

# -FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

March 25, 2021

Meeting Link: [https://us02web.zoom.us/webinar/register/WN\\_GLuxN2i\\_TfeSDQEMV9A2GQ](https://us02web.zoom.us/webinar/register/WN_GLuxN2i_TfeSDQEMV9A2GQ)

Mr. William Mullin, Chairperson  
Mrs. Carol Davis, Vice Chairperson  
Mr. Tony McCombs, 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, February 25, 2021**  
*(Attachment #1)* *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, March 11, 2021**  
*(Attachment #2)* *Information*
5. **Agenda, Special Meeting of the Board of Trustees, March 13, 2021**  
*(Attachment #3)* *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, February 11, 2021**  
*(Attachment #4)* *Information*
7. **Director's Report** *Information*
8. **Commissioner's 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](mailto:johnsond@fvsd.us) by 3:15 p.m. on Thursday, March 25, 2021. Your comments will be read into the record.**

### ADMINISTRATION

#### 10. 2020 -2021 Classified Recognition

*Information*

#### 11. Eligibility List

Assessment/Data Technician

(Attachment #5)

*Action*

### PERSONNEL

#### 12. Job Announcements

(Attachments #6 - 10)

*Information*

### FINANCIAL

#### 13. No financial information at this time.

*Information*

### CLOSED SESSION

#### 14. Closed Session

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

1. Personnel
2. Legal Advice

### NEXT MEETING

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

**April 22, 2021**

**3:30 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 FEBRUARY 25, 2021**

DATE: March 12, 2021

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Attached for your approval are the minutes of the Personnel Commission regular meeting of February 25, 2021.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the February 25, 2021 Personnel Commission regular meeting.

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## *REGULAR MEETING*

### MINUTES

February 25, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:31 p.m. held via a Zoom webinar. Mrs. Davis led the Pledge of Allegiance.

Present for the entire meeting:

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

## GENERAL FUNCTIONS

### Approval of Agenda

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

### Introduction of Guests

Ms. Cathie Abdel introduced the guests attending via Zoom. They were Christine Fullerton, Jeremy Talley, Vania Arjian and Tracee Mueller.

### Introduction of Staff

Ms. Donna Johnson was in attendance.

### Minutes, Regular Meeting of the Personnel Commission, January 28, 2021

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

### Agenda, Regular Meeting of the Board of Trustees, February 11, 2021

Presented as an information item only.

### Minutes, Special Meeting of the Board of Trustees, January 8, 2021

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, January 14, 2021

Presented as an information item only.

### Director's Report

Ms. Abdel presented an update on the Orange County COVID -19 Dashboard. She stated Orange County is now in the Red Tier in two of the three areas, the Test Positivity Rate and the new area, which is the Health Equity Quartile Positivity Rate. She shared the following information on COVID-19 testing and vaccine updates. The Fountain Valley School District continues to offer voluntary COVID-19 testing each week. Since we have experienced a 50% decline in the number of employees signing up in the month of February, we will begin offering the testing bi-weekly starting on March 4, 2021. Ms. Abdel also shared that we are experiencing an increase in vaccine availability. She stated Governor Newsom has set aside 10% of the COVID-19 vaccinations for educators and the Orange County Health Care Agency (OCHA) has committed 30% of vaccines for Educators, Child Care Workers and Food and Agriculture workers. Vaccinations for Education and Child Care started this week at Orange County Department of Education and OCHCA POD's. Ms. Abdel

shared information about a Zoom webinar, “COVID-19 and the Vaccine”, being presented to employees on March 10, 2021 by Dr. Adam Solomon from MemorialCare Medical Group and Greater Newport Physicians. He will provide our employees with information so they can make the right decision regarding their health needs. Ms. Abdel then shared the classified highlights since our last meeting. She shared pictures from her weekly school visits over the last couple of weeks and she attend the 100<sup>th</sup> Day of School celebrations at Oka. At Oka School the students and staff celebrated by dressing as 100-year-old people. She also recognized and congratulated Brad Gulla, one of our bus drivers who has been, on his retirement.

**Commissioners’ Comments**

Mrs. Davis, Mr. McCombs and Mr. Mullin all thanked Cathie for her updates and the information including Doctor Solomon. Mr. Mullin announced that this year’s 2020- 2021 Merit Academy is getting ready to start late March. If anyone is interested in attending there may be scholarships available. Mr. McCombs mentioned the need to start planning for the 2020-2021 Classified Employee Recognition.

**Public Comments**

No public comments were received.

**ADMINISTRATION**

**2020 -2021 Budget Update Presentation**

Ms. Fullerton presented the 2020 - 2021 budget update to the Personnel Commission. She presented information on the state of the economy and the Governor’s proposed January budget. Ms. Fullerton summarized the current general fund changes including one time COVID-19 revenue and related expenses. She stated that this year we are budgeting a decrease in our ending fund balance due to COVID-19 mitigation and textbook adoptions. The continued uncertainty surrounding COVID-19 will have an impact on our budget projections for 2021-2022.

**Eligibility Lists**

No eligibility lists were presented for approval.

**PERSONNEL**

**Job Announcements**

The dual certification job posting for Extended School Program Assistant was reviewed.

**FINANCIAL**

No financial information was presented

**CLOSED SESSION**

No closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:  
March 25, 2021 at 3:30 p.m.  
Via Zoom Webinar**

**ADJOURNMENT**

The February 25, 2021, regular meeting of the Personnel Commission adjourned at 4:22 p.m.

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Mr. William Mullin, Chairperson

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Mrs. Carol Davis, 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 MARCH 11, 2021**

DATE: March 15, 2021

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Attached for your information is the agenda of the Board of Trustees regular meeting of March 11, 2021.



Fountain Valley School District

BOARD OF TRUSTEES  
REGULAR MEETING

**AGENDA**

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

**March 11, 2021**

[https://us02web.zoom.us/webinar/register/WN\\_\\_xG\\_IQdjTAKkhvRdCd6Aew](https://us02web.zoom.us/webinar/register/WN__xG_IQdjTAKkhvRdCd6Aew)

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

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

- PLEDGE OF ALLEGIANCE

**SPECIAL PRESENTATIONS**

**1. FOUNTAIN VALLEY SCHOOLS FOUNDATION PRESENTATION OF LIBRARY GRANT**

The Board of Trustees will welcome the Fountain Valley Schools Foundation to present a \$13,000 grant to school site Library Media Technicians of the Fountain Valley School District for the purpose of purchasing library books focused on Science, Technology, Engineering and Math (STEAM). With this grant, each elementary school will receive \$1,000, with middle school receiving \$2,000 each.

- **RECESS**

**2. RECOGNITION OF STUDENTS FROM COX SCHOOL AND FVSDCONNECTED**

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize six outstanding students from Cox School as well as ten outstanding students from FVSDConnected.

- **RECESS**

*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.*

**BOARD WORKSHOPS****3. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin, and Director Educational Services, Dr. Jerry Gargus, will review with the Board of Trustees the process used to update the District's Local Control Accountability Plan (LCAP). Information will be shared related to the 2019-20 LCAP Annual Update, the 2020-21 Learning Continuity & Attendance Plan, the 2020-21 EL Annual Update, and progress on development of the 2021-22 Local Control Accountability Plan. The 2021-22 LCAP will be the initial year of a new 3-year LCAP cycle, culminating with the 2023-24 school year.

**STAFF REPORTS AND PRESENTATIONS****4. SECOND INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)**

Assistant Superintendent, Business, Chris Fullerton and Director, Fiscal Services, Isidro Guerra will present and review with the Board of Trustees the Second Interim Report for the Fountain Valley School District.

**BOARD REPORTS AND COMMUNICATIONS**

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

**PUBLIC COMMENTS**

*Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. 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](mailto:luccheser@fvsd.us) by 2:00PM on Thursday, March 11<sup>th</sup>. 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**

- 5. **RESOLUTION 2021-14 AUTHORIZING THE ISSUANCE AND SALE OF MEASURE O GENERAL OBLIGATION BONDS, SERIES 2021, NOT TO EXCEED \$7,000,000 IN AGGREGATE PRINCIPAL** M \_\_\_  
2nd \_\_\_  
V \_\_\_

On November 8, 2016, 64.2% of voters within the Fountain Valley School District voted to approve Measure O. At the February 11, 2021 Board meeting, the Board received a presentation on the bond financing plan, and sale process, for the third bond series issuance, from the District’s financial advisor, Government Financial Strategies. The Board is asked to consider adoption of a Resolution authorizing the sale of the third series of Measure O Bonds in an amount not to exceed \$7,000,000.

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2021-14 authorizing the issuance and sale of Measure O General Obligation Bonds, Series 2021, not to exceed \$7,000,000 in aggregate principal.

- 6. **RESOLUTION 2021-15 APPROVAL OF GUARANTEED MAXIMUM PRICE FOR THE LEASE-LEASEBACK AGREEMENT WITH WEST COAST AIR CONDITIONING, INC. FOR THE MEASURE O MODERNIZATION AND HVAC PROJECT AT OKA ELEMENTARY SCHOOL** M \_\_\_

On April 19, 2018, West Coast Air Conditioning, Inc. was awarded the preconstruction and lease-leaseback agreement for the remaining phases of the Measure O Modernization and HVAC Project. The preconstruction services have been completed and West Coast Air has solicited bids and selected subcontractors, and a Guaranteed Maximum Price (“GMP”) of \$7,618,744 has been negotiated.

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

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2021-15, approving the Guaranteed Maximum Price (GMP), contingencies, and DSA plans and specifications for the Measure O Modernization and HVAC Project at Oka School.

- 7. **RESOLUTION 2021-16 APPROVAL OF GUARANTEED MAXIMUM PRICE FOR THE LEASE-LEASEBACK AGREEMENT WITH WEST COAST AIR CONDITIONING, INC. FOR THE MEASURE O MODERNIZATION AND HVAC PROJECT AT NEWLAND ELEMENTARY SCHOOL** M \_\_\_

On April 19, 2018, West Coast Air Conditioning, Inc. was awarded the preconstruction and lease-leaseback agreement for the remaining phases of the Measure O Modernization and HVAC Project. The preconstruction services have been completed and West Coast Air has solicited bids and selected subcontractors, and a Guaranteed Maximum Price (“GMP”) of \$7,331,092 has been negotiated.

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

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2021-16, approving the Guaranteed Maximum Price (GMP), contingencies, and DSA plans and specifications for the Measure O Modernization and HVAC Project at Newland School.

- 8. **APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, PERSONNEL** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

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

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

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

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

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

- 11. **APPROVAL OF 2020-21 SECOND INTERIM REPORT** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

School districts are required to complete two interim financial reports during a fiscal year, the first as of October 31 and second as of January 31. The Interim Reports are filed with the County Department of Education and the State Controller’s Office. School districts must conduct a review of their interim reports in accordance with state-adopted Criteria and Standards.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the 2020-21 Second Interim Report.

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

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

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

### **Routine Items of Business**

- 12-A. Board Meeting Minutes from February 11<sup>th</sup> regular meeting
- 12-B. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 12-C. Donations
- 12-D. Warrants
- 12-E. Purchase Order Listing
- 12-F. Budget Adjustments and Transfers

### **Consent Items**

#### **12-G. SINGLE PLANS FOR STUDENT ACHIEVEMENT**

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Plans for Student Achievement for Gisler, Newland, Oka, Plavan and Tamura. The 2020-21 School Plans for Courreges, Cox, Fulton, Masuda, and Talbert were approved as part of the January 14, 2021 Board Meeting.

#### **12-H. APPROVE THE USE OF THE REEF-SUNSET UNIFIED SCHOOL DISTRICT PIGGYBACK BID FOR FACILITY SUPPLY SERVICES AWARDED TO AMERICAN MODULAR SYSTEMS TO PURCHASE A MUSIC RELOCATABLE CLASSROOM AT TALBERT MIDDLE SCHOOL**

Superintendent's Comments: It is recommended that the Board of Trustees approves the use of the Reef-Sunset Unified School District Piggyback Bid for Facilities Supply Services to purchase relocatable classroom buildings from American Modular Systems, Inc. for the music building Talbert Middle School.

#### **12-I. APPROVAL OF CONTRACT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND ORANGE COUNTY DEPARTMENT OF EDUCATION TO PROVIDE GATE CERTIFICATION TRAINING PROGRAM FOR 3<sup>rd</sup>-8<sup>th</sup> GRADE TEACHERS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with the Orange County Department of Education for professional development services resulting in GATE Certification for participating FVSD teachers.

#### **12-J. APPROVAL OF 2021 SPECIAL EDUCATION EXTENDED SCHOOL YEAR PROGRAM**

Superintendent's Comments: It is recommended that the Board of Trustees approves the Extended School Year Program at Plavan Elementary School.

#### **12-K. 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
Regents of the UCI dba The Center For Autism & Neurodevelopmental Disorders	\$2400	3/12/21-10/31/21
Behavioral Emotional Academic Mentoring, LLC	\$5000	3/12/21-10/31/21

### **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, April 15, 2021 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](mailto: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: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL  
MEETING OF MARCH 13, 2021**

DATE: March 15, 2021

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Attached for your information is the agenda of the Board of Trustees special meeting of March 13, 2021.



Fountain Valley School District

BOARD OF TRUSTEES  
SPECIAL MEETING

AGENDA

Board Room  
10055 Slater Avenue  
Fountain Valley, CA

March 13, 2021

- CALL TO ORDER: 9:00AM
- ROLL CALL
- APPROVAL OF AGENDA
  
- PLEDGE OF ALLEGIANCE

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

**PUBLIC COMMENTS**

*Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. Speakers are requested to limit their presentation to four minutes unless the time is waived by a majority of the Board Members present. If a member of the audience requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them personally or in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.*

**BOARD WORKSHOP**

**1. GOVERNANCE WORKSHOP**

The Governance Team shall participate in a workshop facilitated by Dennis Smith, Ed.D., to discuss practices, protocols, priorities and Governance Team effectiveness.

- APPROVAL TO ADJOURN

**The next regular board meeting of the Fountain Valley School District Board of Trustees is on Thursday, April 15, 2021 at 6:30pm.**

*A copy of the Board Meeting agenda is posted on the District's web site ([www.fvsd.us](http://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 by calling 714.843.3255 during normal business hours.*

*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.*

*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 by calling 714.843.3255 or by faxing 714.841.0356.*



**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 FEBRUARY 11, 2021**

DATE: March 12, 2021

---

Attached for your information are the minutes of the Board of Trustees regular meeting of February 11, 2021.

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

Videoconference via Zoom

**February 11, 2021**

Meeting Link:

[https://us02web.zoom.us/webinar/register/WN\\_qx4V6kxVTmKLqUOT13nEAw](https://us02web.zoom.us/webinar/register/WN_qx4V6kxVTmKLqUOT13nEAw)

**MINUTES**

President Crandall 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

Sandra Crandall	President
Lisa Schultz	President Pro Tem
Jim Cunneen	Clerk
Jeanne Galindo	Member
Steve Schultz	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

**SPECIAL PRESENTATIONS**

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized six outstanding students from each of our middle schools. From Fulton School, the Board celebrated Audrey Le (6<sup>th</sup>), Cole Korhonen (6<sup>th</sup>), Katelyn Tran (7<sup>th</sup>), Isaac Squires (7<sup>th</sup>), Jacquelyn Nguyen (8<sup>th</sup>) and Tien Dan (8<sup>th</sup>). From Masuda School, the Board honored Alan Do (6<sup>th</sup>), Katelyn Smith (6<sup>th</sup>), Brandon Lam (7<sup>th</sup>), Amanda Orliczky (7<sup>th</sup>), Brandon Clausi (8<sup>th</sup>), and Karen Mekhaiel (8<sup>th</sup>). And from Talbert School, the Board recognized Payton Koch (6<sup>th</sup>), Jackson Solis (6<sup>th</sup>), Cameron Cox (7<sup>th</sup>), Tam-Anh Vu (7<sup>th</sup>), Jayden Rodriguez (8<sup>th</sup>) and Miles Dayley (8<sup>th</sup>). The Board was joined by staff, parents and the community in celebrating the fantastic accomplishments of these students.

RECOGNITION OF  
MIDDLE SCHOOL  
STUDENTS

Following these recognitions, the Board took a brief recess.

**STAFF REPORTS AND PRESENTATIONS**

Assistant Superintendent of Business Services, Christine Fullerton, was joined by Lori Raineri and Keith Weaver, from Government Financial Strategies Inc., to review and discuss the next steps in moving forward with the third and final issuance of the District’s General Obligation Bonds. Ms. Raineri provided a review of the history of our bond sales to date. Following this, Mr. Weaver reviewed interest rates and their impact on the sale of our Measure O bonds. He reviewed the plan for the final remaining issuance of bonds at \$7 million. In addition, he shared a review of the Measure O scope of work and the school phase assignments. Mr. Weaver also shared projected tax levies, noting that they are below the minimum. He also noted that there are outstanding bonds below our capacities. Following this, Mr. Weaver shared a review of bond sale methods, highlighting the recommendation of a competitive sale process for the final bond sale, especially given the District’s success with competitive sales. In closing, Mr. Weaver shared a summary of the primary legal documents that will be coming to the Board for approval, noting that at the March 11<sup>th</sup> meeting the Board will be given the opportunity to authorize issuance of bonds and approval of financing documents. He shared next steps going forward.

NEXT STEPS IN THE  
THIRD AND FINAL  
ISSUANCE OF  
MEASURE O  
GENERAL  
OBLIGATION BONDS

**BOARD REPORTS AND COMMUNICATIONS**

Mr. Cunneen’s activities since the last meeting included: Fountain Valley State of the City presentation by the Chamber of Commerce, meeting of the Fountain Valley General Plan Advisory Committee, and the OCSBA seminar presented by Capitol Advisors Group, LLC. In addition, he shared a card that he received from the FVEA, thanking them for their kind get well wishes.

Mrs. Galindo’s activities since the last meeting included: FVSF meeting, noting the upcoming donation to our school libraries; SPC meeting focused on Social Emotional Learning (SEL); webinar regarding SEL resources in the area for parents and students; and visits to Gisler and Newland. She congratulated Mr. Mullin on his recognition as FVSD Administrator of the Year. In closing, she congratulated our honored students this evening, noting how deserving they are of the recognition.

Mr. Schultz commended our Newland and Cox librarians for their recent successful fundraisers. His activities since the last meeting included: announcement of Mr. Mullin as Administrator of the Year at Newland, visit to Plavan, and Fountain Valley’s State of the City presented by the Chamber of Commerce. He commended Dr. McLaughlin and Mrs. Christmas for the successful SEL professional development and thanked Mrs. Fullerton for the oversight of a smooth construction at our site, noting as well that he reached out to our legislators to emphasize the need to prioritize our educators for vaccinations.

Mrs. Schultz highlighted the ramping up of vaccines in our community, noting the benefit for our community. She noted as well the goal to get all schools in our state open for at least one day a week in person. She commended our District and thanked our staff for the work they have done in showing that it can be accomplished more than just once a week. She noted what a great example we are of how to do this safely.

Mrs. Crandall congratulated Dr. Johnson for his award of the Maureen DiMarco Award, presented to all Orange County superintendents for leadership during the pandemic. Her activities since the last meeting included: Capitol Advisors and OCSBA webinars focused on 2020-21 education budget, announcement of Mr. Mullin as Administrator of the Year at Newland, cyber security parent presentation, Pacific Research Institute webinar on the impact of school closure on students, Fulton, Gisler, Talbert and Oka visits, FVSF meeting, and the SPC meeting. She thanked her fellow trustees for their service this month.

**PUBLIC COMMENTS**

There were two requests to address the Board of Trustees. Two staff members addressed the Board of Trustees with feedback.

**PUBLIC COMMENTS**

**LEGISLATIVE SESSION**

Motion: Mrs. Schultz moved to approve the Updated 2020-21 COVID-19 Safety Plan (Formerly Known as Reopening Schools Plan) for the Fountain Valley School District.

Second: Mrs. Galindo

Vote: 5-0

APPROVAL OF  
UPDATED 2020-21  
COVID-19 SAFETY  
PLAN (FORMERLY  
KNOWN AS  
REOPENING  
SCHOOLS PLAN)  
FOR THE  
FOUNTAIN

Motion: Mr. Schultz moved to approve the Proclamation in Appreciation of Our School Counselors in Celebration of National School Counseling Week February 1-5, 2021

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Galindo moved to approve the Delegate Assembly slate as discussed.

Second: Mr. Cunneen

Vote: 5-0

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

Second: Mrs. Crandall

Vote: 5-0

VALLEY SCHOOL DISTRICT  
PROCLAMATION IN APPRECIATION OF OUR SCHOOL COUNSELORS IN CELEBRATION OF NATIONAL SCHOOL COUNSELING WEEK FEBRUARY 1-5, 2021  
2021 CSBA DELEGATE ASSEMBLY ELECTION – REGION 15

CONSENT CALENDAR

The Consent Calendar included:

- Board Meeting Minutes from January 8<sup>th</sup> special meeting
- Board Meeting Minutes from January 14<sup>th</sup> regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- School Accountability Report Cards (SARCs)
- Consolidated Application – Winter Release 2020
- Approve Change Order #2 for the Gisler Elementary School Measure O HVAC And Modernization Project
- Approve Change Order #2 For the Talbert Middle School Measure O HVAC And Modernization Project
- Contract with Dennis Smith Of Leadership Associates
- Accept and Award RFO14 to Gigakom for \$ 351,409.31 to Provide New Network Switches for the District Office and School Sites
- Appoint Members of Citizen’s Bond Oversight Committee
- Non-Public Agency Contracts

Non-public school/agency	100% contract cost	Effective dates
Secure Transportation Company, Inc.	\$7,500	1/25/21-6/30-21

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

Dr. Johnson Thanked our site leaders and all the teachers who participated in making videos for our students this evening. He noted that they did a phenomenal job making our students feel special. To our honored students, he commended them for their outstanding work. He commended their parents as well and thanked them for sending their students to our schools. He thanked and applauded Dr. McLaughlin, Mrs. Christmas and our school counselors for their very important working regarding SEL. In addition, he thanked Mrs. Abdel for taking the opportunity to work with our employees who are eligible as a part of 1A, 65 and older, to get vaccinated, in addition to our Special ED aides and those at the greatest risk. He noted his increasing hope for the future as we see positivity rates drop below 10% and ICU occupancy declining, with fewer of our seniors falling in these categories. He highlighted the opportunity to visit four schools this week, noting the excellent work of our staff. He noted that he could not be prouder of them. In closing, he thanked Drs. McLaughlin and Gargus for their work preparing the LCAP, noting the coming surveys to our parents and community as we seek input as we develop our upcoming plan.

**CLOSED SESSION**

Mrs. Crandall announced that the Board did not have need for Closed Session. CLOSED SESSION

**ADJOURNMENT**

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

**Second:** Mrs. Galindo

**Vote:** 5-0

/rl

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LIST**

DATE: March 12, 2021

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Attached is the eligibility list for:

Assessment/Data Technician

**RECOMMENDATION**

The Personnel Commission approve the eligibility list for Assessment/Data Technician

**Attachment #5**

**Eligibility List  
Assessment/Data Technician  
EXPIRES 2-19-22**

<b>RANK</b>	<b>NAME</b>
<b>1</b>	<b>Omar Munoz</b>
<b>2</b>	<b>Leilani Resurreccion</b>
<b>3</b>	<b>Shari Kowalke</b>
<b>4</b>	<b>Shannon O'Farrell</b>
<b>5</b>	<b>Robert Anthony</b>
<b>6</b>	<b>Charles Ko</b>
<b>7</b>	<b>Edwin Puebla</b>
<b>8</b>	<b>Nicholas Marin-Knight</b>
<b>9</b>	<b>Adrian Leon</b>
<b>10</b>	<b>Denise Reynoso</b>
<b>10</b>	<b>Sarita Vaughn</b>
<b>11</b>	<b>John Nguyen</b>



**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: March 17, 2021

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The job announcements posted since the last regular meeting of the Personnel Commission are attached as informational items:

**Interdepartmental**

Library/Media Technician

School Office Manager

**Dual Certification:**

Bus Driver

Instructional Assistant, Instructional Assistant- Mild/Moderate & Instructional Assistant Moderate/Severe

Library/Media Technician



# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## Library/Media Technician

### *Interdepartmental Transfer Only*

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

<b>POSTING DATE:</b>	March 4, 2021
<b>CLOSING DATE:</b>	March 10, 2021 @ 4:00 p.m.
<b>SALARY:</b>	Current Rate of Pay
<b>HOURS:</b>	15 hours/week, Hours to be determined
<b>TERM:</b>	9.6 mo/yr
<b>VACANCIES:</b>	One Position at Gisler School

#### THE JOB

Under the direction of the School Principal, the job of Library/Media Technician is done to:

- Provide support to the instructional program with specific responsibilities for maintaining the library collections at school sites
- Identify age appropriate resources for students and teachers utilizing library resources
- Select appropriate items in support of classroom instruction
- Perform clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks

#### APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or e-mail to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Wednesday, March 10, 2021. **POSTMARKS WILL NOT BE ACCEPTED.**

#### APPOINTMENT/CERTIFICATION

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

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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.fvdsd.us](http://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.

<b>POSTING DATE:</b>	March 16, 2021
<b>CLOSING DATE:</b>	March 22, 2021 @ 4:00 p.m.
<b>SALARY:</b>	Current Rate of Pay
<b>HOURS:</b>	40 hours/week, Hours to be determined
<b>TERM:</b>	10.48 months per year
<b>VACANCIES:</b>	One Position at Newland School

#### THE JOB

Under the direction of the Principal, the job of School Office Manager is done to:

- Provide complex and confidential secretarial and administrative support to the school-site principal and other administrators
- Convey information regarding school functions and procedures
- Ensure efficient operation of support functions
- Coordinate 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](mailto:johnsond@fvdsd.us) asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Monday, March 22, 2021. **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.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.

<b>POSTING DATE:</b>	March 8, 2021
<b>CLOSING DATE:</b>	Open until filled
<b>HOURS:</b>	21.25 hours/week: Tuesday - Friday
<b>SALARY:</b>	\$22.05-\$26.79 per hour (Range 43, 5 steps) *Per CSEA contract hiring may be made up to step 3
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position

### ESSENTIAL FUNCTIONS:

- Drives school bus/es in a safe and timely manner
- 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 and monitors special education students and other passengers
- Cleans assigned vehicles, both interior and exterior
- Conducts emergency evacuation drills
- Performs pre-trip and post-trip inspections and completes record logs; prepares reports; and reports observations and incidents

### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS:

#### Skills, Knowledge, and Abilities are required to

- Adhere to safety practices and apply pertinent codes, policies, regulations and/or laws
- Operate district vehicles, fire extinguishers, two-way radios, and prepare and maintain accurate records
- Administer first aid and follow health standards
- Possess knowledge of emergency evacuation techniques, area streets and locations, basic vehicle maintenance, and pertinent codes, policies, regulations and/or laws
- Utilize safe driving practices, two way radio communication, and wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment)
- Work and communicate with a diversity of individuals and/or groups and use problem solving to identify issues and create action plans.
- Display tact and courtesy, be attentive to detail, and exercise sound judgement

**SEE OTHER SIDE**

**Skills, Knowledge, and Abilities are required to (continued)**

- Maintain an understanding of the special needs of students and their parents while maintaining confidentiality and work with constant distractions

**JOB DESCRIPTION can be found on the Fountain Valley School District website at [www.fvsd.us](http://www.fvsd.us) under Departments / Personnel Services / Classified / Job Descriptions or clicking [here](#)**

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Graduation from high school
- 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 an online application, along with all the required documentation, through our website at [www.fvsd.us](http://www.fvsd.us). Applicants will be screened and those meeting the above requirements will be invited to attend the written test.

**EXAMINATION PROCESS:**

The examination process will consist of a written test, oral interview and performance test to be held on a date to be determined. Applicants who successfully complete the written test will be scheduled for the performance test and interview.

Written Test (30%).....	To be Determined
Oral Interview (30%).....	To be Determined
Performance Test - Driving (40%).....	To be Determined

***Testing will be conducted at Fountain Valley School District, 10055 Slater Ave. Fountain Valley***

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

**APPOINTMENT/CERTIFICATION:**

Final selection of appointees 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.

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# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL ASSISTANT, INSTRUCTIONAL ASSISTANT - MILD/MODERATE, AND INSTRUCTIONAL ASSISTANT - MODERATE/SEVERE Dual Certification (*Open and Promotional*)

The following positions are being posted in accordance with Personnel Commission rules to establish eligibility lists for substitutes and future vacancies that will be filled by promotion, transfer, or certified eligibles.

<b>POSTING DATE:</b>	February 24, 2021
<b>CLOSING DATE:</b>	March 16 at 4:00 p.m.
<b>SALARY:</b>	IA - \$17.72/hour - \$21.56/hour (Range 21, 5 steps) IA- Mild/Moderate - \$18.41/hour - \$22.37/hour (Range 25, 5 steps) IA- Moderate/Severe - \$19.38/hour - \$22.41/hour (Range 30, 5 steps) *Substitutes are paid at step 1; regular hires may be hired up to step 3 per CSEA Contract
<b>TERM:</b>	9.6 mo/yr
<b>VACANCIES:</b>	Pending (To establish eligibility and substitute lists)

### ESSENTIAL FUNCTIONS

- Adapts classroom activities, learning aides, assignments and/or materials under the direction of the supervising teacher
- Administers varying degrees of first aid and medical assistance depending on the classification
- Assists a certificated teacher in providing instruction to students in an assigned regular or special education program
- Maintains instructional materials and/or manual and electronic files/records
- Supports classroom teachers and other school personnel including monitoring students in a variety of settings.

### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

#### Skills, Knowledge and Abilities are required to

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Adhere to safety practices and procedures.
- Operate standard office equipment including using pertinent software applications.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percents, and/or ratios.

(SEE OTHER SIDE)

**Skills, Knowledge and Abilities are required to (continued)**

- Read a variety of manuals, write documents following prescribed formats, and/or present information to others.
- Understand concepts of grammar and punctuation and complex, multi-step written and oral instructions.
- Knowledge of stages of child development, learning styles and age appropriate student activities.
- For Instructional Assistant Mild/Moderate and Instructional Assistant Moderate/Severe knowledge based competencies required include instructional procedures and practices of conflict resolution.
- Schedule activities and gather, collate work with a variety of data utilizing defined but different processes.
- Problem solving is required to identify issues and create action plans.

**JOB DESCRIPTIONS can be found on the Fountain Valley School District website at [www.fvsd.us](http://www.fvsd.us) under Departments / Personnel Services / Classified / Job Descriptions or by clicking [here](#) for Instructional Assistant.**

**EXPERIENCE AN EDUCATION**

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

**APPLICATION PROCESS:**

Applicants must complete an online application for each classification of interest obtained through our website – [www.fvsd.us](http://www.fvsd.us) . All application materials must be submitted through EdJoin by 4:00 p.m., March 16, 2021.

**EXAMINATION PROCESS**

The examination process will consist of a written test and an 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 No Child Left Behind (NCLB) test will not need to take the test again.

Relative weights of examination process:	
Written test (pass/fail).....	March 18, 2021
Qualifications Appraisal Interview (100%).....	Week of March 22, 2021
<b><i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i></b>	

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

**APPOINTMENT/ CERTIFICATION**

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

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Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will become members of California School Employees Association and pay a service fee.



# Fountain Valley School District

Personnel Commission

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

## CLASSIFIED EMPLOYMENT OPPORTUNITY

### Library/Media Technician

Dual Certification (*Open and Promotional*)

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

<b>POSTING DATE:</b> March 4, 2021
<b>CLOSING DATE:</b> March 24, 2021 at 4:00 p.m.
<b>SALARY:</b> \$20.97 - \$25.48 per hour (Range 38, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
<b>HOURS:</b> 15.0 hours/week, Hours to be Determined
<b>TERM:</b> 9.6 months per year

#### ESSENTIAL FUNCTIONS

- Assists teachers, students and administrators as needed
- Coordinates book fairs, bulletin boards, events and activities
- Evaluates books and/or periodicals and orders and researches library materials, supplies and equipment in collaboration with personnel
- Maintains materials inventory current and new
- Monitors student activities
- Participates in meetings; attends conferences, and workshops
- Performs circulation activities, prepares and organizes book collections, and prepares manual and electronic documents and reports
- Processes new student library cards, notices of missing, damaged, or overdue books, media and materials
- Processes library books, periodicals, software and related media materials, and repairs books and materials

#### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

##### Skills, Knowledge, And Abilities are required to

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Operate standard office equipment including using pertinent software applications.
- Prepare and maintain accurate records.
- 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.
- Understand complex, multi-step written and oral instructions.
- Satisfactorily perform library practices, and computer and Internet operations.
- Schedule activities, meetings, and/or events

(SEE OTHER SIDE)



**Skills, Knowledge, And Abilities are required to (continued)**

- Gather, collate and problem-solve with data which may require independent interpretation.
- Work with others in a wide variety of circumstances.
- Identify issues and create action plans.

**JOB DESCRIPTION** can be found on the Fountain Valley School District website at [www.fvdsd.us](http://www.fvdsd.us) under **Departments / Personnel Services / Classified / Job Descriptions** or clicking [here](#)

**EXPERIENCE AND EDUCATION**

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

**APPLICATION PROCESS**

Applicants must complete an online application, obtained through our website - [www.fvdsd.us](http://www.fvdsd.us). All application materials must be submitted through EdJoin by 4:00 p.m., March 24, 2021.

**EXAMINATION PROCESS:**

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

**Relative weights of the examination process:**

Written test (40%).....	March 26, 2021
Qualifications appraisal interview (60%) .....	Week of March 29, 2021
<i>Interviews will be conducted at the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley.</i>	

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

**APPOINTMENT/CERTIFICATION**

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

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