

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

Regular Meeting
AGENDA

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

February 27, 2020
4:30 p.m.

Mrs. Carol Davis, Member
Mr. Tony McCombs, Chairperson
Mr. William Mullin, Vice-Chairperson
Ms. Cathie Abdel, Assistant Superintendent Personnel

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF AGENDA**

GENERAL FUNCTIONS

1. **Introduction of Guests**
2. **Introduction of Staff**
3. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, January 23, 2020** *Action*
(Attachment #1)
4. **Agenda, Regular Meeting of the Board of Trustees, February 13, 2020** *Information*
(Attachment #2)
5. **Minutes, Regular Meeting of the Board of Trustees, December 19, 2019** *Information*
(Attachment #3)
6. **Minutes, Regular Meeting of the Board of Trustees, January 9, 2020** *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. Budget and Construction Update Presentation – Assistant Superintendent Chris Fullerton *Information*

11. Selection of Personnel Commission Date for May 2020 Meeting *Action*
(Attachments #5-#6)

12. Eligibility Lists *Action*
ESP Assistant and IA- Applied Behavior analysis
(Attachments #7-#8)

PERSONNEL

13. Job Announcements *Information*
(Attachments #9-#13)

FINANCIAL

14. Nothing at this time *Information*

CLOSED SESSION

15. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**March 26, 2020
4:30 p.m.
PDC Room**

ADJOURNMENT

17. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF JANUARY 23, 2020**

DATE: February 13, 2020

Attached for your approval are the minutes of the Personnel Commission regular meeting of January 23, 2020.

RECOMMENDATION

The Personnel Commission approve the minutes of the January 23, 2020 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

January 23, 2020

4:30 p.m.

Mr. McCombs called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California. Ms. Connie Ramirez led the Pledge of Allegiance. Present for the entire meeting:

Mrs. Carol Davis, Member
Mr. Tony McCombs, Chairperson
Mr. William Mullin, Member
Ms. Cathie Abdel, Assistant Superintendent Personnel

Mr. William Mullin, Member (Absent)

GENERAL FUNCTIONS

Approval of Agenda

Mrs. Davis moved to approve the agenda as presented. Automatic second used due to the absence of Mr. Mullin. Motion carried.

Introduction of Guests

Ms. Connie Ramirez was in attendance.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, December 19, 2019

Mrs. Davis moved to approve the minutes as presented. Automatic second was used. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, December 19, 2019

Presented as an information item only.

Agenda, Regular Meeting of the Board of Trustees, January 9, 2020

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, November 7, 2019

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, November 21, 2019

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, December 12, 2019

Presented as an information item only.

Director's Report

Mrs. Abdel shared Dr. Johnson hosted the State of the District on Friday, January 17, 2020, which is put on by Fountain Valley Schools Foundation. This is an opportunity for us to bring in members of the community and share with them the state of our District. The meeting included information on the academic success of our students, a comparison of Fountain Valley School District's funding with other Districts in our area, and a construction update and thank the community for their contributions to the district. Mrs. Abdel also shared with the Personnel Commission FVSD information cards handed out at the breakfast. The cards provide data regarding the District and giving an idea of who we are.

Mrs. Abdel also shared that on Wednesday, January 22, 2020, we held our joint budget update with FVEA and CSEA. Yesterday's meeting covered the first interim budget and information regarding the Governor's budget proposal received at School Services workshop. Mrs. Abdel also provided the commissioners with an update on construction.

Ms. Abdel discussed the upcoming Classified Professional Development scheduled for Monday, January 27, 2020 at Gisler. A majority of the attendees expressed an interest for training in managing behavior and de-escalation strategies. The other sessions will include information on the merit system, SchoolsFirst alternative retirement information and technology tips.

Lastly, we had a Maintenance and Operations staff meeting at the District Office where Dr. Johnson led a mini leadership advance. It was powerful to see the M/O employees working together.

Commissioners' Comments

Mrs. Davis thanked the staff for their hard work and positive impact on the classified employees. Mr. McCombs stated he was excited to learn about the classified professional development day.

Public Comments

Ms. Ramirez stated the classified staff are feeling more involved. This administration is acknowledging what the classified staff do and what they bring to the table with this additional training.

ADMINISTRATION

Selection of the Personnel Commission Date for May 2020 Meeting

Mrs. Davis moved to approve the date for May 28, 2020 as presented. After discussion, the Personnel Commission decided to put forward the week of the May 11, 2020 with the final decision to be made next month.

Eligibility List

Mrs. Davis moved to approve the eligibility list for Preschool Assistant. Automatic second was used. Motion carried.

PERSONNEL

Job Announcements

The dual certification job postings for Instructional Assistant – Applied Behavior Analysis and Instructional Assistant – Moderate/Severe were reviewed.

FINANCIAL

Personnel Commission Budget 2019-2020 Quarterly Overview

The Personnel Commission budget and year to date actuals for 2019-2020 were reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

February 27, 2020 at 4:30 p.m.

PDC Room

ADJOURNMENT

The January 23, 2020, regular meeting of the Personnel Commission was adjourned at 5:06 p.m.

Mr. Tony McCombs, Chairperson

Mrs. Carol Davis, Member

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF FEBRUARY 13, 2020**

DATE: January 15, 2020

Attached for your information is the agenda of the Board of Trustees regular meeting of February 13, 2020

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF DECEMBER 19, 2019**

DATE: February 13, 2020

Attached for your information are the minutes of the Board of Trustees regular meeting of December 19, 2019.

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

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

December 19, 2019

MINUTES

President Collins called the annual organizational 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 |

Absent:

| | |
|-------------|--------|
| Jim Cunneen | Member |
|-------------|--------|

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

AGENDA APPROVAL

Second: Mrs. Crandall

Vote: 4-0 (Absent: Cunneen)

BOARD WORKSHOPS

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin and Director Educational Services, Dr. Gargus, provided a Board of Trustees with an update on reading achievement of FVSD students in grades 1-8. Dr. McLaughlin opened the workshop by sharing the charge for Educational Services for the year. In addition, he shared data sets provided to principals. Looking closer, Dr. Gargus shared 2019-20 reading assessment data collected, also sharing the purpose for collecting reading level data including the identify students in need of intervention, build appropriate groups, establish a baseline and determine effectiveness, and a strong indicator of success on SBAC. He reviewed the two reading assessments used in the District, Fountas & Pinnell (F&P) and Scholastic Reading Inventory (SRI) and the assessment timelines across grade levels. Dr. Gargus reviewed grade level data from F&P for 2018-19 for

FALL 2019 STUDENT
READING
ACHIEVEMENT DATA

students in grades 1-5. Following this, he reviewed baseline data for 2019-20 across grade levels. Furthermore, he looked at specific student groups and their F&P data in grades 1-5. Following this, he shared SRI data for grades 5-8. He shared more about SRI lexile levels, a scaled score up to 1300. He examined data from 2018-19 6th graders. Following this, he reviewed 2019-20 first administration data for 5-8 graders. He also compared SRI lexile data for specific data groups in grades 5-8. In closing, he noted the upcoming mid-year assessments scheduled for January. In closing, Dr. McLaughlin shared improving data utilization strategies in use across the District including *knowing your readers* and small group, conferring toolkits.

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

The Board of Trustees would like to recognize and thank outgoing Board President Ian Collins for his leadership this past year. The Board of Trustees joined staff and the community in celebrating

RECOGNITION OF OUTGOING PRESIDENT IAN COLLINS

the successes of 2019 in the Fountain Valley School District under his leadership.

The Board took a brief recess.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz’s activities since the last meeting included: CSBA Annual Education Conference. She shared details from the Conference and the information shared.

Mrs. Galindo’s activities since the last meeting included: Tours of newly modernized Courreges and Masuda and FVSF meeting where successes from the Golf Tournament were shared, and middle school math professional development.

Mrs. Crandall congratulated our 480 students a part of our choral, orchestral, rock, guitar, band and theatre programs for their recent impressive holiday performances. Her activities since the last meeting included: tour of Tamura, Gisler Got Talent night, ten performances, middle school soccer tournament, two Rotary Most Improved Student recognitions, SPC meeting, second professional development day focused on safety, and Mr. Hessler’s retirement.

Mr. Collins’ activities since the last meeting included: CSBA Annual Education Conference and Delegate Assembly, meeting with City of Huntington Beach Mayor and City Manager and local districts, tours of Tamura and Gisler, and Rotary Most Improved Student recognition. He thanked his fellow trustees for their service this month.

PUBLIC COMMENTS

There was one request to address the Board of Trustees. A member of the community addressed the Board regarding establishing a Questionnaire Assistance Center/kiosk for the 2020 Census.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Crandall moved to approve Mrs. Galindo as Board President for 2020.

Second: Mr. Collins

Vote: 4-0 (Absent: Cunneen)

**ELECTION OF
BOARD
PRESIDENT FOR
2020**

- Motion: Mrs. Galindo moved to approve Mrs. Crandall as President Pro Tem for 2020. ELECTION OF PRESIDENT PRO TEM FOR 2020
- Second: Mr. Collins
- Vote: 4-0 (Absent: Cunneen)
- Motion: Mr. Collins moved to approve Mrs. Schultz as Board Clerk for 2020. ELECTION OF BOARD CLERK FOR 2020
- Second: Mrs. Schultz
- Vote: 4-0 (Absent: Cunneen)
- Motion: Mrs. Schultz moved to approve the Selection of Representatives to County Committees and Councils and District Committees as discussed. SELECTION OF REPRESENTATIVES TO COUNTY COMMITTEES AND COUNCILS AND DISTRICT COMMITTEES
- Second: Mrs. Crandall
- Vote: 4-0 (Absent: Cunneen)
- Motion: Mrs. Galindo moved to approve the Selection of Board Meeting Dates for 2020. SELECTION OF BOARD MEETING DATES FOR 2020
- Second: Mrs. Crandall
- Vote: 4-0 (Absent: Cunneen)
- Motion: Mrs. Crandall moved to adopt Resolution 2020-06 Resolution to Initiate the Process of Establishing Trustee Areas and Elections by-Trustee Areas. RESOLUTION 2020-06 RESOLUTION TO INITIATE THE PROCESS OF ESTABLISHING TRUSTEE AREAS AND ELECTIONS BY-TRUSTEE AREAS.
- Second: Mrs. Schultz
- Vote: 4-0 (Absent: Cunneen)
- Motion: Mrs. Crandall moved to approve the Consent Calendar. CONSENT CALENDAR
- Second: Mrs. Galindo
- Vote: 4-0 (Absent: Cunneen)

The Consent Calendar included:

- Board Meeting Minutes from November 7th regular meeting
- Board Meeting Minutes from November 21st special meeting
- Board Meeting Minutes from December 12th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Adjustments
- Approve Change Order #1 For Bid #19-01 Modular Buildings-Site Work Only (Masuda Middle School)
- Approval To Solicit Request For Offer (RFO) To Purchase And Install A Firewall Security Appliance
- Special Education Settlement Agreement 2019-2020 J
- Non-Public Agency Contracts

| Non-Public School/Agency | 100% Contract Cost | Effective Dates |
|-------------------------------|--------------------|------------------|
| Secure Transportation Company | \$16,200 | 9/4/19-6/30/20 |
| Logan River Academy, LLC. | N/A | 11/18/19-6/30/20 |
| Logan River Academy, LLC. | \$84,058 | 11/18/19-6/30/20 |

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked Mrs. Fullerton and Mr. Hastie for their continued efforts related to construction, noting that over break there are three big moves scheduled at Fulton, Cox and Tamura. He commended their efforts throughout this process. In addition, he wished Mr. Hessler well as he sets off to retire from the District this week. He noted as well the retirement as well of FV Police Chief Kevin Childe and congratulated incoming Chief Matt Sheppard. With the additional retirement of Public Works Director Mark Lewis, he wished best wishes to the City of Fountain Valley throughout this transitional period. Moreover, he noted the honor he had of attending the funeral services for Mrs. Marilyn Mendez, sending his heartfelt sympathies to the Cunneen and Mendez families. He also wished everyone well as we leave for winter recess. In closing, he noted his upcoming anniversary with the District on January 1, expressing his heartfelt appreciation for the past five years with our Board and senior staff.

ADJOURNMENT

Motion: Mrs. Galindo moved to adjourn the meeting at 7:55PM.

Second: Mrs. Schultz

Vote: 5-0

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR MEETING OF JANUARY 9, 2020**

DATE: February 13, 2020

Attached for your information are the minutes of the Board of Trustees regular meeting of January 9, 2020.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

January 9, 2020

MINUTES

President Galindo called the regular meeting of the Board of Trustees to order at 6:00pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

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

Motion: Mr. Collins 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

Mrs. Galindo 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

Girl Scout Troop 4167 led the Pledge of Allegiance.

SPECIAL PRESENTATIONS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From Courreges School, the Board recognized and thanked Megan Irvine and Bessie Kozinski. The Board was joined by the Courreges staff, students and community in thanking these women for their amazing contributions.

RECOGNITION OF PARENT VOLUNTEERS FROM COURREGES SCHOOL

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized six outstanding students from Courreges School: Poppy Moreau (K), Jake Yano (1st), Cora Ly (2nd), Ben Rimdzius (3rd), Dimitri Dieu (4th), and Hannah Uribe (5th). The Board joined families, staff and members of the community in celebrating these students for their outstanding accomplishments.

RECOGNITION OF STUDENTS FROM COURREGES SCHOOL

The Board took a brief recess.

BOARD REPORTS AND COMMUNICATIONS

Mr. Collins’ activities since the last meeting included: FVVSF meeting and FV Rotary meeting including a presentation by Drains to the Ocean.

Mr. Cunneen’s activities since the last meeting included: annual audit meeting for District financials and Measure O financials, noting unmodified reports or clean audits for both. He thanked Mrs. Fullerton and Mr. Guerra for another successful financial reporting. In addition, he toured Tamura. He congratulated Mrs. Galindo and Mrs. Crandall on their roles this year and thanked Mr. Collins for a wonderful year under his presidency.

Mrs. Schultz wished everyone a wonderful year, noting that she is looking forward to a great 2020 with our Board.

Mrs. Crandall extended her wishes for a wonderful 2020 for everyone. Her activities since the last meeting included: Holiday

Breakfast at the District Office, Plavan 4th and 5th graders caroling at Carmel Village, FVSF meeting, and volunteering at Summer Harvest holiday food event.

Mrs. Galindo wished our staff and her fellow trustees a very happy New Year.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to approve Board Policy 4033 Lactation Accommodation for first reading.

**BOARD POLICY
4033 LACTATION
ACCOMMODATIO
N (FIRST
READING)**

Second: Mrs. Schultz

Vote: 5-0

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

**CONSENT
CALENDAR**

Second: Mr. Cunneen

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from December 19th annual organizational meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Resolution 2020-07: Payment to Cunneen for Missed Meeting due to Bereavement
- Williams Quarterly Report for Second Quarter 2019-20
- Approval of Contract Between Fountain Valley School District and Orange County Department of Education To Provide Gate Certification Training Program For 4th And 5th Grade Teachers
- Approve the Contract Extension with TPX Communications for District Telecommunication Services And Equipment

- Approve Change Order #2R1 for the Cox Elementary School Measure O HVAC And Modernization Project
- Approve Change Order #2R1 for the Fulton Middle School Measure O HVAC And Modernization Project
- Approve Change Order #2R1 for the Tamura Elementary School Measure O HVAC And Modernization Project
- Approval of Single Year with Annual Renewal Contract Between Fountain Valley School District and Mind Research Institute to Provide St Math to Talbert Middle School
- Non-Public Agency Contracts

| <u>Non-Public School/Agency</u> | <u>100% Contract Cost</u> | <u>Effective Dates</u> |
|--------------------------------------|---------------------------|------------------------|
| Professional Tutors of America, Inc. | \$0.00 | 1/1/20-6/18/20 |
| Cornerstone Therapies | N/A | 1/1/20-6/30/20 |
| Cornerstone Therapies | \$181.84 | 1/1/20-6/18/20 |

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Wished everyone a happy New Year. In addition, he thanked the Board of Trustees for their continued commitment to our District.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 7:24PM.

Second: Mr. Cunneen

Vote: 5-0

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **Selection of Personnel Commission Meeting Date for May 2020**

DATE: January 17, 2020

Attached is the calendar for the Personnel Commission meeting dates for 2020 with the exception of May's date which is to be determined.

- January 23
- February 27
- March 26
- April 23
- **May (week of the 11th)**
- June 25
- July – dark
- August 27
- September 24
- October 22
- November 19
- December 17

For any conflicts with the proposed Board of Trustees' meetings we will use the PDC or Harper Room as an alternate meeting place.

RECOMMENDATION:

It is recommended that the Personnel Commission discuss and reach consensus on the Personnel Commission meeting date for May 2020.

2020

| January | | | | | | |
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| September | | | | | | |
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| November | | | | | | |
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| December | | | | | | |
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| Notes: | |
|--------|-----------------------------|
| Jan 01 | New Year's Day |
| Jan 20 | M L King Day |
| Feb 14 | Valentine's Day |
| Feb 17 | Presidents' Day |
| Apr 10 | Good Friday |
| Apr 12 | Easter Sunday |
| May 10 | Mother's Day |
| May 25 | Memorial Day |
| Jun 21 | Father's Day |
| Jul 03 | Independence Day Holiday |
| Jul 04 | Independence Day |
| Sep 07 | Labor Day |
| Oct 12 | Columbus Day |
| Oct 31 | Halloween |
| Nov 11 | Veterans Day |
| Nov 26 | Thanksgiving Day |
| Dec 25 | Christmas |
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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LISTS**

DATE: February 13, 2020

Attached are the eligibility lists for:

ESP Assistant

IA- Applied Behavior Analysis

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #7 - #8

ELIGIBILITY LIST
ESP Assistant
Merged List (Updated 01-21-2020)

| RANK | NAME | EXPIRES |
|-------------|-----------------------|----------------|
| 1 | Yvonne Betancourt | 10-22-20 |
| 2 | Savannah Bonifay | 8-20-20 |
| 2 | Jackie James | 1-21-21 |
| 2 | Marcela Baker | 1-21-21 |
| 3 | Yvette Fellows | 1-21-21 |
| 4 | Jennifer Westfall | 1-21-21 |
| 5 | Iver Nguyen | 8-20-20 |
| 5 | Sharon Crooks | 10-22-20 |
| 6 | Maria Wong | 8-20-20 |
| 7 | Christina Pham | 8-20-20 |
| 8 | Adam Vu | 1-21-21 |
| 9 | Lisa Gapen-Barbosa | 10-22-20 |
| 10 | Yareli Hernandez | 1-21-21 |
| 11 | Jay Levy | 1-21-21 |
| 12 | Maria Figueroa Avalos | 8-20-20 |
| 13 | Alia Alabed | 1-21-21 |

Eligibility List
IA APPLIED BEHAVIOR ANALYSIS
Merged List (Updated 2-13-20)

| RANK | NAME | EXPIRES |
|-------------|--------------|----------------|
| 1 | Niani Frye | 2-13-21 |
| 2 | Thomas Ortiz | 2-13-21 |
| 3 | Mary Garcia | 6-12-20 |
| 4 | Mary Wade | 2-13-21 |

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: February 13, 2020

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

Interdepartmental Transfer:

Head Custodian
Noon Duty Aide

Open:

Noon Duty Aide

Dual Certification:

Extended School Program Assistant
Head Custodian



Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
HEAD CUSTODIAN
Interdepartmental Transfer Only

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

| | |
|----------------------|--|
| POSTING DATE: | February 18, 2020 |
| CLOSING DATE: | February 25, 2020 at 4:00 p.m. |
| SALARY: | Current rate of pay |
| HOURS: | 40.0 hrs/wk: Monday – Friday, 6:45 a.m. – 3:45 p.m. (with 1 hour unpaid lunch) |
| TERM: | 12.0 months/year |
| VACANCY: | 1 position at Newland |

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Head Custodian wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Tuesday, February 25, 2020. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

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

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

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

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

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: | January 24, 2020 |
| CLOSING DATE: | February 3, 2020, 4:00 p.m. |
| SALARY: | Current rate of pay |
| HOURS: | 4.0 hours/week, M,T,W,F 12:15 p.m. -1:15 p.m. (Masuda) 6.0 hours/week, M,T,W,F 11:35 a.m. -1:05 p.m. (Oka) |
| TERM: | 9.6 months/year, |
| VACANCY: | Two vacancies, one at Masuda and one at Oka |

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., Monday, February 3, 2020. 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 NOON DUTY AIDE

Open

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

| | |
|----------------------|---|
| POSTING DATE: | January 23, 2020 |
| CLOSING DATE: | February 14, 2020, by 4:00 p.m. |
| SALARY: | \$15.10 - \$18.35 per hour (Range 5, 5 steps) |
| HOURS | 4.0 hrs/wk, M,T,W,F, 12:15 p.m. – 1:15 p.m. (Masuda) 6.0 hrs/wk, M,T,W,F, 11:35 a.m. – 1:05 p.m. (Oka) |
| TERM: | 9.6 months a year |
| VACANCY: | 2 positions, one at Masuda, and one at Oka |

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

SEE OTHER SIDE

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

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals, work with similar types of data, and utilize job-related equipment. Problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation, and problem-solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; diffusing argumentative behavior; maintaining confidentiality; working 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.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. Friday, February 14, 2020.

EXAMINATION PROCESS

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

| |
|---|
| <p>Oral Interview (100%)Tentatively planned for February 20, 2020 <i>The exam parts will be held at the Fountain Valley School District Office</i></p> |
|---|

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, and screening for tuberculosis.

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

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



Fountain Valley School District

Personnel Commission

10055 Slater Avenue, Fountain Valley, CA 92708 (714) 843-3228 www.fvdsd.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 promotion, transfer or certified eligibles.

| | |
|----------------------|---|
| POSTING DATE: | February 6, 2020 |
| CLOSING DATE: | Open till filled |
| SALARY: | \$16.35 - \$19.87/hour (Range 13, 5 Steps) |
| HOURS: | Positions work 12 – 20 hours/week in the afternoons, generally between 2 – 5 pm |
| TERM: | 9.6 months a year |

THE JOB

Under the direction of the Director-Child Care Program, this position helps provide a quality program and a safe and loving environment for children in the Extended School Program, assists with planning and implementing a variety of activities to meet the needs and interests of the children, and participates in activities with groups of children.

JOB FUNCTIONS

Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional. Assists with planning and implementing a variety of activities (e.g. supervise children in outdoor and indoor play; lead children in singing, dancing and other recreational and educational activities; snack and lunch, clean up eating areas, etc.). Attends meetings and in-service presentations. Maintains a variety of records, reports and program materials (e.g. health, accident/injury reports, attendance, student portfolios, attendance sheets and routine maintenance, others as assigned, etc.). Manages student behavior on site, field trips, bus loading/unloading, etc. for the purpose of providing a safe and optimal recreational learning environment. Models appropriate behavior for children (e.g. conversation, manners, clean up activities, listening skills, etc.) for the purpose of improving performance, health status, problem solving techniques and a variety of personal issues. Provides assistance for physical, personal hygiene and self image needs of students (e.g. basic first aide; promoting self-esteem and healthy self-image; etc.). Provides instruction to students in a safe, nurturing environment in curriculum-based activities (e.g. STEM; cooking; art; proper use of equipment and materials); teach and facilitate pro-social skills; provide guidance and encouragement in a patient, caring and sensitive manner. Reports incidents for the purpose of maintaining personal safety of students, providing a positive learning environment and adhering to school policies and mandatory reporting. Supports a clean, safe and orderly environment.

MINIMUM REQUIREMENTS

Experience Job related experience is required.

Education High school diploma or equivalent.

See Other Side

REQUIRED 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; and facilitating department goals.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; administer first aid and/or prescribed medications; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies include: knowledge of curriculum, instruction, and subjects of assignment; pertinent laws, codes, policies, and/or regulations; public relations protocols; understanding of nutritional guidelines; stages of child development for children with special needs; and 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. Ability is also required to work with a diversity of individuals. 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 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.

APPLICATION PROCESS

All application materials will be screened and when a sufficient number of qualified, “ready and willing” applicants are received, they will be invited to attend the written test via email. Those then passing the written test will be invited to the oral interview.

EXAMINATION PROCESS

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

| | |
|--|------------------|
| Relative Weights of the Exam: | |
| Written test (40%) | To be determined |
| Qualifications Appraisal Interview (60%) | To be determined |
| <i>Testing/interview will be conducted at the Fountain Valley School District Office</i> | |

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 the list, along with “ready and willing” transfer eligibles. Promotional candidates will receive seniority credit 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 medical examination, fingerprinting, conviction clearance, and a tuberculosis screening.

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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 option to become a member of 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

HEAD CUSTODIAN

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 vacancies which are filled by promotion, transfer, or certified eligibles.

| | |
|----------------------|--|
| POSTING DATE: | February 18, 2020 |
| CLOSING DATE: | March 13, by 4:00 p.m. |
| SALARY: | \$24.12 - \$29.31 per hour (Range 52, 5 steps) *Per CSEA contract, hiring may be made up to step 3, subs paid at step 1 |
| HOURS: | 40 hrs/wk, Monday-Friday, 6:45 a.m. – 3:45 p.m. (w/ 1 hour unpaid lunch) |
| TERM: | 12 months per year |
| VACANCY: | One position at Newland |

PURPOSE

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

ESSENTIAL FUNCTIONS

Prepares site for daily operations (e.g. opening gates, raising flags, clearing walkways, cone set-up, trash pick-up, etc.). Cleans assigned facilities and/or grounds (e.g. classrooms, offices, restrooms, multipurpose rooms, kitchen, workrooms, meeting rooms, parking lots, walkways, etc.) for the purpose of maintaining a sanitary, safe and attractive environment. Consults with administrative personnel and assists faculty and staff with custodial and minor maintenance issues, etc. Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.). Informs site personnel to provide information and direction regarding activities, safety issues and/or proper maintenance of facilities and/or equipment. Inspects facilities and work completed by custodians for accuracy and compliance; report safety, sanitation, and fire hazards, and maintenance repairs to appropriate personnel for the purpose of ensuring that the site is suitable for safe operations, and maintained in an attractive and clean condition. Operates and maintains supplies and equipment (e.g. vacuum and floor cleaning equipment; buffer, shampooer, belts, bags, etc.). Oversees facility maintenance activities and assigned custodial personnel (e.g. adjust and arrange furniture and equipment; set up for special events and meetings, etc.). Participates in meetings, workshops, training, and seminars. Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures; performs energy conservation practices as directed. Prepares written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.). Requisitions equipment, supplies and materials. Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.). Responds to inquiries from staff, students, parents, and/or visitors. Secures facilities and grounds during assigned hours (e.g. doors, windows, gates, alarms, lights, etc.). Supports other site maintenance staff (e.g. grounds, trades, etc.) as needed.

SEE OTHER SIDE

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, 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: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using the equipment. Flexibility is required to work with others in a wide variety of circumstances and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem-solving with data may require independent interpretation; and problem-solving with equipment is moderate to significant. Specific ability based competencies required include: adapting to changing work priorities; and meeting deadlines and schedules.

EDUCATION AND EXPERIENCE REQUIREMENTS

Job-related experience is required, as well as a high school diploma or equivalent.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. March 13, 2020.

EXAMINATION PROCESS

The examination process will consist of a written test, performance test, and an 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. Applicants who successfully complete the written test will be scheduled for the performance test and interview.

| | |
|--|------------------------------------|
| Written test (30%)..... | March 16, 2020 at 9:00 a.m. |
| Performance Test (30%)..... | Week of March 23, 2020 |
| Oral Interview (40%) | Week of March 23, 2020 |
| <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, medical examination, and screening for tuberculosis.

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