiry is addressed or directed to appropriate staff; supports assigned administrative personnel.

SEE OTHER SIDE

SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Competencies required include: operating standard office equipment including using, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and understand technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required include: job related software applications; accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others. Ability is also required to work with a diverse group of individuals and/or groups. Problem solving is required to analyze issues and create action plans. Specific ability based competencies required include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

MINIMUM REQUIREMENTS

Job related experience with increasing levels of responsibility is required. Education - Community college and/or vocational school degree with study in job-related area.

APPLICATION PROCESS

Applicants must complete an online application, obtained through our website - www.fvsd.us. All application materials must be submitted through EdJoin by 4:00 p.m., September 23, 2019.

EXAMINATION PROCESS

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

Relative weights of the examination process:

Written test (40%)..... September 26, 2019 at 12:30 p.m.

Interview / performance test (60%) Week of September 30, 2019

Interviews will be conducted at the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley.

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 for each classification 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 will be established for 12 months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, and screening for TB.

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