

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

Fountain Valley School District
Videoconference via Zoom @ 3:30 p.m.

November 19, 2020

Meeting Link: https://us02web.zoom.us/webinar/register/WN_eDFOwxKbTGyu2FjCbrtuyg

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, October 22, 2020**
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, November 12, 2020**
(Attachment #2) *Information*
5. **Minutes, Regular Meeting of the Board of Trustees, October 8, 2020**
(Attachment #3) *Information*
6. **Minutes, Special Meeting of the Board of Trustees, October 15, 2020**
(Attachment #4) *Information*
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.

In order to address the Personnel Commission, please email your comments to johnsond@fvsd.us by 3:15 p.m. on Thursday, November 19, 2020. Your comments will be read into the record.

ADMINISTRATION

- 10. Selection of Personnel Commission Meeting Dates for 2021** *Action*
(Attachment #5)
- 11. Personnel Commission Annual Report, Second Reading** *Action*
(Attachment #6)
- 12. Eligibility Lists** *Action*
Custodian, IA- Bilingual Spanish, Noon Duty Aide, and Office Assistant
(Attachments #7-#9)

PERSONNEL

- 13. Job Announcements** *Information*
(Attachments #10-#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:**

**December 17, 2020
3:30 p.m.
Via Zoom**

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 OCTOBER 22, 2020**

DATE: November 12, 2020

Attached for your approval are the minutes of the Personnel Commission regular meeting of October 22, 2020.

RECOMMENDATION

The Personnel Commission approve the minutes of the October 22, 2020 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

October 22, 2020

3:30 p.m.

Mr. McCombs called the Regular Meeting of the Personnel Commission to order at 3:44 p.m. held via a Zoom webinar. Mr. Mullin 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 was one attendee via zoom, Mr. Christian Yepiz.

Introduction of Staff

Donna Johnson attended.

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

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

Agenda, Regular Meeting of the Board of Trustees, October 8, 2020

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, September 3, 2020

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, September 17, 2020

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, September 24, 2020

Presented as an information item only.

Director's Report

Ms. Abdel shared a PowerPoint highlighting the reopening of our middle schools, the OCHCA dashboard, FV SD COVID-19 dashboard and the Personnel Commissions Annual Report. She started off by sharing the energy and excitement of the students on their return to in-person classes at the middle schools on September 24. The middle schools are using block scheduling with students attending in-person two days a week. The start of in-person instruction is going well in FVSD. Ms. Abdel shared information regarding the Orange County Health Care Agency dashboard. She stated Orange County continues to remain in the Red Tier or Tier 2. Orange County will need to meet the next tier's decreased numbers for two consecutive weeks before moving down to Tier 3, the Moderate Tier. She also shared and discussed the Health Equity Metric. This metric measures the

outbreak in all communities and highlights the need to make sure we are making progress in the most disadvantaged communities before moving to a less restrictive tier. Ms. Abdel also shared that Fountain Valley School District has created a dashboard for tracking COVID-19 in our schools. This was implemented to make sure we are keeping our staff and community informed. The dashboard includes all 10 schools and our maintenance department. Thirdly, Ms. Abdel discussed the Personnel Commission Annual Report and reviewed the highlights. She shared postings have remained stable over the last two years but we have seen a decrease in our number of applications and the number of applicant's participating in our written tests. She feels this is due to two factors, the first one being the strength of the economy and low unemployment through early March and the second factor due to the District closure due to the pandemic. We are now also seeing fewer applications come in due to COVID. Ms. Abdel stated if we look at the number of regular, Classified Employees this number has remained relatively stable at 400 employees. Lastly, Ms. Abdel stated personnel has currently held tests for Instructional Assistant – Bilingual and substitute Custodians. We are also holding QAI's for an open Office Assistant position.

Commissioners' Comments

Mr. Mullin stated he has never seen so many kids glad and thrilled to get back to school. He expressed his pride in the Fountain Valley School District and how smooth and professional everything is working. Mrs. Davis expressed her hopes that we can get back to school soon. Mr. McCombs thanked staff and Cathie for all that they do.

Public Comments

No public comments were received.

ADMINISTRATION

Personnel Commission 2020 Annual Report, First Review

The Personnel Commission completed the first review of the 2020 annual report.

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Food Service Worker, Health Assistant and Library/Media Technician. Mrs. Davis seconded the motion. Motion carried.

PERSONNEL

Job Announcements

None at this time.

FINANCIAL

Personnel Commission Budget 2020-2021: Year to Date

The year to date Personnel Commission budget was reviewed.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

November 19, 2020 at 3:30 p.m.

Via Zoom Webinar

ADJOURNMENT

The October 22, 2020, regular meeting of the Personnel Commission adjourned at 4:15 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 NOVEMBER 12, 2020**

DATE: November 12, 2020

Attached for your information is the agenda of the Board of Trustees regular meeting of November 12, 2020



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

10055 Slater Avenue
Fountain Valley, CA 92708
and Videoconference via Zoom

November 12, 2020

Meeting Link: https://us02web.zoom.us/webinar/register/WN__L_EQco0T3OMwg7lq02viQ

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

M ___
 2nd ___
 V ___

- PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

1. PRESENTATION OF MATERIALS ADOPTION PROCESS AND NEXT STEPS

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin, will provide an update for the Board of Trustees on the materials adoption processes in the areas of TK-5th grade science, 6th-8th grade science, and 6th-8th grade history. The presentation will include a review of the selection and pilot processes, and anticipated timelines for community input.

2. MEASURE O CONSTRUCTION UPDATE ON PHASE 2 AND PHASE 3 SCHOOLS

Christine Fullerton, Assistant Superintendent of Business Service and Joe Hastie, Director of Maintenance and Facilities will provide an update to the Board of Trustees on Measure O construction at Phase 2 and Phase 3 schools.

BOARD REPORTS AND COMMUNICATIONS

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

PUBLIC COMMENTS

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.

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 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 2:00PM on Thursday, November 12th. Your comments will be read into the record. For those attending in person, please comply with the procedures listed on the goldenrod form, “For Persons Wishing to Address the Board of Trustees” and give the form to the Executive Assistant.

*** BOARD MEMBERS WHO WISH TO DISCUSS WITH STAFF ANY ITEMS LISTED UNDER LEGISLATIVE SESSION SHOULD INFORM THE BOARD PRESIDENT AT THIS TIME.

LEGISLATIVE SESSION

3. RESOLUTION 2021-12: AUTHORIZATION FOR TEACHING CREDENTIALS 2020-2021 SCHOOL YEAR

M ___
2nd ___
V ___

The Governing Board of a school district by Resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class below grade 9 provided that the teacher has completed at least 12 semester units or 6 upper division units of coursework at an accredited institution in each subject to be taught. In addition, the Governing Board of a school district may authorize the holder of a single subject teaching credential or a standard teaching credential to be assigned to teach classes in grades 5 to 8 of a middle school if the teacher has a minimum of 12 semester units or 6 upper division or graduate units of coursework at an accredited institution in the subject to which he/she is assigned.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2021-12 approving the teaching assignments listed.

4. 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

- 4-A. Board Meeting Minutes from October 8th regular meeting
- 4-B. Board Meeting Minutes from October 15th special meeting
- 4-C. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 4-D. Donations
- 2-E. Warrants
- 2-F. Purchase Order Listing

Consent Items

- 2-G. **STRONG WORKFORCE PROGRAM K-12 PATHWAY IMPROVEMENT GRANT TO SUPPORT THE EXPANSION OF COLLEGE AND CAREER READINESS PROGRAMS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the agreement with the Orange County Department of Education to participate in the Strong Workforce Program K-12 Pathway Improvement Grant.

- 2-H. **ANNUAL ORGANIZATIONAL MEETING**

Superintendent's Comments: It is recommended that the Board of Trustees selects Thursday, December 17, 2020 as the date of the annual organizational meeting, in accordance with the provisions of Education Code Sections 35143 and 72000. The meeting shall begin at 6:30pm.

- 2-I. **BOARD POLICY 4119.11/4219.11/4319.11 SEXUAL HARASSMENT (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to Board Policy 4119.11/4219.11/4319.11 Sexual Harassment for second reading and adoption with necessary changes as indicated by the Board.

- 2-J. **BOARD POLICY 5145.7 SEXUAL HARASSMENT (SECOND READING AND ADOPTION)**

Superintendent's Comments: It is recommended that the Board of Trustees approves revisions to Board Policy 5145.7 Sexual Harassment for second reading and adoption with necessary changes as indicated by the Board

- 2-K. **SPECIAL EDUCATION SETTLEMENT AGREEMENT 2020-2021-F**

Superintendent's Comments: It is recommended that the Board of Trustees approves this Special Education Settlement Agreement 2020-2021-F.

- 2-L. **APPROVE THE CONTRACT WITH R. JENSEN CO, INC. AT FULTON MIDDLE SCHOOL COMPLETE AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with R. Jensen Co for the site work associated with the Fulton Middle School science rooms complete, and authorizes the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

2-M. APPROVE THE CONTRACT WITH CHAPMAN COAST ROOFING, INC. AT THE MAINTANANCE BUIDLING COMPLETE AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Chapman Coast Roofing, Inc. for roof replacement at the Maintenance Building complete and authorizes the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

2-N. APPROVE THE CONTRACT WITH INCOTECHNIC AT TAMURA ELEMENTARY SCHOOL COMPLETE AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Incotechnic, Inc. for the site work and parking lot at Tamura Elementary School complete, and authorizes the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

2-O. APPROVE CHANGE ORDER #1 FOR THE GISLER ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT

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

2-P. APPROVE CHANGE ORDER #1 FOR THE TALBERT MIDDLE SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT

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

2-Q. APPROVE THE CONTRACT WITH MICROSOFT AND SOFTCHOICE TO PURCHASE MICROSOFT PRODUCTS

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Microsoft and SoftChoice to purchase Microsoft products.

2-R. ASSISTANCE LEAGUE OF HUNTINGTON BEACH OPERATION SCHOOL BELL

Superintendent's Comments: It is recommended that the Board of Trustees approves the agreement between Fountain Valley School District and the Assistance League of

Huntington Beach to work collaboratively to identify students to participate in Operation School Bell for the 2020/21 school year.

2-S. REAPPOINTMENT OF MR. TONY MCCOMBS TO THE PERSONNEL COMMISSION AS THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION NOMINEE

Superintendent’s Comments: It is recommended that the Board of Trustees approves the reappointment of Mr. Tony McCombs to the Personnel Commission for a three-year term – December 1, 2020, to November 30, 2023.

2-T. NON-PUBLIC AGENCY CONTRACTS

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

Non-Public School/Agency	100% Contract Cost	Effective Dates
Olive Crest Academy/Olive Crest Academy North	N/A	7/1/20-6/30/21
Olive Crest Academy/Olive Crest Academy North	\$882.00	7/1/20-6/30/21
Blind Children’s Learning Center	N/A	10/26/20-6/30/21
Blind Children’s Learning Center	\$1,899.54	10/26/20-6/30/21
Secure Transportation Company, Inc.	\$14,280.00	10/27/20-6/30/21
Secure Transportation Company, Inc.	\$23,800.00	10/20/20-6/30/21

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.

- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*
- REPORT OUT OF CLOSED SESSION
The Board President will report out on action taken, if any.
- APPROVAL TO ADJOURN

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, December 17, 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 OCTOBER 8, 2020**

DATE: November 12, 2020

Attached for your information are the minutes of the Board of Trustees regular meeting of October 8, 2020.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708
and Videoconference via Zoom
Meeting Link: https://us02web.zoom.us/webinar/register/WN_IiDgxnhWRAa43toK7O2oNg

October 8, 2020

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: Mr. Collins moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

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

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz noted her pleasure in being back in person as a Board. In addition, she reported hearing from numerous parents on the success of returning to in-person instruction. She thanked our teachers, principals and staff for all that they did to ensure a safe return to in-person instruction.

Mr. Cunneen's activities since the last meeting included: OCSBA's fiscal update with Ball Frost LLC. In addition, he thanked Dr. Johnson and our administrative team for the successful reopening of our schools. He noted having received positive feedback from multiple parents in the community. He noted the great effort involved in light of such complex and seemingly insurmountable challenges.

Mrs. Crandall noted the great excitement of our students, parents and staff on being back in the classroom. To all of our employees, students and parents, she extended a huge thank you for the immense planning, intense focus and flexibility required to get to this point. In addition, she reviewed the contrast between the opportunities for events last year versus this same time this year. Given the contrast, she noted that as a Board we very much cherish these opportunities and cannot wait to get back to seeing everyone. In addition, she attended: the FVSF meeting; five webinars with topics including upcoming ballot initiatives and the impacts to education, micro-schools and learning pods, long-term effects of reorientation of public pension plan investments, expansion of family leave, deferrals and up to date guidance regarding in-person instruction; and the SPC-hosted Candidates' Forum.

Mr. Collins echoed the excitement for the return to in-person instruction. In addition, he expressed his appreciation to the leadership team for their preparation for this. His events since the last meeting included: Rotary Club meeting with presentation by Stephanie Edwards, two OCSBA meetings and multiple Board meetings in preparation for in-person instruction and participation in the SPC-hosted Candidates' Forum.

Mrs. Galindo thanked Mrs. Lucchese for her assistance to the Board. In addition, she thanked Mrs. Petra Erlandson for moderating the SPC-hosted Candidates' Forum. Moreover, she thanked her fellow trustees, Dr. Johnson and staff for the many hours and board meetings it took to get our kids back in school. She thanked the teachers for their diligent preparations and principals for leading the way. Moreover, she thanked parents for their patience, kindness and cooperation.

PUBLIC HEARINGS

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the certification of provisions of standards-aligned instructional materials for the Fountain Valley School District. Public input was welcomed. There were no requests to address the Board and the hearing was closed.

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the consideration of authorizing the dedication of an easement to Southern California Edison.

**CERTIFICATION OF
PROVISIONS OF
STANDARDS-
ALIGNED
INSTRUCTIONAL
MATERIALS
PUBLIC HEARING
AND
CONSIDERATION OF
RESOLUTION**

Public input was welcomed. There were not requests to address the Board and the hearing was closed.

AUTHORIZING THE DEDICATION OF AN EASEMENT TO SOUTHERN CALIFORNIA EDISON

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Crandall moved to adopt Resolution 2021-08 Authorizing the Dedication of Utility Easement to Southern California Edison.

RESOLUTION 2021-08 AUTHORIZING THE DEDICATION OF UTILITY EASEMENT TO SOUTHERN CALIFORNIA EDISON

Second: Mr. Collins

Vote: 5-0

Motion: Mr. Collins moved to adopt Resolution 2021-09: Certification of Provision of Standards-Aligned Instructional Materials.

RESOLUTION 2021-09: CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

Second: Mr. Cunneen

Vote: 5-0

Motion: Mr. Cunneen moved to adopt Resolution 2021-10 Recognition of October 2020 as Dyslexia Awareness Month.

RESOLUTION 2021-10 RECOGNITION OF OCTOBER 2020 AS DYSLEXIA AWARENESS MONTH

Second: Mrs. Schultz

Vote: 5-0

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

CONSENT CALENDAR

Second: Mr. Collins

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from September 3rd regular meeting

- Board Meeting Minutes from September 17th special meeting
- Board Meeting Minutes from September 24th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Order Listing
- Transfers and Adjustments
- Resolution 2021-11 Payment to Trustee Collins for Missed Meeting Due to Illness
- Approve Change Order #4 For the Cox Elementary School Measure O HVAC And Modernization Project
- Approve Change Order #5 For the Fulton Middle School Measure O HVAC And Modernization Project
- Approve Change Order #4 For the Tamura Elementary School Measure O HVAC And Modernization Project
- Approve the Contract with DNN Corporation to Provide Kayako Software and Support for The Informational Technology Department's Helpdesk
- Approve the Contract with Westcoast Air Conditioning Co., Inc. For Preconstruction and Lease-Leaseback Services for Modernization and HVAC Projects At Cox Elementary School Complete and Authorize Staff to File the Appropriate Notices of Completion
- Approve the Contract with Westcoast Air Conditioning Co., Inc. For Preconstruction and Lease-Leaseback Services for Modernization and HVAC Projects At Fulton Middle School Complete and Authorize Staff to File the Appropriate Notices of Completion
- Approve the Contract with Westcoast Air Conditioning Co., Inc. For Preconstruction and Lease-Leaseback Services for Modernization and HVAC Projects At Tamura Elementary School Complete and Authorize Staff to File the Appropriate Notices of Completion
- Special Education Settlement Agreement 2020-2021-E
- Williams Uniform Complaint Quarterly Report
- Amendment to Special Education Settlement Agreement 2019-2020 J

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Expressed his heartfelt thanks to all of our teachers, administrators and staff for everything that they did to prepare for the successful and safe return to in-person instruction. He reviewed the great work done in preparation and noted despite being different, how wonderful it is to have students back in

class. In addition, he noted the approvals this evening for work related to Measure O, noting that we now have six schools with air conditioning. He thanked Mrs. Fullerton, Mr. Hastie and our maintenance staff for their efforts. He noted as well that the Gisler office is open and the Talbert office will be open soon, both beautiful. He thanked our Board as well, as we have had meetings nearly every week as we prepared to return to in-person instruction. He thanked them for their commitment and support.

CLOSED SESSION

Mrs. Galindo announced that the Board would retire into Closed Session. Action was anticipated. The following was addressed:

CLOSED SESSION

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.
- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services:
Government Code 54956.5

Following Closed Session, Mrs. Galindo made the following report out of Closed Session action:

CLOSED SESSION
READOUT

In closed session, the governing board took action on the motion of Mr. Collins, seconded by Mrs. Schultz, and a vote of 5 to 0 to approve a Compromise and Release Agreement between the District and permanent classified employee #3676.

ADJOURNMENT

Motion: Mr. Collins moved to adjourn the meeting at 7:55PM.

Second: Mrs.

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 OCTOBER 15, 2020**

DATE: November 12, 2020

Attached for your information are the minutes of the Board of Trustees special meeting of October 15, 2020.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708
and Videoconference via Zoom
Meeting Link: https://us02web.zoom.us/webinar/register/WN_dHyJvmVXRDatT8rufMDHKw

October 15, 2020

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: Mr. Collins moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mrs. Shultz

Vote: 5-0

Mr. Cunneen led the Pledge of Allegiance. PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS

There were no requests to address the Board of Trustees. PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Schultz moved to approve Board Policy 4119.11/4219.11/4319.11 Sexual Harassment for first reading. BOARD POLICY
4119.11/4219.11/431
9.11 SEXUAL
HARASSMENT
(FIRST READING)

Second: Mr. Cunneen

Vote: 5-0

- | | | |
|---------|--|--|
| Motion: | Mr. Crandall moved to approve Board Policy 5145.7 Sexual Harassment for first reading. | BOARD POLICY
5145.7 SEXUAL
HARASSMENT
(FIRST READING) |
| Second: | Mr. Collins | |
| Vote: | 5-0 | |
| Motion: | Mrs. Schultz moved to approve the Consent Calendar. | CONSENT
CALENDAR |
| Second: | Mrs. Crandall | |
| Vote: | 5-0 | |

The Consent Calendar included:

- Revision to 2020-21 Reopening Schools Plan

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

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

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.
- Threat to Public Safety or Facilities: *Government Code 54956.5*

- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*
- Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1*
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 8:15PM.

Second: Mr. Collins

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 Dates for 2021**

DATE: November 12, 2020

Attached is a proposed calendar of the Personnel Commission meeting dates for 2021.

- January 28
- February 25
- March 25
- April 22
- May 27
- June 24
- July – dark
- August 26
- September 23
- October 28
- November 18
- December 16

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 calendar for 2021.

2021

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Notes:	
Jan 01	New Year's Day
Jan 18	M L King Day
Feb 14	Valentine's Day
Feb 15	Presidents' Day
Apr 02	Good Friday
Apr 04	Easter Sunday
May 09	Mother's Day
May 31	Memorial Day
Jun 04	National Donut Day
Jun 20	Father's Day
Jul 04	Independence Day
Jul 05	Independence Day
Sep 06	Labor Day
Oct 11	Columbus Day
Oct 31	Halloween
Nov 11	Veterans Day
Nov 25	Thanksgiving Day
Dec 25	Christmas

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **PERSONNEL COMMISSION ANNUAL REPORT –
SECOND READING AND APPROVAL**

DATE: October 12, 2020

Attached is information for the Personnel Commission Annual Report: Second Reading and approval

PERSONNEL COMMISSIONERS

Carol Davis

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

Tony McCombs

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

William Mullin

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

STATEMENT OF ETHICS

We, the members of the Fountain Valley School District

Personnel Commission and staff, believe:

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

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

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

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

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

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

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

In our continuing effort to discharge our duties:

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

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

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

Mr. Tony McCombs, Chairperson
Mr. William Mullin, Vice-Chairperson
Mrs. Carol Davis, Member
Mrs. Cathie Abdel, Assistant Superintendent, Personnel
Mrs. Donna Johnson, Classified Personnel Technician
Mrs. Lisa O'Cain, Personnel Technician



Fountain Valley School District



Personnel Commission Annual Report 2019 – 2020





MERIT SYSTEM DISTRICT

Fountain Valley School District (FVSD) has been a merit system district since September 1967. The District serves grades TK-8 for a large portion of the City of Fountain Valley and a small portion of Huntington Beach.

FVSD has an enrollment of about 6,300 students, attending our seven TK-5 elementary schools and three 6-8 middle schools. FVSD employs approximately 725 highly qualified certified and classified staff members and supports a strong academic and comprehensive educational program at all grade levels and schools. The Personnel Commission plays a crucial part in the classification, selection, and training of the District's 400 classified employees.

The Commission generally meets on the fourth Thursday of each month at 4:30 p.m. in the Board Room at the District Office.

HOW TO REACH US
 FVSD Personnel Commission
 10055 Slater Avenue
 Fountain Valley, CA 92708
 Telephone: (714) 843-3228
 Email: abdelc@fvsd.us

REPORT OF ACTIVITIES

	2018/19	2019/20
Postings		
Open	1	5
Promotional	0	2
Dual - open and promotional	33	20
Interdepartmental	40	39
Recruitment and Selection		
Applications received	1,517	975
Written tests	413	288
Performance tests	45	23
Oral interviews	258	244
Eligibility lists certified	31	21
Classification Activity		
Revised job descriptions	3	0
New classifications created	1	0
Classifications retitled	0	0
Reclassifications/salary reallocations	1	0
Employment		
New hires	85	55
Summer employment	84	72
Promotions	6	6
Retirements	13	14
Resignations	30	27
Probationary terminations	3	3
Reemployments	0	3
Layoffs:		
Elimination of position	0	0
Reduction in hours	0	0

Highlights
 The Commission recognized 14 outstanding classified employees at the annual Classified Employee Recognition held virtually in May. Mary Fox, Purchasing Technician at the District Office, was honored as the Classified Employee of the Year. Mr. Ross Hessler, Personnel Director for 20 years, retired in December 2019. During his tenure, he made many contributions to the Commission and the District. Ms. Cathie Abdel has acted as the interim Personnel Director since his retirement.

WHAT IS THE MERIT SYSTEM?

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

MERIT SYSTEM LAW*

Requires the Personnel Commission to do the following:
Ensure employees are hired in accordance with Commission Rules and Merit System Law on merit and fitness, without favoritism, interference, or influence.
Protect applicants and employees from discriminatory treatment.
Determine job-related educational and work experience requirements.
Ensure objective, job-related tests.
Provide for the establishment of eligibility lists.
Provide for announcements of job vacancies to employees and the public.
Classify or reclassify positions.
Recommend salary schedules consistent with the principle of like-pay for like-service.
Establish reasonable causes for demotion, suspension and dismissal.
Investigate and hear appeals of permanent employees who have been suspended, demoted or dismissed.

* California Education Code
 Sections 45240-45320

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent Personnel
SUBJECT: **ELIGIBILITY LISTS**
DATE: November 12, 2020

Attached are the eligibility lists for:

Custodian

IA – Bilingual Spanish

Noon Duty Aide

Office assistant

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #7 - #9

**Eligibility List
Custodian
EXPIRES 11-4-21**

RANK	NAME
1	Jesus Gonzalez
1	Victor Maciel
2	Bill Konieczny
3	Andrew Weaver
4	Eli Balandran
4	Oscar Monroy
5	Gabriel Santos
5	Jonathan Gonzalez
6	Mark Mondragon
7	Andrew Ayala
7	Johnny Iglesias-Gomez
8	Lee Mapula
8	Alexander Gavin
8	Cory Wood
9	Sonny Tan
10	Daniel Pineda
11	Francisco Lopez
12	Victor Ventura
13	Ernesto Lopez
13	Leticia Mendez
14	Jim Cortez
14	Dominic Rendon
14	Tom Rezvan
15	Reginald Butts
16	Kali Koski
17	Guillermo Bocanegra
18	David Hedegard

**Eligibility List
IA- Bilingual Spanish
EXPIRES 11-6-21**

RANK	NAME
1	Maria Sanchez Cauja
2	Lizette Ruiz Meza
3	Julissa Muniz Prado

**Eligibility List
Noon Duty Aide
Merged List (Updated 11-11-20)**

RANK	NAME	EXPIRES
1	Alexis Navarro	2-25-21
1	Jasmine Wollspenger	2-25-21
1	Noor Hawk	11-11-21
1	Katherine Pham	11-11-21
2	Jennifer Lucier	2-25-21
3	Alba Martinez	11-11-21
4	Kelly Lopez	11-11-21
4	Jenny Rossi	11-11-21
5	Rolsa Beas	12-6-20
6	Krista Steiner	12-6-20

**Eligibility List
Office Assistant
EXPIRES 10-29-21**

RANK	NAME
1	Kristen Faust
1	Shari Kowalke
1	Mayan Castro
2	Christine Brabeck
2	Laura Calnon
3	Edwin Puebla
4	Jazmin Lemus
4	Mary Shaw
5	Lynda Banuelos
5	Liesel Zepeda
5	Jetzabel Segura
5	Agnes Pham
5	Nichole Young
6	Brit Bedolla
6	Teresa Clarino
7	Jordan Crenshaw
7	Alexis Lee
7	Martha Cope
8	Imrose Salihue
9	Armando Morales

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: November 6, 2020

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

Dual Certification:

Administrative Assistant

Bus Driver

Instructional Assistant – Applied Behavior Analysis

Plumber



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Administrative Assistant

Dual Certification (*Open and Promotional*)

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

OPENING DATE:	October 14, 2020
CLOSING DATE:	November 3, 2020 at 4:30 p.m.
SALARY:	\$4,223- \$5,133 per month (Range 53, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
WORK SCHEDULE:	40 hours per week, 12 months per year
VACANCY:	Educational Services

PURPOSE

The job of Administrative Assistant is done for the purpose/s of providing a variety of complex and confidential administrative and secretarial support to assigned administrator(s); conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating and /or performing assigned projects and site activities. This job reports to an assigned Director.

ESSENTIAL FUNCTIONS

Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, student records, Education Code, state regulations, county licensing laws. Coordinates a variety of projects, functions and/or program components. Maintains a variety of manual and electronic documents files and records (e.g. special education student information, general student information, budget data, employee records, financial records, reports, State funded preschool licensing requirements and eligibility records, QRIS Block Grant records, Children and Family Commission of Orange County (CFCOC.). Monitors a wide variety activities on behalf of assigned Administrator (e.g. student discipline cases, annual schedule, legal cases, program components, meeting arrangements, account balances, work order status). Participates in, and facilitates as required, a variety of meetings, workshops, and/or trainings (e.g. quarterly MediCal workshops, pre-screening, enrollment, orientation, State and County Licensing updates, staff meetings, etc.). Prepares a variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, MediCal reports, State (CSPP) and County (QRIS Block Grant) reports pertaining to student attendance, CFCOC contracts and updates, licensing, program funding and income, family eligibility, ad-hoc reports). Processes a variety of documents and materials. Procures supplies and materials (e.g. office supplies, teaching supplies, technology). Reconciles account balances for assigned budget categories. Represents assigned Administrator/personnel in their absence. Responds to a wide variety of inquiries from internal and external parties. Schedules a wide variety of activities and supports assigned administrative personnel

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the

SEE OTHER SIDE

functions of the job include: operating standard office equipment including using job related software applications, including Microsoft Office suite; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read 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 to satisfactorily perform the functions of the job include: District operations and procedures; applicable laws, rules and regulations such as Title 5 & 22, State and Local licensing requirements; accounting/bookkeeping principles; business telephone etiquette; and concepts of grammar and punctuation; and office practices.

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 work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a 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; and problem solving with equipment is limited to moderate.

EDUCATION AND EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

Applicants must complete a District application, obtained through our website – www.fvsd.us . All application materials **must be submitted through Ed Join by 4:30 p.m. on November 3, 2020.**

EXAMINATION PROCESS

The examination process will consist of a written and technical examination 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 the Technical Interview.

Written test (50%):	November 9, 2020
Technical Interview (50%):	TBD

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

APPOINTMENT/CERTIFICATION

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

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

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

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY BUS DRIVER

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:	October 28, 2020
CLOSING DATE:	November 18, 2020 at 12:00 p.m.
HOURS:	21.25 hours/week: Tuesday - Friday
SALARY:	\$22.05-\$26.79 per hour (Range 43, 5 steps) *Per CSEA contract hiring may be made up to step 3
TERM:	9.6 months/year
VACANCY:	One position

PURPOSE

The job of Bus Driver is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for transporting special education students over scheduled routes and/or to/from special excursions. Bus Drivers enforce rules, regulations, and laws to maintain safety during transport; ensuring the safe operating condition of the vehicle; and ensuring the safety of special education students during transport, loading and unloading from buses. This job reports to the Transportation Supervisor

ESSENTIAL FUNCTIONS

Administers first aid and medical assistance; follows established guidelines and procedures; advises students and other passengers of appropriate behavior; assesses incidents, complaints, accidents and/or potential emergency situations; assists special education students and other passengers; cleans assigned vehicles, both interior and exterior; conducts emergency evacuation drills; drives school bus/es for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner; monitors students with special needs until released to teacher, parent, etc.; participates in meetings; attends workshops and trainings; performs pre-trip and post-trip inspections and completes record logs; prepares reports; and reports observations and incidents.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Ability

SKILLS are required to perform single, technical tasks. Specific skill based competencies include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies include: emergency evacuation techniques; area streets and locations;

See Other Side

basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and utilizing wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment).

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes. Ability is also required to work with a diversity of individuals and/or groups. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

EDUCATION AND EXPERIENCE REQUIREMENTS

Any combination equivalent to graduation from high school and one year of experience in the operation of a motor vehicle. Post-Offer DOT Screening

CERTIFICATES AND LICENSES (attach to application)

- Valid California School Bus Drivers Certificate Restriction #1 only
- Valid California Class B driver license with passenger + S endorsements
- Valid medical card (DL-51)
- Valid Red Cross First Aid Card – only required if there is a restriction #6 at the bottom of the Special Driver Certificate

APPLICATION PROCESS

All applicants must complete a District application, along with the required documentation, through our website at www.fvsd.us. All application materials must be submitted through EdJoin by 12:00 pm on Wednesday, November 18, 2020. Applicants will be screened and those meeting the above requirements will be invited to attend the written test.

EXAMINATION PROCESS – Examination parts and weights

Written Test (30%)	November 19, 2020
Oral Interview (30%)	TBA
Performance Test - Driving (40%)	TBA

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on the list. Promotional candidates will receive seniority points based on their length of service. All employment offers are conditional based upon successful completion of the fingerprinting/conviction clearance, medical examination, drug test, DOT screening, 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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No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will have the opportunity to become members of 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 INSTRUCTIONAL ASSISTANT- APPLIED BEHAVIOR ANALYSIS Dual Certification (*Open and Promotional*)

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

POSTING DATE:	October 30, 2020
CLOSING DATE:	November 24, 2020 by 4:30 p.m.
SALARY:	\$20.16 - \$24.52 per hour (Range 34, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	28.75 hours per week, schedule to be determined
TERM:	9.6 months a year
VACANCIES:	Two vacancies

PURPOSE

Under the supervision of the assigned administrator, the job of Instructional Assistant - Applied Behavior Analysis is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring students, behavior during non-classroom time; providing information to appropriate school personnel; and attending IEP meetings, as needed.

ESSENTIAL FUNCTIONS

Administers immediate first aid and medical assistance as instructed by a school nurse or health care professional; assists with crisis situations; attends meetings and in-service presentations; communicates with supervising instructional staff and professional support personnel; facilitates special education students in personal interactions and/or specific student issues; implements under the supervision of assigned teacher and/or psychologist, behavioral plans designed by IEP team for students with behavior disorders or other special conditions; maintains instructional materials and/or manual and electronic files/records; monitors students during assigned periods within a variety of school environments; and tutors students individually or in small groups.

JOB REQUIREMENTS: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

SEE OTHER SIDE

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem-solving is required to identify issues and create action plans. Problem-solving with data may require independent interpretation. Specific ability based competencies required include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

EDUCATION AND EXPERIENCE REQUIREMENTS

Community college and/or vocational school degree with study in a job-related area and job related experience, including ABA training by WOCSSSE or related training by an outside agency.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:30 p.m. on Tuesday, November 24, 2020. **Copies of transcripts, report cards and ABA training certificate must be attached to your application.** Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview to be held on the dates listed below (these dates are subject to change.) All applicants are invited to the written test, however, applicants who have passed the competency No Child Left Behind (NCLB) test will not need to take the test again.

Relative Weights of the Examination Process:
Written test (NCLB) (Pass/Fail) December 1, 2020
Technical interview (100%) TBD
Testing will be conducted at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on a merged open and promotional list. Promotional candidates will receive seniority points based on their length of service. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance 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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No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

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

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITIES

Plumber

Dual Certification (Open and Promotional)

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

POSTING DATE:	November 5, 2020
CLOSING DATE:	December 3, 2020 at 4:00 p.m.
SALARY:	\$4,803 - \$5,837 per month (Range 66, 5 Steps)
HOURS:	40 hours per week, 8 hours per day
TERM:	12 months
VACANCY:	Maintenance and Operations

PURPOSE

The job of Plumber is done for the purpose/s of providing plumbing services with specific responsibility for identifying repair and/or replacement needs; installing, repairing, and/or upgrading plumbing and storm water systems; maintaining all District plumbing systems in working order; ensuring compliance with accessibility, health and safety codes; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other skilled trades; and ensuring that tools and materials are available at job site. This job reports to the Director Maintenance, Operations & Facilities.

ESSENTIAL FUNCTIONS

Assists with subcontracted plumbing work for the purpose of ensuring work is completed as per current codes and regulations. Coordinates with school personnel at job sites, supervisor and/or other maintenance personnel and diagnoses causes of problems and/or failures in plumbing/irrigation/storm water/natural gas delivery systems. Estimates materials and/or equipment quantities needed to complete work projects to ensure job completion. Informs personnel regarding status of work orders. Installs plumbing/irrigation/storm water/natural gas delivery systems and fixtures and maintains plumbing/irrigation/storm water/natural gas delivery systems. Maintains tools and equipment. Participates in meetings, workshops, trainings, and seminars as assigned. Prepares written materials for the purpose of documenting activities and/or conveying information. Repairs plumbing/irrigation/storm water/natural gas delivery systems. Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair. Responds as directed, to emergency situations during and after hours for the purpose of resolving immediate safety concerns. Reviews existing blue prints of District-wide plumbing systems for the purpose of determining the efficient maintenance or installation of new or upgraded systems. Transports a variety of tools, equipment and supplies ensuring the availability of materials required at job site.

JOB REQUIREMENTS: Minimum Qualifications
Skills, Knowledge, and Abilities

SEE OTHER SIDE

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 used in plumbing, repair/installation of gas delivery and storm water systems; planning and managing projects; preparing and maintaining accurate records; and adhering to safety practices.

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 solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in plumbing, gas delivery system, and storm water system installation, maintenance, and repair; and safety practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant.

EDUCATION/EXPERIENCE

High school diploma or equivalent and journey level experience within a specialized field is required.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license.

Backflow Certification issued by the Orange County Department of Health within the last 6 months (or obtained by the end of probation).

APPLICATION PROCESS

Applicants must complete a District application and supplemental application, obtained through our website – www.fvsd.us . Applications (including the supplemental application) will be screened and qualified applicants will be invited to the written test. All application materials **must be submitted through Ed Join by 4:00 p.m. on December 3, 2020.**

EXAMINATION PROCESS

The examination process will consist of a written test, interview, and performance test (with weights shown below). Applications (including the supplemental application) will be screened and qualified applicants will be invited to the written test. Those passing the written test will be scheduled for an interview and performance test.

Written Test (30%).....	December 7, 2020
Performance Test (40%).....	Week of December 14, 2020
Qualifications Appraisal Interview (30%).....	Week of December 14, 2020
<i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i>	

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APPOINTMENT/CERTIFICATION

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