

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

Fountain Valley School District  
10055 Slater Avenue  
Fountain Valley, CA 92708  
and Videoconference via Zoom @ 3:30 p.m.

April 22, 2021

Meeting Link: [https://us02web.zoom.us/webinar/register/WN\\_yvNhcNtbRjm7HSoNVn6Sqw](https://us02web.zoom.us/webinar/register/WN_yvNhcNtbRjm7HSoNVn6Sqw)

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. **Public Hearing for 2021-2022 Personnel Commission Budget**

**A public hearing shall be held for the purpose of receiving public comment on the first reading of the 2021-2022 Personnel Commission Budget. Public input is welcome. Please email your comments to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) by 3:15 p.m. on Thursday, April 22, 2021. Your comments will be read into the record.**

4. **Reading and Approval of Minutes - Regular Meeting of the Personnel Commission, March 25, 2021**  
*(Attachment #1)* *Action*
5. **Agenda, Regular Meeting of the Board of Trustees, April 15, 2021**  
*(Attachment #2)* *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, March 11, 2021**  
*(Attachment #3)* *Information*
7. **Minutes, Special Meeting of the Board of Trustees, March 31, 2021**  
*(Attachment #4)* *Information*

**8. Director's Report** *Information*

**9. Commissioner's Comments** *Information*

**10. Public Comments**

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

**In order to address the Personnel Commission, please email your comments to [johnsond@fvsd.us](mailto:johnsond@fvsd.us) by 3:15 p.m. on Thursday, March 25, 2021. Your comments will be read into the record.**

**ADMINISTRATION**

**11. 2020 -2021 Classified Recognition** *Action*

**12. Eligibility List**

*Action*

**Instructional Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, and Library/Media Technician**  
*(Attachments #5-7)*

**PERSONNEL**

**13. Job Announcements**

*Information*

*(Attachments #8 - 11)*

**FINANCIAL**

**14. Personnel Commission Budget 2021-2022: First Reading**

*Information*

*(Attachment #12)*

**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:**

**May 27, 2021**

**3:30 p.m.**

**Board Room and Videoconference 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 MARCH 25, 2021**

DATE: April 5, 2021

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

**RECOMMENDATION**

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

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## *REGULAR MEETING*

### MINUTES

March 25, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:32 p.m. held via a Zoom webinar. Mrs. Abdel led the Pledge of Allegiance.

Present for the entire meeting:

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

Mrs. Carol Davis, Vice – Chairperson (Absent)

## GENERAL FUNCTIONS

### Approval of Agenda

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

### Introduction of Guests

Ms. Cathie Abdel introduced the guests attending via Zoom. They were Connie Ramirez and Tracee Mueller.

### Introduction of Staff

Ms. Donna Johnson was in attendance.

### Minutes, Regular Meeting of the Personnel Commission, February 25, 2021

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

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

Presented as an information item only.

### Agenda, Special Meeting of the Board of Trustees, March 13, 2021

Presented as an information item only.

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

Presented as an information item only.

### Director's Report

Ms. Abdel gave an update regarding the current data on the Orange County COVID -19 Dashboard. She stated Orange County is quickly moving towards the Orange Tier and may even reach this tier by March 31, 2021. She believes this is due to a larger number of people vaccinated due to increased availability and the protocols that are in place. She also shared the following information on Fountain Valley School District COVID-19 testing and vaccine updates. The Fountain Valley School District continues to offer voluntary COVID-19 testing biweekly and will continue through the month of April. We have seen about a 70 percent decline in the number of employees interested in testing since we started offering it at the District Office. Ms. Abdel also shared that we were able to collaborate with Walgreens and offer a COVID -19-vaccine clinic at the District

Office on Monday, March 13, 2021. We had about 150 employees receive their vaccination. It was a very well run and smooth system and a highlight for our month. Mrs. Abdel also shared information on the schedule changes that will go into effect on our return from spring break. For our elementary schools, the current virtual modified Mondays will now be in person, which will affect only those classified employees that currently have a Tuesday through Friday schedule. For our middle school employees, the teachers will now be on site in the afternoons starting on April 13, 2021 which will include opportunities to increase student connection and engagement. This will require no changes for our classified employees. Mrs. Abdel is going to host an informational meeting tomorrow at 3:00 p.m. for our elementary classified employees who may be impacted by the change in the schedules to provide information and answer any questions they may have. Ms. Abdel then shared the classified highlights since our last meeting. She shared information on our new hire Leilani Resurrection who is our new Assessment/Data Technician at the District Office. She also shared the postings, tests, and interviews given since our last meeting.

### **Commissioners' Comments**

Mr. McCombs stated he is looking forward to getting back to in person meetings and he is looking forward to the classified recognition this year. Mr. Mullin stated he is also looking forward to the classified recognition this year. He expressed how proud he is of everyone at Fountain Valley School District and how well everyone is pulling in the same direction.

### **Public Comments**

No public comments received.

## **ADMINISTRATION**

### **2020 -2021 Classified Recognition**

Different options were discussed regarding how to celebrate this year's 2020-2021 Classified Recognition event. Ms. Abdel had presented a slide show for the 2019-2020 Classified Employee Recognition. She stated she hopes to hold some form of in person event this year since we will not be in a position to hold the usual event again this year. One option proposed would be to recognize our employees at their school sites in the multipurpose rooms. Another option proposed was the use of an outdoor venue. It was determined that Ms. Abdel would look into the site options available and the CDPH guidance for in person venues. She will present this information to the commissioners at the next meeting. The Commission will reach a decision at the April meeting.

### **Eligibility Lists**

Mr. McCombs moved to approve the eligibility list for Assessment/Data Technician. Automatic second used due to the absence of Mrs. Davis. Motion carried.

## **PERSONNEL**

### **Job Announcements**

The interdepartmental job postings for Library/Media Technician and School Office Manager were reviewed along with the dual certification job postings for Bus Driver, Library/Media Technician and Instructional Assistant, Instructional Assistant Mild/Moderate and Instructional Assistant Moderate/Severe.

## **FINANCIAL**

No financial information presented.

## **CLOSED SESSION**

No closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**April 22, 2021 at 3:30 p.m.**

**Via Zoom Webinar**

**ADJOURNMENT**

The March 25, 2021, regular meeting of the Personnel Commission adjourned at 4:08 p.m.

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Mr. William Mullin, Chairperson

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Mr. McCombs, Member for  
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 APRIL 15, 2021**

DATE: April 13, 2021

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Attached for your information is the agenda of the Board of Trustees regular meeting of April 15, 2021.



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

**April 15, 2021**

Meeting Link: [https://us02web.zoom.us/webinar/register/WN\\_1IBTdr\\_6TU2vCCioUK2wrw](https://us02web.zoom.us/webinar/register/WN_1IBTdr_6TU2vCCioUK2wrw)

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

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

- PLEDGE OF ALLEGIANCE

**SPECIAL PRESENTATIONS**

**1. OUTSTANDING SERVICE AWARDS PRESENTATION TO CONNIE WADSLEY**

Each year, the Board of Trustees honors those volunteers who have made an outstanding contribution to education in the Fountain Valley School District. The Outstanding Service Award is based on service and leadership given beyond the local school and includes participation on district committees, councils, task forces, as well as local school service. Board President Sandra Crandall will present the 2020-21 Outstanding Service Award to Connie Wadsley.

- RECESS

**2. CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT ADMINISTRATOR OF THE YEAR, PRINCIPAL CHRIS MULLIN**

The Board of Trustees is pleased to join our staff and community in celebrating Chris Mullin, Principal, Newland School, as Fountain Valley School District's 2020-21 Administrator of the Year.

**3. RECOGNITION OF STUDENTS FROM GISLER SCHOOL AND NEWLAND SCHOOL**

*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.*



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 both Gisler School and Newland School.

- **RECESS**

### **STAFF REPORTS AND PRESENTATIONS**

#### **4. ANNOUNCEMENT OF PUBLIC HEARING FOR PERSONNEL COMMISSION BUDGET (WRITTEN ONLY)**

The Board of Trustees has received notification of the upcoming Public Hearing on the Personnel Commission's proposed budget for 2020-21. The Public Hearing shall be held on April 22, 2021 at 3:30PM. Public input will be welcomed.

#### **5. UPDATE AND DISCUSSION ON 2020-21 COVID-19 SAFETY PLAN (FORMERLY KNOWN AS REOPENING SCHOOLS PLAN) FOR THE FOUNTAIN VALLEY SCHOOL DISTRICT**

Superintendent Dr. Mark Johnson and Assistant Superintendent, Educational Services Dr. Steve McLaughlin will lead the Board of Trustees through an update and further discussion of the Fountain Valley School District's 2020-21 COVID-19 Safety Plan (formerly known as Reopening Schools Plan).

### **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, April 15<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**

- 6. **RESOLUTION 2021-17: IN CELEBRATION OF MAY 12, 2021 AS CALIFORNIA’S DAY OF THE TEACHER AND MAY 3-7, 2021 AS TEACHER APPRECIATION WEEK** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

The Board of Trustees joins staff and our community in saluting our teachers and thanking each and every one of them for their outstanding efforts to continuously imagine, inspire, and involve our students.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2021-17: In Celebration of May 12, 2021 as California’s Day of the Teacher and May 3-7, 2021 as Teacher Appreciation Week.

- 7. **RESOLUTION 2021-18: IN CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT’S CLASSIFIED EMPLOYEE WEEK: MAY 16-22, 2021** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

In celebration of our classified professionals who provide valuable services to the schools and students of the Fountain Valley School District, the District is honored to celebrate May 16-22, 2021 as Classified Employee Week.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2021-18 in celebration of Fountain Valley School District’s Classified Employee Week.

- 8. **RESOLUTION 2021-19: RESOLUTION OF APPRECIATION TO OUR SCHOOL NURSES ON NATIONAL SCHOOL NURSE DAY, MAY 12, 2021** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

The Board of Trustees joins staff and our community in saluting our nurses for their dedication and excellence in a challenging role and celebrates their ongoing commitment to the safety and health of Fountain Valley School District’s children.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2021-19: Resolution of Appreciation to our School Nurses on National School Nurse Day, May 12, 2021.

- 9. **PROCLAMATION OF APPRECIATION TO OUR SPEECH/LANGUAGE PATHOLOGISTS DURING MAY 2021: BETTER SPEECH AND HEARING MONTH** M \_\_\_  
2<sup>nd</sup> \_\_\_  
V \_\_\_

In honor of our outstanding Speech/Language Pathologists who have earned the admiration and respect of our teachers, administrators, students, parents and the Board as they raise public awareness of speech and language, we are pleased to celebrate them during May 2021: Better Speech and Hearing Month.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the Proclamation of Appreciation to our Speech/Language Pathologists during May 2021: Better Speech and Hearing Month.

- 10. **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**

- 10-A.** Board Meeting Minutes from March 11<sup>th</sup> regular meeting
- 10-B.** Board Meeting Minutes from March 31<sup>st</sup> special meeting
- 10-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 10-D.** Donations
- 10-E.** Warrants
- 10-F.** Purchase Order Listing

### **Consent Items**

#### **10-G. WILLIAMS QUARTERLY REPORT FOR THIRD QUARTER 2020-21**

Superintendent's Comments: It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the third quarter of the 2020-21 year and approves its submittal to the Orange County Department of Education.

#### **10-H. APPROVAL OF THREE-YEAR CONTRACT FOR AUDIT SERVICES WITH EIDEBAILLY**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with EideBailly and authorizes the Superintendent or designee to sign all required documents.

#### **10-I. SURPLUS PROPERTY DECLARATION FOR INFORMATION TECHNOLOGY EQUIPMENT**

Superintendent's Comments: It is recommended that the Board of Trustees declares the listed property to be surplus and authorizes the Superintendent or designee to sign all documents related to the sale of these items.

#### **10-J. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2020-2021 H**

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

#### **10-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
Secure Transportation Company, Inc.	\$5,250	3/8/21-6/30/21
Regents of the University of CA at Irvine dba The Center for Autism & Neurodev. Disorders	\$5,000	4/16/21-10/31/21

### **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, May 20, 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 at [luccheser@fvsd.us](mailto: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: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR  
MEETING OF MARCH 11, 2021**

DATE: March 12, 2021

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

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

**March 11, 2021**

**MINUTES**

President Crandall called the regular meeting of the Board of Trustees to order at 6:34pm. 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

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

**SPECIAL PRESENTATIONS**

The Board of Trustees welcomed 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 (STEM). With this grant, each elementary school will receive \$1,000, and each middle school will receive \$2,000. The Board of Trustees was joined by staff and the community in thanking the Foundation for their generous support of our staff, students and programs. FOUNTAIN VALLEY SCHOOLS FOUNDATION PRESENTATION OF LIBRARY GRANT

Following this, the Board took a brief recess.

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized outstanding students from Cox School and FVSDConnected. From Cox School, the Board celebrated Calvin-Jay Nolasco-Khang (K), Evelyn Do (1<sup>st</sup>), Iris Irino (2<sup>nd</sup>), Aaron Pham (3<sup>rd</sup>), Wyatt Ogle (4<sup>th</sup>), and Gavin Franklin (5<sup>th</sup>). From FVSDConnected, the Board honored Olivia Tran (TK), Jack Tizzard (K), Faylynn Tran (1<sup>st</sup>), Stephen Thomas (2<sup>nd</sup>), Tran Le (3<sup>rd</sup>), Mateo Aguirre (4<sup>th</sup>), Catherine Do (5<sup>th</sup>), Taylor Tran (6<sup>th</sup>), Juliana Pfeiffer (7<sup>th</sup>) and Angel Valenzuela (8<sup>th</sup>). The Board was joined by staff, parents and the community in celebrating the fantastic accomplishments of these students.

## RECOGNITION OF STUDENTS FROM COX SCHOOL AND FVSDCONNECTED

Following these recognitions, the Board took a brief recess.

## BOARD WORKSHOPS

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin, and Director Educational Services, Dr. Jerry Gargus, reviewed with the Board of Trustees the process used to update the District's Local Control Accountability Plan (LCAP). Information was 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. Dr. McLaughlin began by sharing an overview of the District, including a review of our District Priorities and their impact on the LCAP. He also shared an overview of the Local Control Funding Formula (LCFF). He reviewed the LCAP and its intended purposes including setting goals for the District, providing a plan of action to accomplish goals, and bridging expenditures to instructional programming. Following this, Dr. Gargus shared a review of the Learning Continuity and Attendance Plan. He shared an overview of the District during COVID-19. He shared the purpose of the Learning Continuity and Attendance Plan to serve as a bridge in lieu of the LCAP. He further shared the initial three-year LCAP cycle and changes to the plan due to COVID-19 including a COVID-19 Written Operations Report, the 2020-21 Schools Reopening Plan, and the Learning Continuity Plan. Dr. Gargus shared the inclusion of stakeholder input in the LCAP. He shared the LCAP development process going forward in the District. Following this, he shared an update of 2019-20 Goals and Actions and a summary of LCAP progress. He also reviewed CAASPP results for FVSD from 2018-19. Dr. Gargus provided a summary of

## LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)



student group achievement. He reviewed CAASPP for 2020-21 and shared an update on English Language Learners in the District and targeted support for newcomers. Following this, Dr. Gargus shared further details regarding stakeholder input on the LCAP including initial results of the LCAP input survey, launched on February 17<sup>th</sup>. In closing, Dr. McLaughlin shared next steps in the LCAP process.

## **STAFF REPORTS AND PRESENTATIONS**

Assistant Superintendent, Business, Chris Fullerton and Director, Fiscal Services, Isidro Guerra presented and reviewed with the Board of Trustees the Second Interim Report for the Fountain Valley School District. Mrs. Fullerton began by sharing a review of the District's mission statement. Following this, she shared an overview of the State economy. She shared as well the Governor's proposed budget. Mr. Guerra then provided a review of Second Interim assumptions. Mr. Guerra also reviewed General Fund revenue sources and expenditures and the changes in each since First Interim. Following this, Mr. Guerra shared a summary of the General Fund and the ending fund balance. He shared multi-year projections, highlighting the uncertainty regarding enrollment, the expiration of ADA hold-harmless and the pension cost increases in 2022-23. In summary, Mr. Guerra noted that based on current projections, the District will meet its financial obligations for the current and subsequent two fiscal years with a positive general fund ending balance in the current and two subsequent two fiscal years. He noted projected General Fund deficit spending in 2022-23 given current assumptions and estimates in out years based on Governor's January proposed budget. He reported positive certification for Second Interim for the District. In closing, Mrs. Fullerton shared next steps with the Board.

**SECOND INTERIM  
REPORT  
PRESENTATION  
(WRITTEN AND  
ORAL)**

## **BOARD REPORTS AND COMMUNICATIONS**

Mrs. Galindo congratulated the students honored this evening, commending the parents for their support. Her activities since the last meeting included: SPC meeting, FVSF meeting, visit to Oka School and participation in webinars on AB 992 and AB 86.

Mr. Schultz thanked teachers, staff and the district leadership team for their leadership during this time. He noted that today he asked students in his class to write about their favorite day in middle school. He explained that all noted things from being around peers and being on campus, noting the real learning loss this year. He shared his own favorite day from middle school day. He noted

the generosity of community members in Fountain Valley for their support of our students, noting the learning gains during this pandemic and the opportunity to be good neighbors as well as teach our students the importance of these moments. He expressed wanting to see our students back in school as soon as possible.

Mrs. Schultz congratulated our students honored this evening, noting the great work being done even during hard times. She extended her best wishes to all of our fellow educators across the state that are starting to open up. She noted the great things starting to happen and expressed the desire to share best wishes with them as they enter this hard road in reopening. She noted looking forward to the day when all students are back in school, reaping the benefits of a good education like our students have.

Mr. Cunneen’s activities since the last meeting included: Rotary Most Improved Student recognition, tour of Gisler Elementary joined by Congresswoman Michelle Steel, OCSBA and OCDE Brown Act webinar presented by Jeff Reil and AB 992, noting the restrictions in place on social media and chaired the City of Fountain Valley GPAC meeting.

Mrs. Crandall congratulated Mrs. Abdel and her team for diligently acquiring the opportunity for our employees to receive a vaccination at the District Office. Her activities since the last meeting included: OCSBA Brown Act webinar, CSBA webinar on AB 86 School Reopening Bill, OCDE colloquium regarding the need for educators to hold high expectations for students, Rotary MIS, visit to Courreges, announcement of Amy Jara as FVSD’s Teacher of the Year, Gisler visit with Congresswomen Michelle Steel, zoom with Senator Tom Umburg, zoom with Assemblyman Kevin Kiley, recording of children’s book being read for Read Across America Day, support of District-wide Go Gold effort with First Class Pizza, FVSF meeting, SPC meeting, and two CATO Institute webinars. She thanked her fellow trustees for their service this month.

**PUBLIC COMMENTS**

There were thirteen requests to address the Board of Trustees.

PUBLIC COMMENTS

**LEGISLATIVE SESSION**

Motion: Mrs. Schultz moved to adopt Resolution 2021-14 Authorizing the Issuance and Sale of Measure O

RESOLUTION 2021-14 AUTHORIZING

General Obligation Bonds, Series 2021, Not to Exceed \$7,000,000 in Aggregate Principal.

THE ISSUANCE AND SALE OF MEASURE O GENERAL OBLIGATION BONDS, SERIES 2021, NOT TO EXCEED \$7,000,000 IN AGGREGATE PRINCIPAL

Second: Mrs. Galindo

Vote: Mrs. Crandall Aye  
Mrs. Schultz Aye  
Mr. Cunneen Aye  
Mrs. Galindo Aye  
Mr. Schultz Aye  
5-0

Motion: Mr. Cunneen moved to adopt 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.

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

Second: Mr. Schultz

Vote: 5-0

Motion: Mrs. Schultz moved to adopt 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.

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

Second: Mrs. Crandall

Vote: 5-0

Motion:	Mr. Schultz moved to Approve Addendum to Employment Contract for Assistant Superintendent, Personnel	ELEMENTARY SCHOOL APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT , PERSONNEL
Second:	Mrs. Galindo	
Vote:	5-0	
Motion:	Mr. Cunneen moved to Approve Addendum to Employment Contract for Assistant Superintendent, Business Services	APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT , BUSINESS SERVICES
Second:	Mrs. Crandall	
Vote:	5-0	
Motion:	Mrs. Schultz moved to Approve Addendum to Employment Contract for Assistant Superintendent, Educational Services	APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT , EDUCATIONAL SERVICES
Second:	Mr. Schultz	
Vote:	5-0	
Motion:	Mrs. Galindo moved to Approve 2020-21 Second Interim Report.	APPROVAL OF 2020-21 SECOND INTERIM REPORT
Second:	Mrs. Crandall	
Vote:	5-0	
Motion:	Mr. Schultz moved to approve the Consent Calendar.	CONSENT CALENDAR
Second:	Mr. Cunneen	
Vote:	5-0	

The Consent Calendar included:

- Board Meeting Minutes from February 11<sup>th</sup> regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations

- Warrants
- Purchase Order Listing
- Budget Adjustments and Transfers
- Single Plans for Student Achievement
- 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
- Approval of Contract Between Fountain Valley School District and Orange County Department of Education to Provide Gate Certification Training Program For 3rd-8th Grade Teachers
- Approval Of 2021 Special Education Extended School Year Program
- Non-Public Agency Contracts
 

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
Behav. Emotional Academ. Mentoring, LLC	\$5000	3/12/21-10/31/21

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

Dr. Johnson            Commended our students honored this evening, noting that our teachers put together an extraordinary effort to honor these students in a unique way. He congratulated our students, highlighting how special this accomplishment is. To their parents, he noted that is an honor that they chose our schools to send their kids and noted that they are raising some very special human beings. He noted the great number of heavy items this evening, including LCAP, a donation from FVSF, honoring our students, a budget update, selling the last series of bonds, approval of the maximum price of two more schools, and approval of a new music room at Talbert. He highlighted the vaccination clinic here on Monday for our employees. He extended a heartfelt thank you to our Board for extending the terms of the contracts for our senior staff, noting that he has leaned on them heavily over the last few months. He noted that he is thankful to the Board for the extensions.

**CLOSED SESSION**

Mrs. Crandall 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*

Mrs. Crandall made the following Closed Session announcement:

CLOSED SESSION  
READOUT

In closed session, the Board of Trustees took action authorizing the Superintendent or designee by a vote of 5 to 0 to notice 33.30 FTE certificated employees on Temporary contracts of release from District employment at the conclusion of the current 2020-2021 school year pursuant to Education Code sections 44954(b)

I will now give the employee numbers to Mrs. Lucchese so that they may be included in the minutes.

Employee numbers: 3387, 4534, 3841, 1418, 2674, 4374, 4494, 4010, 4459, 4498, 4380, 4375, 4497, 1314, 4382, 4353, 4359, 4421, 4256, 4316, 4493, 3899, 4500, 4366, 4373, 4499, 4489, 4121, 4117, 4496, 4367, 3279, 4381, 4495.

**ADJOURNMENT**

**Motion:** Mrs. Schultz moved to adjourn the meeting at 11:01PM.

**Second:** Mr. Cunneen

**Vote:** 5-0

/rl

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES SPECIAL  
MEETING OF MARCH 31, 2021**

DATE: March 12, 2021

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Attached for your information are the minutes of the Board of Trustees special meeting of March 31, 2021.

**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\\_QGYwbcBBTFmxvGwvd0fxMg](https://us02web.zoom.us/webinar/register/WN_QGYwbcBBTFmxvGwvd0fxMg)

**March 31, 2021**

**MINUTES**

President Crandall called the regular meeting of the Board of Trustees to order at 5:30pm. CALL TO ORDER

The following board members were present: ROLL CALL

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:** Mrs. Galindo

**Vote:** 5-0

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

**PUBLIC COMMENTS**

There were sixteen requests to address the Board of Trustees regarding reopening schools full time. PUBLIC COMMENTS

**CLOSED SESSION**

Mrs. Crandall 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*

## BOARD WORKSHOPS

Superintendent Dr. Mark Johnson and Assistant Superintendent, Educational Services Dr. Steve McLaughlin led the Board of Trustees through a presentation and discussion of the Fountain Valley School District's 2020-21 COVID-19 Safety Plan (formerly known as Reopening Schools Plan). Following discussion regarding expanding in person opportunities for our hybrid students and based upon the CDPH's guidelines and the greatly improved COVID-19 situation in Orange County, the Board gave direction to staff to explore all options, and do so with urgency, to create, develop and implement a plan to increase in-person learning for all students in the current school year, with the goal of implementing the plan in late April or early May. In addition, the Board gave direction to staff to plan for a full return to a traditional schedule for all schools in the 2021-22 school year.

PRESENTATION  
AND DISCUSSION  
ON 2020-21 COVID-  
19 SAFETY PLAN  
(FORMERLY  
KNOWN AS  
REOPENING  
SCHOOLS PLAN)  
FOR THE  
FOUNTAIN  
VALLEY SCHOOL  
DISTRICT

## ADJOURNMENT

**Motion:** Mr. Cunneen moved to adjourn the meeting at 9:32PM.

Second: Mrs. Schultz

Vote: 5-0

/rl

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LISTS**

DATE: April 13, 2021

---

Attached are the eligibility lists for:

ESP Assistant

Instructional Assistant

Instructional Assistant Mild/Moderate

Instructional Assistant Moderate/Severe

Library/Media Technician

**RECOMMENDATION**

The Personnel Commission approve the eligibility lists enumerated above.

**Attachments #5 - #7**

**Eligibility List  
ESP Assistant  
EXPIRES 3-19-22**

<b>RANK</b>	<b>NAME</b>
1	Mariana Chavez
2	Kendra Kale
3	Julia Matsumoto
3	Michelle Bui
4	Nancy Stapp
5	Katia Rivera
6	Megan Ching
7	Diem Nga Nguyen (Allie)
8	Natalie Mackie
9	Kathleen Wardlow

**Eligibility List  
Instructional Assistant  
EXPIRES 11-5-20**

<b>RANK</b>	<b>NAME</b>
1	Xuan Phan

**Eligibility List**  
**Instructional Assistant Mild/Moderate**  
**EXPIRES 3-29-22**

<b>RANK</b>	<b>NAME</b>
1	Mayan Castro
2	Nicole Mauzey
3	Maria Cabral
3	Yvonne Nguyen
4	Ariana Hernandez
5	Rita Michael

**Eligibility List**  
**Instructional Assistant Moderate/Severe**  
**Merged List (Updated 3-29-2021)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Mayan Castro	3-29-22
2	Maria Cabral	3-29-22
3	Jocelyn Nelson	12-10-21
4	Sherill Svalstad	12-10-21

**Eligibility List**  
**Library/Media Technician**  
**EXPIRES 4-1-22**

<b>RANK</b>	<b>NAME</b>
1	Denise Dien
2	Leanne Williams
3	Mayan Castro
4	Molly Fitzgerald
5	Ayesha Qureshi

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: April 13, 2021

---

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

**Interdepartmental**

Office Assistant - School

**Dual Certification:**

Custodian

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

**Limited Term Summer Camp**

Recreation Coordinator



# 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

## OFFICE ASSISTANT - SCHOOL

### *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 Office Assistant or from the current list of “ready and willing” certified eligibles.

<b>POSTING DATE:</b>	April 1, 2021
<b>CLOSING DATE:</b>	April 8, 2020 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	29.75 hours/week, Hours to be determined
<b>TERM:</b>	10.48 months per year
<b>VACANCIES:</b>	One vacancy at Masuda School

### THE JOB

Under the direction of the assigned administrator, the job of Office Assistant - School is done to:

- Greet and direct visitors;
- Respond to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties;
- Perform a variety of clerical duties in support of assigned school site office.

### APPLICATION PROCESS

Present employees in the classification of Office Assistant wanting to transfer must send a written request to the Personnel Department or email 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., Tuesday, October 27, 2020. POSTMARKS WILL NOT BE ACCEPTED.

### APPOINTMENT/CERTIFICATION

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

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

No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.  
Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System.  
All regular classified employees 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](http://www.fvsd.us)

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## CUSTODIAN

Dual Certification (*Open and Promotional*)

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

<b>POSTING DATE:</b>	April 1, 2021
<b>CLOSING DATE:</b>	Open till filled
<b>SALARY:</b>	Custodian - \$21.18 - \$25.73 per hour (Range 39, 5 steps) *Per CSEA contract, hiring may be made up to step 3 (subs paid at step 1)
<b>VACANCY:</b>	None – <b>currently, substitutes only are needed</b>

### ESSENTIAL FUNCTIONS

- Cleans assigned facilities and/or grounds and keeps them maintained in an attractive and clean condition
- Inspects facilities to ensure the site is suitable for safe operations
- Identifies necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment
- Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures
- Prepares site for daily operations and assures the security of school
- Responds to inquiries from staff, students, parents, and/or visitors. Responds to immediate safety and/or operational concerns
- Secures facilities and grounds during assigned hours

### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS:

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

- Perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Operate equipment and materials used in industrial maintenance and adhere to safety practices
- Prepare and maintain accurate records and/or present information to others.
- Perform basic math, including calculations using fractions, percents, and/or ratios and read a variety of manuals
- Write documents following prescribed formats, and understand complex, multi-step written and oral instructions
- Use methods of industrial cleaning including floor and carpet and basic tools for minor repairs along with safety practices and procedures

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

- Collate data; and consider a number of factors when using the equipment.
- Flexibility is required to work with a diversity of individuals in a variety of circumstances
- Identify issues and select action plans.
- Adapt to changing work priorities and meet deadlines and schedules.

**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**

- Job-related experience is required
- High school diploma or equivalent.

**APPLICATION PROCESS**

All applications and application materials must be submitted through Ed Join or through our website at [www.fvsd.us](http://www.fvsd.us). When a sufficient number of qualified “ready and willing” applicants are received, they will be invited to attend the written test.

**EXAMINATION PROCESS**

The examination process will consist of a written and performance test to be on a date to be determined. All applicants are invited to attend the written test. Applicants who successfully complete the written test will be scheduled for the performance test, which will take place at the FVSD District Office.

<b>Written test (50%) .....</b>	<b>TBD</b>
<b>Oral Interview/Performance Test (50%) .....</b>	<b>TBD</b>
<i>Exam parts will be held at the Fountain Valley School District Office</i>	

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

**APPOINTMENT/CERTIFICATION**

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

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



# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## 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>	April 13, 2021
<b>CLOSING DATE:</b>	May 3, 2021 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 months per year
<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., May 3, 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).....	May 6, 2021
Qualifications Appraisal Interview (100%).....	Week of May 10, 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.fvdsd.us](http://www.fvdsd.us)

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## Recreation Coordinator

*Interdepartmental Only*

### LIMITED TERM ESP SUMMER CAMP POSITION

The following position is being posted in accordance with Personnel Commission rules and will be filled by current employees or from the list of "ready and willing" certified eligibles.

<b>POSTING DATE:</b> March 4, 2021
<b>CLOSING DATE:</b> March 11, 2021 at 4:00 p.m.
<b>SALARY:</b> \$22.26 - \$27.06 per hour (Range 44, 5 Steps)
<b>HOURS:</b> 40 hours per week, 5 days a week
<b>TERM:</b> June 28, 2021 – August 20, 2021
<b>VACANCIES:</b> One vacancy

**PLEASE NOTE:** *The above position is Limited Term, beginning June 28, 2021, ending on or before August 20, 2021. Mandatory 8 hour set-up day on 6/25/21 and staff meeting on a date to be determined. Employees must be available 8 weeks with one week vacation allowance. Permanent District employees accepting a limited term position will receive benefits earned under the contract.*

#### THE JOB

The job of Extended School Program Coordinator is done to:

- Manage, coordinate and implement a high quality, cost-effective program, that provides before and after school child care fully integrated with the elementary school program
- Assure compliance with school objectives to meet the needs of children, parents, school and the community
- Provide work direction and guidance to staff

#### EDUCATION/EXPERIENCE

Any combination equivalent to Bachelor's degree in job-related area with related college-level coursework in ECE/CD and two years of related experience including some lead or supervisory responsibilities. Equivalent education includes AA degree with Site Supervisory Permit. Maintains a valid Pediatric First Aid and CPR certificate.

#### APPLICATION/SELECTION PROCESS

This position is open to employees who possess a community college and/or vocational school degree with study and experience in a job related area with increasing levels of responsibility. Employees who meet these criteria must send a memo or email to the Donna Johnson at [johnsond@fvdsd.us](mailto:johnsond@fvdsd.us) by 4:00 p.m., March 11, 2021.

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---

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**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **PERSONNEL COMMISSION BUDGET 2021-2022: FIRST  
READING**

DATE: April 13, 2021

---

Attached is the 2021 - 2022 Personnel Commission proposed budget for first reading.

Cost Center: 4281Personnel Commis

# FOUNTAIN VALLEY SD

As of: 04/14/2021

Manager: 0071Personnel Comm.

## 3 Year Budget Worksheet by Manager/Cost Center

Sub Fund: 0101GENERAL FUND

Pseudo Object	Type	2019 - 2020	2020 - 2021		2021 - 2022		
		Actual	Budget CB	Encumbrances	Actual	Budget B1	
<b>012819771 Personnel Commission</b>							012819771
2320 Supervisors & Administrators	XP	31,451.76	64,818.00	0.00	1,150.00	<u>64,818</u>	2320
2410 Sch Off Mgr.,Off/Admin Assist.	XP	35,100.94	35,089.00	0.00	25,733.43	<u>35,089</u>	2410
2413 Additional Duty - Cler,Tech,Of	XP	524.17	500.00	0.00	0.00	<u>500</u>	2413
2430 Confidential Salaries	XP	73,298.00	73,848.00	0.00	57,081.13	<u>73,848</u>	2430
2470 Overtime - Clerical,Tech,Off	XP	(0.62)	0.00	0.00	0.00	<u></u>	2470
3202 PERS-CLASSIFIED	XP	27,304.38	39,239.00	0.00	16,775.08	<u>39,699</u>	3202
3314 MEDICARE-CLASSIFIED	XP	2,000.93	2,534.00	0.00	1,199.05	<u>2,527</u>	3314
3354 ALTERNATIVE RETIRE-CLASSIFIED	XP	13.00	14.00	0.00	10.40	<u>21</u>	3354
3356 OASDI-CLASSIFIED	XP	8,312.37	10,766.00	0.00	5,076.98	<u>10,702</u>	3356
3402 HEALTH & WELFARE-CLASSIFIED	XP	46,249.98	51,250.00	0.00	34,312.44	<u>52,500</u>	3402
3502 SUI-CLASSIFIED	XP	68.31	86.00	0.00	40.79	<u>2,123</u>	3502
3602 WORKERS'COMP-CLASSIFIED	XP	3,085.53	3,806.00	0.00	1,906.79	<u>3,919</u>	3602
3954 Long Term Disability-Class	XP	232.50	279.00	0.00	139.50	<u>279</u>	3954
4325 Office Supplies	XP	128.79	350.00	0.00	0.00	<u>350</u>	4325
5210 Travel, Conference, Workshop	XP	6,481.06	2,300.00	0.00	0.00	<u>2,500</u>	5210
5290 Mileage Non Taxable	XP	516.20	30.00	0.00	0.00	<u>30</u>	5290
5390 Dues and Membership Non Taxabl	XP	2,300.00	2,750.00	0.00	2,400.00	<u>3,100</u>	5390
5813 Consultant	XP	895.00	895.00	0.00	895.00	<u>940</u>	5813
5825 Advertising	XP	464.78	500.00	0.00	461.18	<u>500</u>	5825
5828 Staff Recognition	XP	289.06	700.00	0.00	58.18	<u>700</u>	5828
<b>Total 012819771 Personnel Commission</b>		<b>238,716.14</b>	<b>289,754.00</b>	<b>0.00</b>	<b>147,239.95</b>	<b><u>294,145</u></b>	