

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

Fountain Valley School District
Videoconference via Zoom @ 3:30 p.m.
Meeting Link: https://zoom.us/webinar/register/WN_CIN8D7dBRUK61_OuNCf8ag

June 25, 2020

Mr. Tony McCombs, Chairperson
Mr. William, Vice Chairperson
Mrs. Carol Davis, Member
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, May 14, 2020**
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, June 11, 2020**
(Attachment #2) *Information*
5. **Minutes, Regular Meeting of the Board of Trustees, April 30, 2020**
(Attachment #3) *Information*
6. **Minutes, Special Meeting of the Board of Trustees, May 14, 2020**
(Attachment #4) *Information*
7. **Minutes, Regular Meeting of the Board of Trustees, May 21, 2020**
(Attachment #5) *Information*
8. **Director's Report** *Information*
9. **Commissioners' Comments** *Information*

10. Public Comments

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

In order to address the Personnel Commission, please email your comments to johnsond@fvsd.us by 3:15 p.m. on Thursday, June 25th. Your comments will be read into the record.

ADMINISTRATION

11. Eligibility Lists

None at this time.

Information

PERSONNEL

12. Job Announcements

(Attachments #6-#13)

Information

FINANCIAL

13. Personnel Commission Budget 2020-2021: Second Reading and Adoption

(Attachment #14)

Action

CLOSED SESSION

14. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

August 27, 2020

4:30 p.m.

Via Zoom

ADJOURNMENT

16. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF MAY 14, 2020**

DATE: June 9, 2020

Attached for your approval are the minutes of the Personnel Commission regular meeting of May 14, 2020.

RECOMMENDATION

The Personnel Commission approve the minutes of the May 14, 2020 Personnel Commission regular meeting.

Attachment #1

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

REGULAR MEETING

MINUTES

May 14, 2020

4:30 p.m.

Mr. McCombs called the Regular Meeting of the Personnel Commission to order at 4:30 p.m. held via a Zoom webinar. Mr. McCombs led the Pledge of Allegiance.

Present for the entire meeting:

Mrs. Carol Davis, Member

Mr. Tony McCombs, Chairperson

Mr. William Mullin, Vice -Chairperson

Ms. Cathie Abdel, Assistant Superintendent Personnel

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Ms. Cathie Abdel announced there were 19 attendees via zoom. Attendees were Adam Elmi, Elizabeth Castaneda, Bulmaro Sanchez, Katherine Silva, Connie Ramirez, Dan Locke, Jetzabel Segura, Jill Martin, Joy Moyers, Lisa O’Cain, Michelle Hughes, Patrick Ham, Peggy Blydt-Hanson, Reatte Gunagan, Sandra Crandall, and Sandy O’Toole

Introduction of Staff

Donna Johnson was in attendance.

Public Hearing for 2020-2021 Personnel Commission Budget

Mr. McCombs opened the public hearing for comments. As no comments were received, Mr. McCombs then closed the public hearing.

Minutes, Regular Meeting of the Personnel Commission, February 27, 2020

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

Agenda, Regular Meeting of the Board of Trustees, April 30, 2020

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, February 13, 2020

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, March 12, 2020

Presented as an information item only.

Minutes, Emergency Meeting of the Board of Trustees, March 13, 2020

Presented as an information item only.

Director's Report

Mrs. Abdel shared a slideshow and overview of the amazing work our classified employees have done during this unprecedented time. They supported the transition from school to our distance learning while taking on these challenges the FVSD Way, always remaining focused on student learning. School dismissal began on March 13, 2020, when the Board took action to close our schools and our classified staff was there to support the transition. Our IT team has spent days cleaning and distributing over 2,000 Chrome Books to our students. They continue to support our parents, staff and students with their technology needs through their help desk. Another challenge was how to provide meals to our students during this time. Our Food Services team have been serving meals to our students at multiple schools. We started by serving lunch 5 days a week and just recently changed the schedule to 3 days a week, serving meals that include lunch and breakfast. The Food Services team has served over 14,000 meals. Our Maintenance and Operations team have worked hard to maintain our facilities and make sure our campuses are clean and safe. The District Office staff has been there to provide the essential services and making sure the district continues to operate smoothly. This includes making sure employees are paid, health and welfare benefits are up and running, working on staffing, questions are answered, access to distance learning, support the staff through professional development, process purchase orders, pay bills, preparing for the 2020 budget, etc. Our SOM's meet every week and continue to provide registration opportunities for parents and answer parent and staff questions as needed. Our support staff participate in Zoom meetings with teachers, provide small group instruction with our students, and have the opportunity to participate in professional development opportunities. Cathie stated that on behalf of the Personnel Commissioners, Board of Trustees, senior managers, our leadership team we want to thank all of our classified staff for their continued dedication to our students, staff and our community.

Commissioners' Comments

Mr. McCombs thanked Ms. Abdel for her report. He stated we have an outstanding district, including our employees and leadership. Mr. Mullin stated he feels very proud of how we have adapted and he is proud to be a member of the Personnel Commission and a part of the Fountain Valley educational community. Mrs. Davis thanked Ms. Abdel for the slideshow, pictures and comments.

Public Comments

None currently.

ADMINISTRATION

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for ESP Assistant, Noon Duty Aide, and IA Moderate/Severe. Mr. Mullin seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental postings for Extended School Program Coordinator, Health Assistant and School Office Manager were reviewed along with the open job posting for Food Services Worker. The dual certification job postings for Extended School Program Coordinator and Senior Bus Driver/Trainer were also reviewed.

FINANCIAL

Personnel Commission Budget 2020-2021: First Reading

The Personnel Commission participated in the first reading and review of the proposed 2020-2021 budget. Mr. Mullin stated the budget is one of the main responsibilities of this commission. We have the ability to control our budget and are responsible for the budget and the staffing to that budget. He realizes this year things may be different. Mrs. Davis reminded the commission they have the ability to have a Director full time.

Approval of Invoice for CODESP

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

Approval of Invoice for CSPCA Membership

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

CLOSED SESSION

No Closed Session..

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

June 25 at 4:30 p.m.

Via Zoom Webinar

ADJOURNMENT

The May 14, 2020, regular meeting of the Personnel Commission adjourned at 4:53 p.m.

Mr. Tony McCombs, Chairperson

Mr. William Mullin, Vice-Chairperson

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 JUNE 11, 2020**

DATE: June 9, 2020

Attached for your information is the agenda of the Board of Trustees regular meeting of June 11, 2020



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

Videoconference via Zoom

June 11, 2020

Meeting Link: https://zoom.us/webinar/register/WN_KOXnWia-TMCamhf0rVtnwA

- CALL TO ORDER: 6:30PM
- ROLL CALL
- APPROVAL OF AGENDA

- PLEDGE OF ALLEGIANCE

M ___
2nd ___
V ___

BOARD REPORTS AND COMMUNICATIONS

Board Members will make the following reports and communicate information to fellow Board Members and staff.

PUBLIC HEARINGS

1. PUBLIC HEARING ON INITIAL CONTRACT PROPOSALS BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #358 FOR 2020-21

A public hearing shall be held for the purpose of receiving public comment on the initial contract proposals between the Fountain Valley School District and the California School Employees Association, Chapter #358 for the 2020-21 school year. Public input is welcome.

In order to address the Board of Trustees as a part of the public hearing, please email your comments to luccheser@fvsd.us by 6:15PM on Thursday, June 11th. Your comments will be read into the record.

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. If a member of the audience requests a response to their comments, the Board of Trustees

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.

may ask the Superintendent/Staff to respond to them in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

In order to address the Board of Trustees, please email your comments to luccheser@fvsd.us by 6:15PM on Thursday, June 11th. Your comments will be read into the record.

***** 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. RESOLUTION 2020-17 RESERVING THE RIGHT TO MAKE 2020-21 EMPLOYEE COMPENSATION REDUCTIONS FOR EMPLOYEES IN CONFIDENTIAL AND MANAGEMENT POSITIONS** M ___
2nd ___
V ___

In an effort to address the projected reductions in state funding for public schools and its impact on Fountain Valley School District, the Board of Trustees must consider all available options for reduction of spending. Resolution 2020-17 reserves the right of the Board of Trustees to authorize staff to reduce the work year and salary of confidential and management employees, if deemed necessary, for the 2020-2021 fiscal year.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2020-17 and directs staff to implement the reduction in 2020-2021 of the work year and salary for all confidential and management employees if deemed necessary.

- 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 May 21st regular meeting
- 3-B.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 3-C.** Donations
- 3-D.** Warrants
- 3-E.** Purchase Order Listing

Consent Items**3-F. RESOLUTION 2020-20: APPROVAL OF LOCAL AGREEMENT FOR CHILD DEVELOPMENT SERVICES CONTRACT NUMBER CSPP-0349 AND AUTHORIZING SIGNATURE**

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2020-20 approving Local Agreement for Child Development Services Contract Number CSPP-0349 with the California Department of Education for the 2020-21 school year and authorizing Mona Green to sign on the Board's behalf.

3-G. SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA) PARTICIPATION AGREEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approves the School-based Medi-Cal Administrative Activities (SMAA) Participation Agreement for the term of July 1, 2020 through June 30, 2021 and authorizes the Superintendent or designee to sign all documents.

3-H. RECEIPT OF CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS FOUNTAIN VALLEY CHAPTER #358 INITIAL PROPOSAL FOR 2020-2021

Superintendent's Comments: It is recommended that the Board of Trustees receives the 2020-21 initial contract proposals of the California School Employees Association and its Fountain Valley School District Chapter #358.

3-I. PRESENTATION OF FOUNTAIN VALLEY SCHOOL DISTRICT'S 2020-2021 PROPOSAL TO CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS FOUNTAIN VALLEY SCHOOL DISTRICT CHAPTER #358

Superintendent's Comments: It is recommended that the Board of Trustees approves the 2020-21 initial contract proposals of the Fountain Valley School District to the California School Employees Association and its Fountain Valley School District Chapter #358.

3-J. RESOLUTION 2020-18 EDUCATION PROTECTION ACCOUNT (EPA) FUNDING AND SPENDING DETERMINATIONS FOR THE 2020-21 FISCAL YEAR

Superintendent's Comments: It is recommended that the Board of Trustees adopts Resolution 2020-18 approving the expenditure of Education Protection Account funds to be received quarterly during the 2020-21 fiscal year.

3-K. RESOLUTION 2020-19 TEMPORARY INTER-FUND TRANSFERS FROM FUND 40

Superintendent's Comments: It is recommended that the Board of Trustees adopts **RESOLUTION 2020-19**, the temporary inter-fund transfer of funds from Fund 40.

3-L. STUDENT ACCIDENT INSURANCE – 2020-21

Superintendent's Comments: It is recommended that the Board of Trustees approves the selection of CHUBB ACE American Insurance Company, administered by Myers-Stevens & Toohey & Company, Inc., to distribute information regarding student accident insurance to parents in the 2020-21 school year.

3-M. EDUCATIONAL TECHNOLOGIES ANNUAL RENEWALS

Superintendent's Comments: It is recommended that the Board of Trustees approves annual agreements for the 2020-21 school year.

3-N. AUTHORIZE THE USE OF THE PLACENTIA YORBA LINDA (#219-01 DAIRY) BID FOR THE PURCHASE OF FOOD SERVICE PRODUCTS

Superintendent's Comments: It is recommended that the Board authorizes the Superintendent or his designee, to approve the Placentia Yorba Linda School District Dairy Bid #219-01(piggyback) 2020-2021 rollover for the purchase of the Milk, Juice and Dairy products.

3-O. REVIEW OF INVESTMENT POLICY

Superintendent's Comments: It is recommended that the Board of Trustees receives the Investment Policy for review.

3-P. AWARD BID #20-03 MODULAR BUILDINGS-SITEWORK ONLY (FULTON MIDDLE SCHOOL)

Superintendent's Comments: It is recommended that the Board of Trustees awards Bid# 20-03 to R. Jensen Co., Inc. in the amount of \$ 828,000.00 and authorizes the Superintendent or his designee to sign all documents on behalf of the District.

3-Q. AWARD BID #20-04 ROOF REPLACEMENT – MAINTENANCE BUILDINGS

Superintendent's Comments: It is recommended that the Board of Trustees awards Bid# 20-4 to Chapman Coast Roof Co., Inc. in the amount of \$ 406,000.00 and authorizes the Superintendent or his designee to sign all documents on behalf of the District.

3-R. APPROVE THE USE OF A PIGGYBACK CONTRACT WITH CLASS LEASING FOR THE LEASE AND RELOCATION OF RELOCATABLE CLASSROOMS FOR INTERIM HOUSING ASSOCIATED WITH THE MEASURE O HVAC AND MODERNIZATION PROJECT

Superintendent's Comments: It is recommended that the Board of Trustees approves the use of a piggyback contract with Class Leasing for the lease of relocatable classrooms for Measure O HVAC and Modernization projects.

3-S. APPROVAL OF AGREEMENT WITH IXL

Superintendent's Comments: It is recommended that the Board of Trustees approves the agreement with IXL Learning, Inc. for the 2020-21 school year for \$117,000.00.

3-T. APPROVAL OF AGREEMENT WITH NEWSELA

Superintendent's Comments: It is recommended that the Board of Trustees approves the agreement with Newsela, Inc. for the 2020-21 school year for \$29,750.00.

3-U. APPROVAL OF AGREEMENT WITH PARENTSQUARE

Superintendent's Comments: It is recommended that the Board of Trustees approves the agreement with ParentSquare, Inc. for the 2020-21 school year for \$25,440.00.

3-V. S.P.I.R.E. HYBRID READING CURRICULUM

Superintendent's Comments: It is recommended that the Board of Trustees approves the purchase of S.P.I.R.E. Hybrid for the 2020-2021 school year.

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**

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.

- **APPROVAL TO ADJOURN**

**The next regular meeting of the Fountain Valley School District
Board of Trustees is on Thursday, June 25, 2020 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 luccheser@fvsd.us or calling 714.843.3255 during normal business hours.

Reasonable Accommodation for any Individual with a Disability: Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent's Office at luccheser@fvsd.us or calling 714.843.3255.

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 APRIL 30, 2020**

DATE: June 9, 2020

Attached for your information are the minutes of the Board of Trustees regular meeting of April 30, 2020.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

Videoconference via Zoom

April 30, 2020

Meeting Link:

https://zoom.us/webinar/register/7415880145775/WN_9VdsSskgTn-3NJWpURwX6A

MINUTES

President Galindo called the regular meeting of the Board of Trustees to order at 6:30pm.

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	Member

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

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 5-0

Mrs. Galindo led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

The Board of Trustees has received notification of the upcoming Public Hearing on the Personnel Commission's proposed budget for 2020-21. The Public Hearing shall be held on May 14, 2020 at 4:30PM. Public input will be welcomed.

ANNOUNCEMENT OF PUBLIC HEARING FOR PERSONNEL COMMISSION BUDGET (WRITTEN ONLY)

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen noted missing everyone, expressing his appreciation for everyone's positive performances since the world radically changed since our last emergency meeting on March 13th. He noted his great longing for the day that we can be together again at

the dais and in the classroom. He expressed his great thanks to staff and the Board.

Mrs. Crandall thanked all of the employees in our District working in an entirely new way to provide for our students. She thanked Dr. Johnson, senior staff, Mrs. Smith and Dr. Gargus for leading this transition. Her activities since the last meeting included: observing the first two days of food distribution at Oka and Cox, virtual meetings with topics including constitutional law as it relates to the power of states in shut down, fiscal impact on California and potential effects to district budgets.

Mr. Collins' activities since the last meeting included: virtual meetings with OCSBA and with Dennis Myers at the State level, noting how interesting it is to hear how other districts across the State are handling this crisis. He expressed his confidence that the students in our district are receiving absolutely the best instruction from our teachers. He noted as well how much he is missing seeing students and talking to parents, noting however, how proud he is to be a part of FVSD, again expressing his confidence in our leadership team, knowing that we will do what is best for our students.

Mrs. Schultz thanked the District staff for their hard work, noting that we are doing what is best for our students and doing it together. She noted that we are working hard and it is showing. She noted that the public seems to be adapting and mentally doing better.

Mrs. Galindo's activities since the last meeting included: webinars covering constitutional issues related to the Coronavirus. She expressed her thanks for our parents as they are supporting their students. In addition, she thanked our teachers for rewriting curriculum in order to connect with our students through distance learning. She noted looking forward to getting back to business as usual. She thanked her fellow trustees for their service this month.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Collins moved to adopt Resolution 2020-11: In Celebration of May 13, 2020 as California's Day of RESOLUTION 2020-11: IN

	The Teacher and May 3-9, 2020 as Teacher Appreciation Week.	CELEBRATION OF MAY 13, 2020 AS CALIFORNIA'S DAY OF THE TEACHER AND MAY 3-9, 2020 AS TEACHER APPRECIATION WEEK
Second:	Mrs. Schultz	
Vote:	5-0	
Motion:	Mrs. Schultz moved to adopt Resolution 2020-12: In Celebration of Fountain Valley School District's Classified Employee Week: May 11-15, 2020	RESOLUTION 2020-12: IN CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT'S CLASSIFIED EMPLOYEE WEEK: MAY 11-15, 2020
Second:	Mrs. Crandall	
Vote:	5-0	
Motion:	Mr. Cunneen moved to adopt Resolution 2020-13: Resolution of Appreciation to Our School Nurses on National School Nurse Day, May 6, 2020	RESOLUTION 2020-13: RESOLUTION OF APPRECIATION TO OUR SCHOOL NURSES ON NATIONAL SCHOOL NURSE DAY, MAY 6, 2020
Second:	Mrs. Schultz	
Vote:	5-0	
Motion:	Mrs. Crandall moved to approve Proclamation of Appreciation to Our Speech/Language Pathologists During May 2020: Better Speech and Hearing Month	PROCLAMATION OF APPRECIATION TO OUR SPEECH/LANGU AGE PATHOLOGISTS DURING MAY 2020: BETTER SPEECH AND HEARING MONTH
Second:	Mrs. Schultz	
Vote:	5-0	
Motion:	Mr. Collins moved to adopt Resolution 2020-14, Approving an Emergency Contract for Gas Line Replacement at Fulton Middle School	RESOLUTION 2020-14, APPROVING AN EMERGENCY CONTRACT FOR GAS LINE REPLACEMENT AT FULTON MIDDLE SCHOOL
Second:	Mr. Cunneen	
Vote:	5-0	

Motion: Mrs. Schultz moved to adopt Resolution 2020-15, Amendment of Guaranteed Maximum Price for The Lease-Leaseback Agreement with West Coast Air Conditioning, Inc. For the Measure O Modernization and HVAC Project At Fulton Middle School

Second: Mr. Collins

Vote: 5-0

RESOLUTION 2020-15, AMENDMENT OF GUARANTEED MAXIMUM PRICE FOR THE LEASE-LEASEBACK AGREEMENT WITH WEST COAST AIR CONDITIONING, INC. FOR THE MEASURE O MODERNIZATION AND HVAC PROJECT AT FULTON MIDDLE SCHOOL
CONSENT CALENDAR

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

Second: Mr. Collins

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from March 12, 2020 regular meeting
- Board Meeting Minutes from March 13 emergency meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Transfers and Adjustments
- Williams Quarterly Report for Third Quarter 2019-20
- Single Plans for Student Achievement
- Approve the Amendment to The Agreement with Corinne Loskot Consulting Inc., In Order to Assist with Obtaining State School Facilities Funding
- Approve Annual Renewal of Vendor Meal Contract with Preferred Meal Systems
- Special Education Settlement Agreement 2019-2020 L
- Approval of Consulting Services Agreement With Total Compensation Systems, Inc. For Post-Employment Benefits Actuarial Study

- Surplus Property Declaration for Information Technology Equipment
- Strong Workforce Program K-12 Pathway Improvement Grant to Support the Expansion of College and Career Readiness Programs
- Non-Public Agency Contracts

Non-Public School/Agency	100% Contract Cost	Effective Dates
Olive Crest Academy	(\$15,255.14)	1/23/20-3/9/20
Mardan School	N/A	3/16/20-6/30/20
Mardan School	\$12,091.52	3/16/20-6/30/20
Hiddleson Listening, Lang., & Spch. Cntr.	N/A	2/12/20-6/30-20
Hiddleson Listening, Lang., & Spch. Cntr.	\$1,500	2/12/20-5/21/20

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Provided an update for the Board and the community on distance learning in FVSD, first by sharing an overview of our District, its history and how the culture and core values have shaped not only our outcomes for students, but also our response to district learning.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 7:20PM.

Second: Mr. Cunneen

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 SPECIAL
MEETING OF MAY 14, 2020**

DATE: June 9, 2020

Attached for your information are the minutes of the Board of Trustees special meeting of May 14, 2020.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Videoconference via Zoom

May 14, 2020

Meeting Link: https://zoom.us/webinar/register/WN_LQgBSNFORbGDwAO3wkKzHw

MINUTES

President Galindo called the regular meeting of the Board of Trustees to order at 6:30pm. 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	Member

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

Second: Mr. Cunneen

Vote: 5-0

Mrs. Galindo led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

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.
- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*

The public portion of the meeting resumed at 8:19pm.

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Did not have comments to share this evening.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 8:20PM.

Second: Mrs. Crandall

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 MAY 21, 2020**

DATE: June 9, 2020

Attached for your information are the minutes of the Board of Trustees regular meeting of May 21, 2020.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

Videoconference via Zoom

May 21, 2020

Meeting Link:

https://zoom.us/webinar/register/WN_7gYrDW1VQSyZT41GKHJkYw

MINUTES

President Galindo called the regular meeting of the Board of Trustees to order at 6:30pm.

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	Member

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

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 5-0

Mrs. Crandall led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz wished that everyone is doing well, staying safe and healthy.

Mr. Cunneen noted that it is such a challenge to be able to connect. He noted missing everyone and looking forward to reuniting soon. His activities since the last meeting included: Rotary meeting with presentation by Dr. Johnson, sharing that FVSD continues to thrive despite the changes. He noted that the District is pushing to find new ways to lead and learn and he continues to marvel at The FVSD Way, a bright light shining here.

Mrs. Crandall thanked Mrs. Lucchese for the weekly videos shared via Constant Contact. Her activities since the last meeting included: the Personnel Commission Classified Employee Celebration, webinar presented by the National Board of Professional Teaching Standards and a training by Newsela. She expressed her thanks to all of the FVSD staff.

Mr. Collins echoed his fellow Trustees’ concerns and love for our teachers and students, noting that he too missed the personal contact and the opportunity to see our students thriving in a classroom setting. He noted his hope that this will change in the near future.

Mrs. Galindo thanked Mrs. Lucchese as well for the weekly videos shared via Constant Contact. Her activities since the last meeting included: webinars discussing updates on what is going on in the State of California and the economy. She thanked her fellow Trustees for their service this month.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Schultz moved to approve the Declaration of Need.

DECLARATION OF NEED

Second: Mrs. Crandall

Vote: 5-0

Motion: Mr. Cunneen moved to adopt Resolution 2020-16: Resolution and Order of Biennial Trustee Election and Specifications of the Election Order

RESOLUTION 2020-16: RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION AND SPECIFICATIONS OF THE ELECTION ORDER

Second: Mrs. Schultz

Vote: 5-0

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

CONSENT CALENDAR

Second: Mrs. Schultz

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from April 30th regular meeting
- Board Meeting Minutes from May 14th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Approval Of 2020-21 CSM Consulting, Inc. Contract
- Suspension of Grades
- Retainer Agreement for Legal Services In 2020-21 School Year with The Law Offices of Margaret A. Chidester & Associates
- Contract With B-43 Productions

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Addressed our students, commended them for doing a phenomenal job at a very unique time in our history and noting that they are to be celebrated for what is going on at home. To our teachers and support staff, he expressed his thanks for their continued support of our students. And he expressed a very special thank you to our parents, noting that they are doing an excellent job, many working while also supporting our students in a system that is entirely new, and many with students of varying ages. Thank you. In addition, he thanked those that completed the recent Distance Learning Survey. We are looking forward to sharing the results in Constant Contact next week. Lastly, regarding how school may look in the fall, he noted that staff have participated in several webinars focused on determining what the future will look like, including one led today by State Superintendent of Public Instruction, Tony Thurmond. He noted that there are multiple models out there and the focus is on the need to return to school safely. To that end, we are sending out one additional survey to garner what parents want from school in September. We still anticipate starting on September 9. We need to understand what parents are wanting from the District, noting options ranging from full school, full Distance Learning or hybrid models. In closing he expressed a giant thank you to everyone. We appreciate all that you are doing to keep us connected during this time.

CLOSED SESSION

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.

ADJOURNMENT

Motion: Mrs. Crandall moved to adjourn the meeting at 7:56PM.

Second: Mr. Cunneen

Vote: 5-0

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LISTS**

DATE: June 9, 2020

Attached are the eligibility lists for:

No new lists at this time

RECOMMENDATION

No action at this time

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: June 9, 2020

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

Limited Term Interdepartmental Summer:

Custodian

Health Assistant

Preschool Assistant

Recreation Leader

Interdepartmental:

ESP Assistant

Health Assistant

School Office Manager

Dual Certification:

School Office Manager



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

CUSTODIAN

Interdepartmental Only

LIMITED TERM ESP SUMMER CAMP POSITION

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 Custodian or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	May 22, 2019
CLOSING DATE:	June 2, 2019 at 4:00 p.m.
TERM:	June 24 – August 23, 2019 (July 4th Holiday observed, closed July 5th)
HOURS:	27.5 hours/week, 5 days/week, Hours to be determined
SALARY:	Current rate of pay
VACANCY:	1 position for multiple sites (ESP and CDC Summer Camp and Office, located at Plavan, Gisler, and Newland Schools)

PLEASE NOTE: *The above position is Limited Term, beginning June 24, 2019, ending on or before August 23, 2019. Employees must be available 9 weeks with one week vacation allowance. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

Under the general supervision of the Supervisor, Operations the job of 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; assist with preparation of facilities for classroom activities and campus events; perform minor repair and maintenance and assure security of the site during assigned hours.

APPLICATION/SELECTION PROCESS

This position is open to employees currently holding the position of Custodian or current employees who have successfully held this position in the past. Employees who meet these criteria must send a memo or email to the Personnel Office by 4:00 p.m., June 2, 2019. Emails should be sent to: johnsond@fvsd.us.

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



Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

HEALTH ASSISTANT

Interdepartmental Only

LIMITED TERM ESP SUMMER CAMP POSITIONS

The following positions are posted in accordance with Personnel Commission rules and will be filled by current employees or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	June 17, 2020
CLOSING DATE:	June 23, 2020 at 4:00 p.m.
TERM:	June 29 – August 21, 2020 (July 3rd Holiday observed)
HOURS:	7.0 hours/day, 5 days/week, 7:30 a.m. – 3:00 p.m. (with 1/2-hour unpaid lunch)
SALARY:	Current rate of pay
VACANCY:	One position, split between Courreges and Plavan Schools

PLEASE NOTE: *The above position is Limited Term, beginning June 29, 2020, ending on or before August 21, 2020. Employee must be available all 8 weeks. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

Under the general supervision of the Director, the job of Health Assistant is done for the purpose/s of providing support to the school site operations with specific responsibilities for administering first aid and dispensing prescribed medications under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and/or regulatory requirements; and assisting health care professionals in scheduling prescribed health screenings and services.

APPLICATION/SELECTION PROCESS

This position is open to employees currently holding the position of Health Assistant or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo to or email Donna Johnson at johnsond@fvsd.us by 4:00 p.m. on June 23, 2020. Application for employment will be considered a commitment to work each day of the program for the eight consecutive weeks.

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Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY
PRESCHOOL ASSISTANT
Interdepartmental Only

LIMITED TERM CDC SUMMER CAMP POSITIONS

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

POSTING DATE:	June 2, 2020
CLOSING DATE:	June 8, 2020, at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	5.5 hours/day, 5 days/week, 7:00 a.m. – 12:30 p.m. & 12:30 p.m. -6:00 p.m.
TERM:	June 29, 2020 – July 31, 2020 (July 3rd Holiday Observed)
VACANCY	5 positions available at site to be determined

PLEASE NOTE: *The above positions are limited term and begin June 29, 2020 and end on or before July 31, 2020. Mandatory 4-hour setup day on June 26, 2020. Employees must be available to work for at least 5 consecutive weeks. Permanent District employees accepting a limited term position will receive benefits earned under the CSEA contract.*

THE JOB

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

EDUCATION AND EXPERIENCE

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

APPLICATION PROCESS

These positions are open to employees currently holding the position of Preschool Assistant or current employees who have successfully held this position in the past. Employees who meet the criteria must send a memo to or email Donna Johnson at johnsond@fvsd.us by 4:00 p.m. on June 8, 2020. Application for employment will be considered a commitment to work each day of the program for the five consecutive weeks.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

RECREATION LEADER

Interdepartmental Only

LIMITED TERM ESP SUMMER CAMP POSITIONS

The following positions are posted in accordance with Personnel Commission rules and will be filled by current employees or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	June 2, 2020
CLOSING DATE:	June 8, 2020 at 4:00 p.m.
TERM:	June 29 – August 21, 2020 (July 3rd Holiday observed)
HOURS:	5.5 hours/day, 5 days/week, 7:00 a.m. – 12:30 p.m. & 12:30 p.m. -6:00 p.m.
SALARY:	\$16.35 per hour (Range 13, Step1)
VACANCY:	10-20 positions, sites to be determined

PLEASE NOTE: *The above positions are Limited Term, beginning June 29, 2020, ending on or before August 21, 2020. Employees must be available for a mandatory staff meeting (date to be determined) and a mandatory 4-hour set-up day on 6/26/20. Employees must be available all 8 weeks. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

THE JOB

Under the general supervision of the Recreation Coordinator, the job of Recreation Leader is done for the purpose/s of assisting in the planning and supervising of the activities in a recreation program for participating students.

APPLICATION/SELECTION PROCESS

This position is open to employees who possess a high school diploma or equivalent and have job related experience. Employees who meet the criteria must send a memo to or email Donna Johnson at johnsond@fvsd.us by 4:00 p.m. on June 8, 2020.

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Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
EXTENDED SCHOOL PROGRAM ASSISTANT

Interdepartmental Transfer Only

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

POSTING DATE:	June 17, 2020
CLOSING DATE:	June 28, 2020 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	5.0 hours/week: Monday - Friday 7:00 a.m.–8:00 a.m.
TERM:	9.6 months/year (starting with the 2020 -2021 school year)
VACANCY:	One position at Cox ESP

THE JOB

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

APPLICATION PROCESS

Present employees in the classification of Extended School Program Assistant wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Sunday, June 28, 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 Extended School Program Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Extended School Program Assistant eligibility list.

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

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Health 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 Health Assistant or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	June 17, 2020
CLOSING DATE:	June 28, 2020 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	23.75 hours/week, Monday-Friday 8:30 a.m. – 1:15 p.m.
TERM:	9.6 months per year (starting with the 2020-2021 school year)
VACANCY:	One position at Cox School

THE JOB

Under direction of an assigned supervisor, this position assists the school nurse in providing health services to students; administers first aid and medication to students; tracks immunizations and waivers; and performs a variety of supportive duties related to providing health services to students. The ideal candidate is organized with good attention to detail and is good with people.

APPLICATION PROCEDURE

Present employees in the classification of Health Assistant 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., Sunday, June 28, 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 Health Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Health Assistant 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

School Office Manager

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 School Office Manager or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	June 17, 2020
CLOSING DATE:	June 28, 2020 @ 4:00 p.m.
SALARY:	Current Rate of Pay
HOURS:	40 hours/week, Hours to be determined
TERM:	10.48 months per year (starting with 2020-2021 school year)
VACANCIES:	One Position at Gisler School

THE JOB

Under the direction of the Principal, the job of School Office Manager is done for the purpose/s of providing complex and confidential secretarial and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or e-mail 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., Sunday, June 28, 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 School Office Manager and, if necessary, the top three ranks of “ready and willing” certified eligibles on the School Office Manager 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

School Office Manager

Open and Promotional (Dual Certification)

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:	May 26, 2020
CLOSING DATE:	June 19, 2020 at 4:00 p.m.
SALARY:	\$4,223- \$5,133 per month (Range 53, 5 Steps) *Per CSEA contract, hiring may be made up to step 3.
HOURS:	40 hours per week, Monday – Friday 7:30 a.m. – 4:00 p.m.
TERM:	10.48 months per year
VACANCY:	One position at Courreges School- expected start date in August 2020

THE JOB

Under the direction of a Principal, the job of School Office Manager is done for the purpose/s of providing complex and confidential secretarial and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities. The ideal candidate is well organized, flexible in handling multiple tasks and changing priorities, communicates well both orally and in writing, and has strong interpersonal and customer service abilities.

ESSENTIAL FUNCTIONS

Assists in developing master class schedule; compiles data from a wide variety of sources; coordinates a wide variety of projects, functions and/or program components; maintains a wide variety of manual and electronic documents, files and records; manages budget allocations, expenditures, fund balances and related financial activities; monitors a wide variety of activities on behalf of assigned Administrator; monitors student’s welfare with health/illness issues and early drop off and late pickup; oversees the work activities within the office; participates in a variety of meetings, workshops, and/or trainings; performs enrollment, dis-enrollment, and transfer activities; 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; procures supplies and materials; reconciles account balances for assigned budget categories; represents assigned Administrator in their absence; researches a variety of topics; responds to a wide variety of inquiries from internal and external parties; schedules a wide variety of activities; and supports assigned administrative personnel and student organizations.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

See Other Side

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required include: school office terminology, practices, and procedures; applicable laws, codes, rules and regulations; concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; basic first aid; and office practices, procedures, and equipment.

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

EDUCATION AND EXPERIENCE REQUIREMENTS

Job related experience with increasing levels of responsibility is desired. Targeted, job related education with study in job-related area.

LICENSES AND OTHER REQUIREMENTS

Valid CPR/First Aid certificate

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. June 19, 2020.

EXAMINATION PROCESS

The examination process will consist of a written test and interview (with weights show below) to be held on the dates listed below. These dates are subject to change. Applicants who successfully complete the written test will be scheduled for an interview.

Relative Weights of Examination:

Written Test (50%).....To be Determined
Qualifications Appraisal Interview (50%)..... To be Determined

Examinations will be conducted at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley

Applicants who may need reasonable accommodation for testing or interviewing must notify the Personnel Department at (714) 843-3228 before the date of testing.

APPOINTMENT/CERTIFICATION

The examination process will result in two separate eligibility lists with the “Promotional” list taking precedence over the “Open” list. Current employees must have passed probation in a job classification in order to be considered on the promotional list. Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles from the promotional list. If fewer than three eligibles remain on the promotional list, sufficient ranks shall be certified from the open list so that a total of three ranks are interviewed. The eligibility lists for this classification will be established for 12 months.

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

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **PERSONNEL COMMISSION BUDGET 2020-2021 REVIEW
AND ADOPTION**

DATE: June 9, 2020

Attached is the 2020 -2021 Personnel Commission Budget for review and adoption.

RECOMMENDATION

The Personnel Commission approve/adopt the 2020-2021 Personnel Commission Budget.

Cost Center: 4281Personnel Commis

FOUNTAIN VALLEY SD

As of: 05/04/2020

Manager: 0071Personnel Comm.

3 Year Budget Worksheet by Manager/Cost Center

Sub Fund: 0101GENERAL FUND

Pseudo Object	Type	2018 - 2019		2019 - 2020		2020 - 2021		
		Actual	Budget CB	Encumbrances	Actual	Budget B1		
012819771 Personnel Commission								012819771
2320 Supervisors & Administrators	XP	71,743.56	38,620.00	0.00	31,151.76	<u>64,818</u>		2320
2410 Sch Off Mgr.,Off/Admin Assist.	XP	36,436.41	35,089.00	0.00	28,613.98	<u>35,089</u>		2410
2413 Additional Duty - Cler,Tech,Of	XP	228.44	800.00	0.00	524.17	<u>500</u>		2413
2430 Confidential Salaries	XP	72,554.16	73,298.00	0.00	61,040.00	<u>73,248</u>		2430
2470 Overtime - Clerical,Tech,Off	XP	49.88	0.00	0.00	(0.62)			2470
3202 PERS-CLASSIFIED	XP	31,903.77	28,824.00	0.00	23,607.68	<u>39,011</u>		3202
3314 MEDICARE-CLASSIFIED	XP	2,555.46	2,144.00	0.00	1,730.00	<u>2,518</u>		3314
3354 ALTERNATIVE RETIRE-CLASSIFIED	XP	13.65	14.00	0.00	10.40	<u>14</u>		3354
3356 OASDI-CLASSIFIED	XP	10,700.86	9,096.00	0.00	7,166.37	<u>10,698</u>		3356
3402 HEALTH & WELFARE-CLASSIFIED	XP	46,250.04	46,250.00	0.00	38,750.00	<u>51,250</u>		3402
3502 SUI-CLASSIFIED	XP	87.50	73.00	0.00	59.12	<u>86</u>		3502
3602 WORKERS'COMP-CLASSIFIED	XP	3,910.42	3,249.00	0.00	2,666.92	<u>3,781</u>		3602
3954 Long Term Disability-Class	XP	279.00	233.00	0.00	201.50	<u>279</u>		3954
4325 Office Supplies	XP	323.09	550.00	0.00	128.79	<u>350</u>		4325
5210 Travel, Conference, Workshop	XP	2,287.70	4,000.00	700.00	5,781.06	<u>2,300</u>		5210
5290 Mileage Non Taxable	XP	5.57	516.00	0.00	516.20	<u>30</u>		5290
5390 Dues and Membership Non Taxabl	XP	2,750.00	3,000.00	0.00	2,300.00	<u>2,750</u>		5390
5813 Consultant	XP	895.00	895.00	0.00	895.00	<u>895</u>		5813
5825 Advertising	XP	500.00	484.00	0.00	464.78	<u>500</u>		5825
5828 Staff Recognition	XP	1,315.77	705.00	200.00	274.01	<u>700</u>		5828
Total 012819771 Personnel Commission		284,790.28	247,840.00	900.00	205,881.12	<u>288,817</u>		