

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

Fulton Middle School
Multipurpose Room
8778 El Lago Street
Fountain Valley, CA 92708

May 27, 2021

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, April 22, 2021**
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, May 20, 2021**
(Attachment #2) *Information*
5. **Minutes, Regular Meeting of the Board of Trustees, April 15, 2021**
(Attachment #3) *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, April 21, 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.

ADMINISTRATION

10. **Classification Plan Amendment – Creation of the new classification of Guidance Technician.** *Action*
(Attachment #5)
11. **Classification Plan Amendment – Creation of the new classification of Special Education Data Technician.** *Action*
(Attachment #6)
12. **Classification Plan Amendment – Creation of the new classification of Supervisor, Child Care and Recreation Program.** *Action*
(Attachment #7)
13. **Classification Plan Amendment – Creation of the new classification of Wellness Specialist.** *Action*
(Attachment #8)
14. **Classification Plan Amendment – Reclassification of Director, Safety and Human Resources.** *Action*
(Attachment #9)
15. **Eligibility List Bus Driver** *Action*
(Attachment #10)

PERSONNEL

16. **Job Announcements** *Information*
(Attachments #11 - 13)

FINANCIAL

17. **Personnel Commission Budget 2021-2022: Second Reading and Adoption** *Action*
(Attachment #14)

CLOSED SESSION

18. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

June 24, 2021

3:30 p.m.

PDC Room

ADJOURNMENT

20. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF APRIL 22, 2021**

DATE: May 17, 2021

Attached for your approval are the minutes of the Personnel Commission regular meeting of April 22, 2021.

RECOMMENDATION

The Personnel Commission approve the minutes of the April 22, 2021 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

April 22, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:31 p.m. in the Board Room, 10055 Slater Avenue, Fountain Valley, California and via a Zoom webinar. Mr. McCombs 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

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

Introduction of Guests

Ms. Abdel introduced the one guest who attended via Zoom, Tracee Mueller. No guests attended in-person.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Public Hearing for 2021-2022 Personnel Commission Budget

Mr. Mullin opened the public hearing for comments. Since no comments were received, Mr. Mullin then closed the public hearing.

Minutes, Regular Meeting of the Personnel Commission, March 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, April 15, 2021

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, March 11, 2021

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, March 31, 2021

Presented as an information item only.

Director's Report

Ms. Abdel stated we have quite a few updates for the month. She presented an update regarding the current data on the Orange County COVID-19 Dashboard. She stated we currently have two of the three indicators in the yellow tier, the test positivity rate and the health equity quartile positivity rate. The remaining indicator, the adjusted daily case rate per 100, 000, remains in the orange tier. We currently have one confirmed case at Gisler School on our Fountain Valley School District dashboard and we continue to see the number of cases

decline in the County and our District. Ms. Abdel stated the current data supports a transition to another new schedule called a modified traditional schedule at both our elementary and middle schools. She revisited information on the prior schedule changes that went into effect on April 12, 2021. For our elementary schools, the virtual modified Mondays are now in-person, which affected only those classified employees that had a Tuesday through Friday schedule. These employees transitioned to working in-person on Mondays. Ms. Abdel also shared information on the schedule changes that will go into effect on April 26, 2021 for our elementary schools. They will transition to the elementary modified traditional schedule. This is a traditional school schedule with all the safety measures in place. This will affect our ESP afterschool program and involve changes to the ESP work schedules, including shifting some duties to support students and school sites. For our middle school employees, the teachers are currently on site in the afternoons to provide academic intervention and enrichment and opportunities to increase student connection and engagement. Effective May 3, 2021, the middle schools will transition to the middle school modified traditional schedule. This will involve some of the ESP staff from the elementary ESP programs providing support to the middle school sites and students. Ms. Abdel and Ms. Green met via Zoom with the ESP staff impacted by this change to discuss the repurposing of their hours. Ms. Abdel thanked the FVSD family for their help and support enabling our District to return in a modified traditional schedule.

Ms. Abdel then shared the classified highlights since our last meeting. She shared information on the promotion of Mindy Nacke to School Office Manager at Newland. She also shared information regarding our two new hires Kristen Faust, our new School Office Assistant at Masuda Middle School, and Mariah Macias our new Food Services worker at Talbert Middle school. She also shared the postings, tests, and interviews given since our last meeting.

Commissioners' Comments

Mr. McCombs thanked Ms. Abdel for her report and the generous recognition of the classified staff for their efforts and input throughout the whole endeavor we have been facing. Mrs. Davis also thanked Ms. Abdel. Mr. Mullin expressed his and the Commissioner's appreciation to the classified staff and everyone who has helped us get this far.

Public Comments

No public comments received.

ADMINISTRATION

2020 -2021 Classified Recognition

Cathie presented a PowerPoint, which gave the different parameters regarding guidance and restrictions that will apply as we move forward to honor this year's classified employees. Different possibilities were discussed that would allow us to accommodate the restrictions and guidance and still be able to honor our classified employees of the year. One of the options presented included recognizing our employees at their school sites, enabling us to recognize not only the employee of the year but also years of service recipients. This would involve visits to 10 different locations and we would be unable to have family in attendance. Another option proposed was the use of an outdoor venue such as Masuda or Fulton. This would enable us to recognize the classified employee of the year and for honorees to invite up to four guests. The third option presented was the use of the Board Room, which would be the most limiting in the number of guests that may be invited. The commissioners agreed to hold an outside event at Fulton on May 27, 2021 at 5:00 p.m.

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for ESP Assistant, Instructional Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe and Library/Media Technician. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental job posting for Office Assistant - School was reviewed along with the dual certification job postings for Custodian and Instructional Assistant, Instructional Assistant Mild/Moderate and Instructional Assistant Moderate/Severe. Also reviewed was the limited-term summer camp posting for Recreation Coordinator.

FINANCIAL

The Personnel Commission participated in the first reading and review of the proposed 2021-2022 budget. Mr. Mullin stated the budget is one of the main responsibilities of this commission. The Fountain Valley School District Personnel Commission retains the right to hire and retain a Personnel Commission Director.

CLOSED SESSION

Commission adjourned to closed session at 4:12 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

May 27, 2021 at 3:30 p.m.

Fulton Middle School

ADJOURNMENT

The April 22, 2021, regular meeting of the Personnel Commission adjourned at 4:36 p.m.

Mr. William Mullin, Chairperson

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 MAY 20, 2021**

DATE: May 19, 2021

Attached for your information is the agenda of the Board of Trustees regular meeting of May 20, 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

May 20, 2021

Meeting Link: https://us02web.zoom.us/webinar/register/WN_ySAlIKpWSjOiU0-36-mGrQ

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

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. CELEBRATION OF TANYA HOXSIE AND HER RETIREMENT AS CHIEF EXECUTIVE OFFICER OF THE HUNTINGTON VALLEY BOYS AND GIRLS CLUB

The Board of Trustees will join staff and the community to honor Tanya Hoxsie and her lasting impact on our community as she retires from her role as Chief Executive Officer of the Huntington Valley Boys and Girls Club.

- **RECESS**

2. CELEBRATION OF TAMURA TECHNO TIGERS AND COACH HUONG DAO

The Board of Trustees is pleased to join our staff and community in celebrating Tamura's Techno Tigers and their Coach Huong Dao as they recently won the highest award at the Orange QT, the Champions Award, in addition to Mrs. Dao receiving the Coach/Mentor Award.

3. RECOGNITION OF STUDENTS FROM TAMURA SCHOOL AND OKA 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 nine outstanding students from Tamura School and seven star students from Oka School.

- **RECESS**

STAFF REPORTS AND PRESENTATIONS

4. RESULTS FROM THIRD MEASURE O GENERAL OBLIGATION BONDS ISSUANCE

Assistant Superintendent of Business Services, Christine Fullerton, will be joined by Lori Raineri and Keith Weaver, from Government Financial Strategies Inc., to review and discuss the results from the District's recent General Obligation Bonds issuance.

5. EDUCATIONAL SERVICES UPDATE

Assistant Superintendent, Educational Services, Dr. Steve McLaughlin will be joined by Director, Educational Services, Dr. Jerry Gargus to share an update from Educational Services with the Board of Trustees. This presentation will include a review of Expanded Learning Opportunities in the District as well as the assessment calendar.

BOARD REPORTS AND COMMUNICATIONS

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

PUBLIC HEARINGS

6. PUBLIC HEARING ON TENTATIVE AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATIONAL ASSOCIATION

The Board of Trustees will conduct a public hearing for the purpose of receiving public comment on the proposed agreement for the 2020-21 school year between Fountain Valley School District and the Fountain Valley Educational Association. Public input is welcome.

7. PUBLIC HEARING ON TENTATIVE AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 358

The Board of Trustees will conduct a public hearing for the purpose of receiving public comment on the proposed agreement for the 2020-21 school year between Fountain Valley School District and the California School Employees Association, Chapter #358. Public input is welcome.

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 by 2:00PM on Thursday, May 20th. 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

- 8. PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION FOR 2020-21 SCHOOL YEAR** M ___
2nd ___
V ___

Attached is the Public Disclosure of Collective Bargaining Agreement between the Fountain Valley School District and the Fountain Valley Education Association for the 2020-21 school year.

Superintendent's Recommendation: It is recommended that Board of Trustees approves the Public Disclosure of Collective Bargaining Agreement for the agreement between Fountain Valley School District and the Fountain Valley Education Association for the 2020-21 school year.

- 9. AGREEMENT BETWEEN FOUNTAIN VALLEY EDUCATION ASSOCIATION AND FOUNTAIN VALLEY SCHOOL DISTRICT** M ___
2nd ___
V ___

On April 26, 2021, Fountain Valley Education Association (FVEA) and Fountain Valley School District (FVSD) reached a "Tentative Agreement" on all matters subject to collective bargaining for the contract years July 1, 2020 through June 30, 2021. The agreement includes the following compensation increases for 2020-2021: 2.00% increase to the 2019-2020 certificated salary schedule, effective July 1, 2020; addition of a \$4000 stipend to Column III Steps 1-3 and \$2000 to Column III Steps 4-7 to the Speech and Language Pathologist/School Nurse certificated salary schedule, effective July 1, 2020; An increase of \$500 to the District's contribution to health and welfare benefits, effective January 1, 2022; a one-time payment of \$1000 to current certificated unit members working 50%

or more and \$500 to current certificated unit members working less than 50% of a certificated contract; and addition of the following certificated stipends: Speech and Language Pathologist CF Supervisor \$1800, PAL Advisor \$1000, GATE Lead Teacher \$1000.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the agreement between the Fountain Valley School District and Fountain Valley Education Association dated April 26, 2021.

10. PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 358 FOR 2020-21 SCHOOL YEAR

M ___
2nd ___
V ___

Attached is the Public Disclosure of Collective Bargaining Agreement between the Fountain Valley School District and the California School Employees Association, Chapter 358 for the 2020-21 school year.

Superintendent's Recommendation: It is recommended that Board of Trustees approves the Public Disclosure of Collective Bargaining Agreement for the agreement between Fountain Valley School District and the California School Employees Association, Chapter 358 for the 2020-21 school year.

11. AGREEMENT BETWEEN CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 358 AND FOUNTAIN VALLEY SCHOOL DISTRICT

M ___
2nd ___
V ___

On April 27, 2021 Fountain Valley School District (FVSD) and California School Employees Association (CSEA) and its' Fountain Valley Chapter #358 reached a tentative agreement for 2020-2021. The tentative agreement was ratified by CSEA Chapter #358 on May 17, 2021 and includes the following total compensation increase: a 2.00% salary increase to the 2019-2020 classified salary schedule, retroactive to July 1, 2020; an increase of \$500.00 to the District's contribution to health and welfare benefits for each full-time classified bargaining unit member, and an increase of \$250.00 for each part time classified bargaining unit member working 20 to 29.99 hours a week, effective January 1, 2022; a one-time payment of \$1000 to current classified unit members working 20 hours or more a week and \$500 to current classified unit members working less than 20 hours a week.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the agreement between the Fountain Valley School District and California School Employees Association, Chapter 358 dated April 27, 2021.

12. DISCLOSURE OF MANAGEMENT AND CONFIDENTIAL EMPLOYEES SALARY INCREASES

M ___
2nd ___
V ___

Management and confidential employees in the Fountain Valley School District are not represented by a bargaining unit. Historically these District employees have received similar salary increases as the District’s bargaining unit members. The District recently concluded negotiations with the Fountain Valley Education Association (FVEA) and the California School Employees Association, Chapter 358 (CSEA) for the 2020-21 fiscal year. The District’s management and confidential employees will receive the same salary and benefits increases as those outlined in the attached for FVEA members.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the Disclosure of Management and Confidential Employees Salary Increases for the 2020-21 school year.

13. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M _____
2nd _____
V _____

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

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

Routine Items of Business

- 13-A. Board Meeting Minutes from April 15th regular meeting
- 13-B. Board Meeting Minutes from April 21st special meeting
- 13-C. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 13-D. Donations
- 13-E. Warrants
- 13-F. Purchase Order Listing

Consent Items

13-G. APPOINTMENT OF PARENTS TO THE COMMUNITY ADVISORY COMMITTEE (CAC) AS REPRESENTATIVES OF FOUNTAIN VALLEY SCHOOL DISTRICT FOR THE 2021-2022 SCHOOL YEAR

Superintendent’s Comments: It is recommended that the Board of Trustees approves the Appointment of Parents to the Community Advisory Committee (CAC) as Representatives of Fountain Valley School District for the 2021-2022 School Year.

13-H. BIO-ACOUSTICAL CORPORATION

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract between Bio-Acoustical Corporation and Fountain Valley School District for the 2021-2022 school year.

13-I. UPDATE TO DISTRICT PLAN FOR PROVIDING EDUCATIONAL SERVICES FOR EXPELLED STUDENTS

Superintendent's Comments: It is recommended that the Board of Trustees approves the updated 2021-2024 Plan for Providing Educational Services to all Expelled Students in Orange County, which follows the Countywide Expulsion plan developed with the Orange County Superintendent of Schools.

13-J. RETAINER AGREEMENT FOR LEGAL SERVICES IN 2021-22 SCHOOL YEAR WITH THE LAW OFFICES OF MARGARET A. CHIDESTER & ASSOCIATES

Superintendent's Comments: It is recommended that the Board of Trustees approves the retainer agreement for legal services in 2020-21 with the Law Offices of Margaret A. Chidester & Associates.

13-K. PARADIGM HEALTHCARE SERVICES, LLC SERVICE AGREEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approves the Paradigm Healthcare Services agreement for the term of July 1, 2021 through June 30, 2024 and authorize the Superintendent or designee to sign all documents.

13-L. SPECIAL EDUCATION AGREEMENT 2020-2021 I

Superintendent's Comments: It is recommended that the Board of Trustees approves this agreement 2020-2021 I.

13-M. SPECIAL EDUCATION AGREEMENT 2020-2021 J

Superintendent's Comments: It is recommended that the Board of Trustees approves this agreement 2020-2021 J.

13-N. SCHOOL-BASED MEDI-CAL ADMINISTRATIVE ACTIVITIES (SMAA) PARTICIPATION AGREEMENT

Superintendent's Comments: It is recommended that the Board of Trustees approves the School-based Medi-Cal Administrative Activities (SMAA) Participation Agreement for the term of July 1, 2021 through June 30, 2022 and authorizes the Superintendent or designee to sign all documents.

13-O. APPROVE SCOPE AMENDMENT 1 TO THE ARCHITECTURAL SERVICE AGREEMENT WITH RACHLIN PARTNERS FOR NEWLAND ELEMENTARY SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees approves Scope Amendment 1 to the Master Architectural Service Agreement with Rachlin Partners for Newland Elementary School.

13-P. APPROVE SCOPE AMENDMENT 1 TO THE ARCHITECTURAL SERVICE AGREEMENT WITH RACHLIN PARTNERS FOR OKA ELEMENTARY SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees approves Scope Amendment 1 to the Master Architectural Service Agreement with Rachlin Partners for Newland Elementary School.

13-Q. APPROVE THE AGREEMENT FOR PROFESSIONAL SERVICES WITH DANNIS WOLIVER KELLY

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Dannis Woliver Kelley to provide Professional Legal Services.

13-R. APPROVE THE CONTRACT WITH WESTCOAST AIR CONDITIONING CO., INC. FOR PRECONSTRUCTION AND LEASE-LEASEBACK SERVICES FOR MODERNIZATION AND HVAC PROJECTS AT GISLER ELEMENTARY SCHOOL COMPLETE AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with West Coast Air Conditioning Co., Inc. for the Gisler Elementary School Preconstruction and Lease-Leaseback Services for Modernization and HVAC Project complete and authorize the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

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

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

13-T. APPROVE VENDED MEAL ANNUAL CONTRACT RENEWAL WITH PREFERRED MEAL SYSTEMS

Superintendent's Comments: It is recommended that the Board of Trustees approves the vended meal annual contract renewal with Preferred Meal Systems.

13-U. APPROVE CHANGE ORDER #3 FOR THE GISLER ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT

Superintendent’s Comments: It is recommended that the Board of Trustees approves Change Order #3 for the Gisler Elementary School Measure O HVAC and Modernization Project.

13-V. APPROVAL OF PROPOSAL LETTER WITH CUSHMAN & WAKEFIELD FOR APPRAISAL SERVICES

Superintendent’s Comments: It is recommended that the Board of Trustees authorizes the Superintendent or designee to sign all required documents related to the appraisal.

13-W. INTERVENTION SUMMER SCHOOL

Superintendent’s Comments: It is recommended that the Board of Trustees approves plans for the District to provide Intervention Summer School for targeted students.

13-X. EXPANDED LEARNING OPPORTUNITY GRANT

Superintendent’s Comments: It is recommended that the Board of Trustees approves the Expanded Learning Opportunities Grant Plan.

13-Y. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2020-2021 K

Superintendent’s Comments: It is recommended that the Board of Trustees approves this settlement agreement 2020-2021 K.

13-Z. MEMORANDUM OF UNDERSTANDING BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION

Superintendent’s Comments: It is recommended that the Board of Trustees approves the Memorandum of Understanding between Fountain Valley School District and Fountain Valley Education Association.

13-AA. 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
--------------------------	--------------------	-----------------

Speech and Lang. Dev. Center	N/A	4/19/21-6/30/21
Speech and Lang. Dev. Center	\$12,651.75	4/19/21-6/60/21
David Kirschen, O.D., Ph.D., dba Customized Vision Care	\$450	5/21/21-11/30/21

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

The Board President will receive any announcements concerning new items of business from board members or the superintendent.

- **CLOSED SESSION**

The Board of Trustees will retire into Closed Session to address the following:

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

- **REPORT OUT OF CLOSED SESSION**

The Board President will report out on action taken, if any.

- **APPROVAL TO ADJOURN**

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, June 10, 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 or calling 714.843.3255.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF APRIL 15, 2021**

DATE: May 17, 2021

Attached for your information are the minutes of the Board of Trustees regular meeting of April 15, 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_1IBTdr_6TU2vCCioUK2wrw

April 15, 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: Mrs. Galindo

Vote: 5-0

Mr. Cunneen led the Pledge of Allegiance.

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

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 presented the 2020-21 Outstanding Service Award to Connie Wadsley. The Board was joined by staff and the community in celebrating Mrs. Wadsley for her dedicated service to the students and staff of the Fountain Valley School District.

OUTSTANDING SERVICE AWARDS PRESENTATION TO CONNIE WADSLEY

Following this, the Board took a brief recess.

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. Mr. Mullin was celebrated this evening by the Board of Trustees, staff and his family.

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

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 Gisler School and seven outstanding students from Newland School. From Newland School, the Board celebrated Leo Sandoval (K), Emily Delaney (1st), Ava Baran (2nd), Joy Gray (3rd), Calvin Tang (4th), Nolan Merkel (5th) and Lamson Tran (5th). From Gisler School, the Board honored Thanner Duong (K), Hudson Bui (1st), Platon Kopiev (2nd), Bailey Nunn (3rd), Makyla Dahlen (4th) and Shawn Busch (5th). The Board was joined by staff, parents and the community in celebrating the fantastic accomplishments of these students.

RECOGNITION OF
STUDENTS FROM
GISLER SCHOOL AND
NEWLAND SCHOOL

Following these recognitions, the Board took a brief recess.

STAFF REPORTS AND PRESENTATIONS

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

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

Superintendent Dr. Mark Johnson and Assistant Superintendent, Educational Services Dr. Steve McLaughlin led 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). Dr. Johnson shared a review of direction from the Board given at the special meeting on March 31, and updated guidance for schools given the County’s status in the orange tier. In addition, he reviewed the instructional models apart of the recent announcement that elementary students will be brought back to campus in a modified traditional model. Following this, Dr. McLaughlin shared greater detail of additional in person time for hybrid students including an overview of considerations, elementary students returning to a full day schedule beginning April 26th, with modified day on Mondays for teacher planning (as previously done) and full days Tuesday through Friday, with staggered end times for primary and upper

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

grades, meeting and/or exceeding the State minimum requirements for instructional minutes (meaning there will no longer be a need for asynchronous work). He reviewed, as well, the return to full day schedules for elementary SDC students beginning April 19th, again with modified days on Mondays for teacher planning and full days Tuesday through Friday, with staggered end times for primary and upper grades. Following this, Dr. McLaughlin reviewed the current schedule for middle school students, including expanded intervention services two days on campus and during asynchronous times beginning the week of April 26th. In addition, he shared the fuller day schedules for middle school SDC students starting April 26th. More so, he shared the work being done to provide fuller or full days for our middle school students with an anticipated date of plans finalizing on April 19th with an anticipated start date of May 3rd, noting the complexity of middle schools. In addition, Dr. McLaughlin shared the superintendent's message regarding FVSDConnected and the limitations on making any moves at this time. Moreover, Dr. McLaughlin shared some dates going forward, including our Connected students joining plans for in person 8th grade promotion at their home site, 5th grade activities at their home site, lawn signs from home schools, continued enrichment activities and FVSDConnected in person event(s) prior to the end of the year. In closing, Dr. Johnson thanked the many stakeholders that made all of this possible, including our students, teachers, support staff, leaders, parents and families, PTA/PTO, office managers and assistants, site leadership teams, bus drivers, intervention teachers, custodians, ESP/CDC staff, DO staff, Food Services, IT, Human Resources, Business Services, FVSF, City partners, Ed Services, Bilingual support, instructional assistants, noon duty aides, FVSDConnected staff and our of Board of Trustees. He highlighted the FVSD Family and thanked all of the people who have contributed to helping our students through this and bringing them back for a full day.

BOARD REPORTS AND COMMUNICATIONS

Mr. Schultz's activities since the last meeting included: visits to Plavan and Gisler Schools. He thanked staff for the job they are doing in addition to the parents who have reached out to the Board with their comments. He asked as well that those parents reaching out to the Board join him in writing our President, Governor and legislators requesting additional funding for our teachers, students and classrooms, noting that FVSD is one of the lowest funded districts in the county. In addition, he suggested they also email their student's teacher to express their appreciation for their

efforts. He thanked our teachers and support staff for their efforts to make this district better.

Mrs. Schultz noted missing the opportunity to visit our schools and that she looks forward to the chance to resume these visits in the regular format. She noted that she continues to receive reports from our community members with the desire to get vaccinated. While many have been vaccinated, many more are still anxious for their chance. She noted that vaccinations are making great progress and we are getting so close.

Mr. Cunneen's activities since the last meeting included: governance workshop with fellow trustees and Dr. Johnson, Rotary Most Improved Student virtual celebration and a visit to Newland School. He noted as well the Fountain Valley GPAC joint meeting with Fountain Valley Planning Commission and Fountain Valley City Council to review the draft land use plan adopted by the GPAC and the presentation of an alternative for review with the GPAC on April 22 that will focus on reduced density/height on opportunity sites.

Mrs. Galindo extended her wishes that everyone enjoyed a wonderful spring break. In addition, she congratulated our students recognized this evening, and also commended Mr. Mullin, noting his much-deserved recognition as Admin of the Year this evening. Her activities since the last meeting included: special meeting to discuss additional in person time for hybrid students, visit to Courreges School, and FVSF meeting.

Mrs. Crandall highlighted the great work of the FVSD IT department, the vast responsibilities of this department. She thanked them for their hard in support the needs of our District. Her activities since the last meeting included: CSBA Legislative Action Week virtually, Rotary Most Improved Student recognition, Rotary Every Student Succeeding recognition, visits to Newland, Gisler, Plavan, Oka and Cox, governance workshop with fellow trustees, final bond issuance for Measure O, FVSF meeting, SPC meeting. She thanked her fellow trustees for their service this month.

PUBLIC COMMENTS

There were eight requests to address the Board of Trustees. Eight commenters addressed the Board regarding opening school for additional in person instruction.

PUBLIC COMMENTS

LEGISLATIVE SESSION

- Motion: Mr. Cunneen moved to adopt 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. 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
- Second: Mrs. Galindo
- Vote: 5-0
- Motion: Mrs. Schultz moved to adopt Resolution 2021-18: In Celebration of Fountain Valley School District’s Classified Employee Week: May 16-22, 2021. RESOLUTION 2021-18: IN CELEBRATION OF FOUNTAIN VALLEY SCHOOL DISTRICT’S CLASSIFIED EMPLOYEE WEEK: MAY 16-22, 2021
- Second: Mrs. Crandall
- Vote: 5-0
- Motion: Mrs. Schultz moved to adopt Resolution 2021-19: Resolution of Appreciation to Our School Nurses on National School Nurse Day, May 12, 2021. RESOLUTION 2021-19: RESOLUTION OF APPRECIATION TO OUR SCHOOL NURSES ON NATIONAL SCHOOL NURSE DAY, MAY 12, 2021
- Second: Mr. Cunneen
- Vote: 5-0
- Motion: Mrs. Crandall moved to approve Proclamation of Appreciation to Our Speech/Language Pathologists During May 2021: Better Speech and Hearing Month. PROCLAMATION OF APPRECIATION TO OUR SPEECH/LANGU AGE PATHOLOGISTS DURING MAY 2021: BETTER SPEECH AND HEARING MONTH
- Second: Mr. Cunneen
- Vote: 5-0
- Motion: Mrs. Galindo moved to approve the Consent Calendar. CONSENT CALENDAR
- Second: Mr. Cunneen

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from March 11th regular meeting
- Board Meeting Minutes from March 31st special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Williams Quarterly Report for Third Quarter 2020-21
- Approval of Three-Year Contract for Audit Services with EideBailly
- Surplus Property Declaration for Information Technology Equipment
- Special Education Settlement Agreement 2020-2021 H
- Non-Public Agency Contracts

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

- Dr. Johnson Highlighted the recent last bond issuance of Measure O.
- Mrs. Fullerton Shared details regarding the sale, noting as well the upcoming presentation to the Board in May.
- Dr. Johnson Expressed his appreciation to the Board for passing the resolutions this evening to celebrate our employees, noting the great work of our nearly 700 employees to benefit our nearly 6,400 students. In addition, he highlighted Mrs. Amy Jara who was named a semifinalist for the OCDE Teacher of the Year contest. He noted being proud of her and honored to have her representing our district. In closing, he noted the opportunity to be on our elementary campuses since the announcement of the return to full day instruction. He highlighted the great celebration to come as students are reunited full time and again thanked our staff for their efforts to get us to this point.

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*

ADJOURNMENT

Motion: Mrs. Galindo moved to adjourn the meeting at 9:04PM.

Second: Mrs. Schultz

Vote: 5-0

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF APRIL 21, 2021**

DATE: May 17, 2021

Attached for your information are the minutes of the Board of Trustees regular meeting of April 21, 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_nz0ScKDZQ3u8-qDhV7ZDCQ

April 21, 2021

MINUTES

President Crandall called the special 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: Mrs. Galindo

Vote: 5-0

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

PUBLIC COMMENTS

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

LEGISLATIVE SESSION

Motion:	Mrs. Schultz moved to approve the updated 2020-21 COVID-19 Safety Plan (formerly known as Reopening Schools Plan) for the Fountain Valley School District	APPROVAL OF UPDATED 2020-21 COVID-19 SAFETY PLAN (FORMERLY KNOWN AS REOPENING SCHOOLS PLAN) FOR THE FOUNTAIN
Second:	Mrs. Galindo	
Vote:	5-0	

VALLEY SCHOOL
DISTRICT

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 6:36PM.

Second: Mrs. Schultz

Vote: 5-0

/rl



FOUNTAIN VALLEY SCHOOL DISTRICT
10055 Slater Avenue • Fountain Valley, CA 92708 • (714) 843-3200
www.fvdsd.us

MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent, Personnel
SUBJECT: CLASSIFICATION PLAN - NEW CLASSIFICATION OF
GUIDANCE TECHNICIAN
DATE: May 20, 2021

This classification is proposed by the Educational Services/Support Services division and will serve as a member of the middle school site team. The Guidance Technician will work collaboratively with the site administrative team and school counselor performing a variety of duties associated with academic planning and career guidance and identifying students in need of academic intervention and support.

Fountain Valley School District has received funds from the federal and state government to address learning loss, including the Expanded Learning Opportunity Grant. These funds shall be expended for extending instructional learning time, accelerating progress to close learning gaps, integrated pupil supports, community learning hubs, additional academic services, and training for school staff. Working in coordination with the site administrative team and school counselor, the Guidance Technician will conduct academic planning, monitor the progress of high-risk students, and identify resources and supports for students to mitigate learning loss and promote academic success.

Several districts have a classification similar to Guidance Technician. The titles of their classifications vary including Student Services Technician, Academic Advisor, Student Data Technician, and College and Career Technician. These options were discussed with staff, and Guidance Technician is the preferred title.

Regarding the rate of pay for the position of Guidance Technician the pay rate for this new class is warranted at range 38 (\$20.97 - \$25.48/hour).

Recommendations

1. It is recommended that the Personnel Commission approve the new classification of Guidance Technician.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Guidance Technician at range 38 on the classified salary schedule.

Guidance Technician

Purpose Statement

The job of Guidance Technician is done for the purpose/s of working collaboratively with the school administrative team and school counselor providing support to the instructional program with specific responsibilities for providing students with information on academic planning, high school educational opportunities and career guidance; administering and interpreting career assessment tools; planning on-site presentations by college and/or career representatives; and managing ongoing department programs.

This job reports to the Site Principal.

Essential Functions

- Assists students in reaching their full potential and integrates pre-college guidance, vocational/career planning into the school's guidance program.
- Attends and participates in various meetings such as Student Study Team meetings, IEP's, and leadership meetings.
- Conducts academic planning and parent/student conferences.
- Coordinates and presents Middle School orientation for students at various sites.
- Coordinates and administers standardized academic tests and interprets test results.
- Enrolls, schedules, and orients new students.
- Inputs data and performs a variety of clerical work to fulfill duties as required.
- Monitors progress of high-risk students through parents/student/teacher consultations.
- Participates in the development of the master schedule.
- Plans, attends, and assists with presentation of parent learning opportunities.
- Prepares notifications for students and parents related to academic progress.
- Promotes positive school, parent, and community relationships, and plans awards and special programs.
- Provides information regarding Middle School and High School academic planning, post-secondary education opportunities, college entrance requirements, scholarship, and financial aid resources.
- Responds to inquiries regarding educational programs.
- Reviews cumulative records to ensure accuracy, completeness, and compliance with State regulations and District policies and guidelines.
- Works closely with counseling staff to facilitate referrals to community resources.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job including operating standard office equipment; using pertinent software applications; routine clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: District academic requirements, registration procedures, master scheduling, academic and vocational guidance, and community referrals.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required to work with others in a variety of circumstances; perform tasks with a structured timeframe; and work with data utilizing defined but different processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Specific ability based competencies required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitations of assigned duties; demonstrating an understanding, and receptive attitude towards students; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with children and adults; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; and working independently to achieve District objectives.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to affect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 33% sitting, 33% walking, 34% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required in Job related experience in working with students in secondary education in the area related to academic achievement.

Education High school diploma or equivalent.

Equivalency Graduation from high school and two years of experience working with students in secondary education in a capacity relevant to academic achievement.

Required Testing

Job-Related Skills Proficiency Test

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

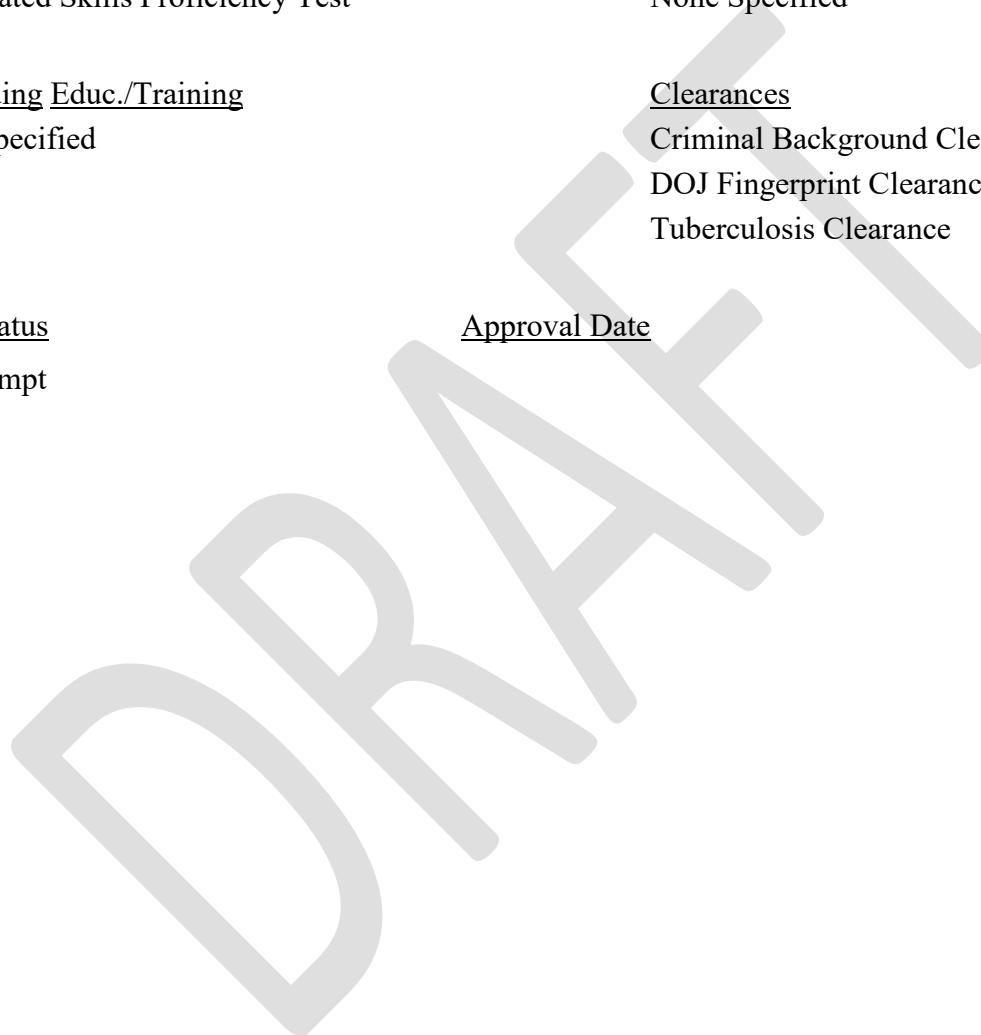
FLSA Status

Non Exempt

Approval Date

Salary Range

38





MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent, Personnel
SUBJECT: CLASSIFICATION PLAN - NEW CLASSIFICATION OF
SPECIAL EDUCATION DATA TECHNICIAN
DATE: May 20, 2021

This classification is proposed by the Educational Services/Support Services division and will serve as clerical support for Support Services. The job of Special Education Data Technician will provide a variety of technical duties in the management of the student information database for the district programs, create and maintain the district database for information and analysis, assure the accuracy of data input and management as is related to special education. This position will also verify oversee and maintain files and student records and provide assistance and training to special education teachers, coordinator, and staff regarding data entry in the special education database system and regularly monitor the data to ensure accuracy and perform clerical functions related to the collection of relevant data for the School-based Medi-Cal Administrative Activities (SMAA) and LEA Medi-Cal Billing Option programs.

Support Services currently has two Administrative Assistants providing support to the Director, Support Services. These two positions will be vacant due to a retirement and a resignation at the end of the 2020-2021 fiscal year. In an effort to reorganize and better align the duties that have evolved in this division, Support Services is recommending replacing the position of Administrative Assistant with the position of Special Education Data Technician. It is important to have a position that is responsible for maintaining all aspects of SEIS, as well as the special education data in AERIES and CALPADS to ensure accuracy and compliance.

Regarding the rate of pay, the pay rate for the new class, Special Education Data Technician is warranted at range 41 on the Classified Salary Schedule.

Recommendations

1. It is recommended that the Personnel Commission approve the new classification of Special Education Data Technician.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Special Education Data Technician at range 41 on the Classified Salary Schedule.

JOB DESCRIPTION
Fountain Valley School District

Special Education Data Technician

Purpose Statement

The job of Special Education Data Technician is done for the purpose/s of performing a variety of technical duties in the management of the student information database for the district programs; create and maintain the district database for information and analysis; assure the accuracy of data input and management as is related to special education; verify, oversee, and maintain files and student records (physically and electronically); provide assistance and training to special education teachers, and staff regarding data entry in the special education database systems; regularly monitor District service providers' qualifications for complaints; reconcile, audit, and report data in order to maximize income from both funding sources; perform responsible and complex clerical functions related to the collection of relevant data for the School-based Medi-Cal Administrative Activities (SMAA) and LEA Medi-Cal Billing Option programs.

The job reports to the Director of Support Services.

Essential Functions

- Arranges and participates in School-based Medi-Cal Administrative Activities and LEA Medi-Cal training programs.
- Assists in the preparation and maintenance of data associated with class placement and transportation.
- Assists Support Services Division with general clerical duties.
- Attends SELPA trainings and stays current with legislative and policy changes to ensure compliance in all areas related to the SELPA, and follows guidelines for data entry into CALPADS to assure District compliance with State and Federal special education requirements, including applicable state and federal laws.
- Audits data entry in SEIS and other databases to identify issues including inaccurate codes, mismatches, duplicate files, and other missing or erroneous data; follows up with case managers, and program specialists to make corrections.
- Communicates with staff and parents to gather information, resolve issues, and coordinate activities.
- Compiles compliance reports and assigns caseloads, tracks IEP deadlines, and follows up on out of compliance documents.
- Creates and maintain databases related to IEP's suspension, compliance, referrals, and other administrative data.
- Inputs data from IEP's into appropriate special education database, including SEIS, Aeries, and CALPADS.
- Manages the accuracy of the database to compile and develop statistical reports as requested.
- Manages the database by collecting and organizing new and existing student data.
- Organizes and maintain records, maintain Special Education student files, and other permanent records assigned while protecting the confidentiality of student records and information.
- Performs a variety of technical duties in the management of the SEIS database and student records for the district programs.

- Performs fiscal record management and reporting functions in support of the SMAA and LEA programs.
- Prepares and processes record requests from other districts and the public, adhering to confidentiality and legal timelines.
- Prepares reports for outside agencies including educational institutions as requested.
- Provides reports and other documents as needed for school personnel, including program entry and exit reports.
- Provides technical assistance to staff regarding database usage, student record requirements, and issues.
- Provides training and technical support to District personnel regarding SMAA/LEA fiscal and reporting requirements.
- Serves as the SEIS System backup Administrator for the purpose of creating, modifying, and deleting user accounts' passwords, setting appropriate access level, maintaining SEIS user files with set permission and managing accounts as necessary.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job including operating standard office equipment; using pertinent software applications; routine clerical procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: understanding of rules and regulations related to State IEP reporting mandates and compliance standards; educational databases including SEIS, AERIES, and CALPADS; laws, codes and policies and procedures related to School-Based Medi-Cal administration; and research techniques, methods and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required to work with others in a variety of circumstances; perform tasks with a structured timeframe; and work with data utilizing defined but different processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Specific ability based competencies required to satisfactorily perform the functions of the job include: learning and applying rules and regulations involved in assigned programs; understand data related to assigned programs including SMAA and LEA; maintaining the security of confidential student records; deal effectively with a wide variety of situations in a courteous and professional manner; work independently; and organize tasks, set priorities and meet deadlines.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required. Three (3) years of experience performing responsible clerical duties is preferred. Experience as a SMAA or LEA participant is highly desirable.

Education High school diploma or equivalent.

Required Testing

Job-Related Skills Proficiency Test

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

- Criminal Background Clearance
- DOJ Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

41



FOUNTAIN VALLEY SCHOOL DISTRICT
10055 Slater Avenue • Fountain Valley, CA 92708 • (714) 843-3200
www.fvdsd.us

MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent, Personnel
SUBJECT: CLASSIFICATION PLAN - NEW CLASSIFICATION OF
SUPERVISOR, CHILD CARE AND RECREATION PROGRAM
DATE: May 20, 2021

This classification is proposed by the Educational Services/CDC division and will serve as a lead member of our Child Care program. The position of Supervisor of Child Care and Recreation Programs will assist the the Director in the development, planning and coordination of the District-wide child care programs including preschool and Extended School program by providing educational and recreational activities and support to various school sites. As a management position, responsibilities will include the supervision and evaluation of classified personnel.

Fountain Valley School District's Child Care and Recreation program has grown over the past 7 years. The CDC division oversees seven (7) Extended School Programs, four (4) state funded preschool classrooms, eight (8) CDC fee-based preschool classrooms and one (1) Co-Teach preschool program that utilizes full inclusion for our special needs preschool students. The Child Care program oversee over 1000 students between the ESP and CDC programs daily and has over 100 staff members. In addition, there has been an increase in the number of state and federally mandated reports. These formal reports are complicated and require a level of expertise associated with the essential functions of the position of Supervisor, Child Care and Recreation.

In addition to reporting, CDC has seen an increase in the requirements of the programs and grants related to staff and parent training, curriculum development, community involvement and outreach, EDI and kindergarten readiness planning. CDC also collaborates with Orange County Quality Start and has an obligation towards ongoing assessment of all our preschool programs. Our 13 preschool classrooms are required to comply with California State Department of Social Services and implement pertinent regulations on an on-going basis. The CDC Office is in full swing during the summer time hosting summer camp for ESP and CDC students, summer childcare for ESY and enrichment programs. The growth of the programs and increase in state and federal requirements supports the addition of the position of Supervisor, Child Care and Recreation Program to support the Director, Child Care and Recreation to oversee the preschool and ESP programs.

Regarding the rate of pay, due to the education, experience and licensure required for the position of Supervisor, Child Care and Recreation Program the pay rate for this new class is warranted at range 8 of the Classified Management Salary Schedule (\$5,975 to \$7,600/monthly).

Recommendations

1. It is recommended that the Personnel Commission approve the new classification of Supervisor, Child Care and Recreation Program.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Supervisor, Child Care and Recreation Program at range 8 of the Classified Management Salary Schedule.

JOB DESCRIPTION
Fountain Valley School District

Supervisor of Child Care and Recreation Programs

Purpose Statement

The job of Supervisor of Child Care and Recreation Programs is done for the purpose/s of assisting the Director in the development, planning and coordination of the District-wide child care programs providing educational and recreational activities for preschool through 6th grade students, providing support to various school sites; supervises and evaluates the performance of classified personnel as assigned.

This Job reports to Director of Child Care and Recreation Programs.

Essential Functions

- Assists in the hiring, orientation, training and evaluation of assigned classified staff.
- Assists in the development and implementation of goals, objectives, policies and priorities of the Child Care and Recreation programs.
- Assists the Director with parent education training and special parent night programs (e.g. models conversation, listening skills, expectations, discipline, literacy and math, etc.) for the purpose of teaching parenting skills as a strategy for improving student success in academic, interpersonal and daily living skills.
- Develops and implements marketing plans to publicize opportunities and celebrated successes.
- Develops resource materials for the purpose of providing teachers at all sites with district approved strategies for developing academic language, literacy and mathematical reasoning skills.
- Ensures program compliance with all pertinent state laws, contractual agreements, district policies and procedures.
- Establishes and supervises multi-site programs including preschool and before/after school programs that include a number of academic and enrichment activities.
- Holds regular meetings with assigned staff members; attends meetings and programs as directed or required, and participates in professional growth activities.
- Maintains schedules for on-site visits, observations and support of the Preschool Instructors/Aides (e.g. constructive feedback, on-site support, modeling, co-teaching, observing Classroom Assessment Scoring System (CLASS), Desired Results Developmental Portfolio (DRDP), Star Quality Child Care Program, ECERS, Guided Language Acquisition Design (GLAD) program, and Cognitively Guided Instructions (CGI), etc.) for the purpose of assessing coaching needs.
- Monitors program progress and tracks information necessary for the development of reports including financial information, child participation levels, program evaluation and needs assessment.
- Plans and implements developmentally appropriate educational and recreational programs which provide for the optimum growth and development of school-aged children.
- Prepares and maintains a variety of records and reports as required and assists in monitoring each site's monthly budget.
- Seeks additional funding sources and programs and assists in the preparation and submission of grant programs.
- Seeks collaboration with community agencies, business partners, educational organizations and other District programs to provide specialized child care programs.

- Supervises site leads in the organization and development of academic and enrichment experiences for students, including enrichment and recreational opportunities.
- Travels between school sites and other locations, and assures that assigned child development and recreation programs are conducted in a safe manner, and in accordance with established rules, procedures and laws.
- Perform other duties are required or assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; facilitating meetings; planning and managing projects; and preparing and maintaining accurate records.; analyzing budgets; applying curriculum and instructional techniques; conducting interviews; conducting meetings; counseling and mentoring employees; enforcing rules and regulations; and interviewing techniques and practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to devine issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the job functions of the job include: daily operations of multi-site child care and recreational programs and facilities; developmental needs of program paricipants; record keeping and budget preparation; grant writing and methods of program funding; laws, regulations and practices relating to supervision and management of child development personnel; and interpersonal skills, including the use of tact, patience and courtesy.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Specific ability based competencies required to satisfactory perform the functions of the job include: ability to assist in planning and administration of various multi-site child care programs; read, interpret and apply complex rules and regulations; learn quickly and adjust to changing conditions; assemble data and analyze data and make appropriate recommendations; communicate effectively both orally and in writing; establish and maintain cooperative relations with staff, parents, students, community members and government agencies; coordinate a variety of activities at different sites; establish and maintain safe and healthful environments; and effectively supervise subordinate staff.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, 33% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required in At least three (3) years of increasingly responsible related experience that has provided applicant with the listed knowledge and skills.

Education Bachelors degree from an accredited college or university with an emphasis in child development, education, recreation, or related field.

Equivalency

Required Testing

None Specified

Certificates

CPR/First Aid Certificate
Child Development Program Director Permit

Continuing Educ./Training

None Specified

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Salary Range

8



MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent, Personnel
SUBJECT: CLASSIFICATION PLAN - NEW CLASSIFICATION OF WELLNESS SPECIALIST
DATE: May 20, 2021

This classification is proposed by the Educational Services/Support Services division and will serve as a lead member of Support Services. The Wellness Specialist will be responsible for developing and coordinating the identification and needs of students with mental health and wellness needs, and providing leadership and training for staff working with students.

Fountain Valley School District has received funds from the federal and state government to address learning loss, including the Expanded Learning Opportunity Grant. These funds shall be expended for extending instructional learning time, accelerating progress to close learning gaps, integrated pupil supports, community learning hubs, additional academic services, and training for school staff. Over the course of the last few years, our school sites have documented an increase in the number of students experiencing mental health, social-emotional and behavioral issues. The COVID-19 pandemic has affected the well-being of students and districts are identifying areas of need and identifying supports for our students. As we prepare to return to in-person instruction for all students for the 2021-2022 school year, the Wellness Specialist position will provide an additional layer of support. The Wellness Specialist will coordinate all aspects of the identification of student wellness needs including identifying services designed to address educationally related mental health needs of students.

We currently have Behavior Intervention Assistants that work to support the behavioral needs of our students with special needs. The Wellness Specialist will possess significant experience and an educational background in the area of mental health of students and, working in coordination with the school counselors, site administrators and Behavior Intervention Assistants, will facilitate the delivery of mental health, social-emotional and behavioral services to students to support academic and social emotional success for students.

Several districts have a classification similar to Wellness Specialist. The titles of their classifications vary including Mental Health and Behavior Support Specialist, Mental Wellness Specialist, and Social Worker. These options were discussed with staff, and Wellness Specialist is the preferred title.

Regarding the rate of pay, due to the education, experience and licensure required for the position of Wellness Specialist the pay rate for this new class is warranted at range 88 (\$34.48 - \$41.91/hour).

Recommendations

1. It is recommended that the Personnel Commission approve the new classification of Wellness Specialist.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Wellness Specialist at range 88 on the classified salary schedule.

JOB DESCRIPTION
Fountain Valley School District

Wellness Specialist

Purpose Statement

The job of Wellness Specialist is done for the purpose/s of working as a lead member of the site/program team, developing and coordinating all aspects of the identification of student mental health and wellness needs, identifying services designed to address needs, and facilitate the delivery of services to students, provide leadership training and support staff working with students who have mental health and social emotional and behavioral needs.

This job reports to the Director of Support Services.

Essential Functions

- Acts as a lead team member in the development and monitoring of comprehensive social emotional and behavioral objectives focused on Tier 1, preventative measures.
- Assists in the planning, organizing, implementation of regulations and procedures pertaining to related services involving mental health, social emotional, and behavioral needs.
- Collaborates with District staff in the development and implementation of behavior plans.
- Coordinates workshops for parents and/or students (e.g. parenting skills, community resources, district programs, social skill development, etc.) for the purpose of assisting parents in maintaining a positive home environment, building trust between family and district, and supporting the students' educational program.
- Coordinates the referral and assignment of appropriate staff with students' mental health, social emotional, and behavioral needs.
- Coordinates activities with a variety of outside services agencies, school sites, etc. (e.g. mental health, probation, medical, etc.) for the purpose of providing referrals for families and/or students.
- Coordinates the referral of students identified as having intensive mental health, social emotional and behavioral needs to appropriate services.
- Implements the District's mental health guidelines, ensures compliance with state and federal regulations relevant to the identification and delivery of IEP mental health-related services.
- Oversees classroom activities and interventions within a Multi-Tier System of Supports (MTSS) model.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Plans and delivers professional learning opportunities for psychological services, mental health staff, appropriate support staff, and parents.
- Plans, coordinates, and facilitates regular job-alike meetings and trainings for District staff, school-sites, teachers, staff, and parents, including community outreach.
- Prepares annual reports related to District-wide mental health, social emotional, and behavioral related services.
- Provides consultation to District related services, mental health, social emotional and behavioral staff relative to the appropriate response to student needs.
- Recognizes and effectively assists in responding to emergency and/or hazardous conditions.

- Remains current with developments in evidence-based responses to student needs related to mental health, social emotional learning, and behavior.
- Works with staff members and District administrative personnel to identify needs and develops plans to ensure that students with mental health, social emotional and behavioral needs receive appropriate services and support.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: child guidance principles and practices, identifying mental health and wellness needs of students especially as they relate to students within the learning environment; and modern office practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; perform tasks with a structured timeframe; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.

Specific ability based competencies required to satisfactorily perform the functions of the job include: learning the methods, procedures, functions and limitation of assigned duties; demonstrating an understanding and receptive attitude towards students; supervising and disciplining students according to approved policies and procedures; modeling appropriate social skills, social interaction and appearance; writing observations and documenting student behavior; intervening positively in, and diffusing potential confrontations among students; printing and writing legibly; making arithmetic calculations quickly and accurately; understanding and following oral and written directions; communicating effectively orally and in writing with children and adults; reading, interpreting and following rules, regulations, policies and procedures; establishing and maintaining effective and empathetic working relationships with others; maintaining confidentiality; and working independently to achieve department and District objectives.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field and with increasing levels of responsibility.

Education Masters degree in counseling, psychology, social work or related field.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Board Certified Behavior Analyst; or
Licensed Family Marriage Therapist; or
Marriage Family and Child Counselor; or
Licensed Clinical Social Worker
Valid California Driver's License

Continuing Educ./Training

None Specified

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

88



MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent, Personnel
SUBJECT: CLASSIFICATION PLAN AMENDMENT - RECLASSIFICATION OF
DIRECTOR, SAFETY AND HUMAN RESOURCES
DATE: May 20, 2021

This classification is proposed by Personnel Services division as an amendment to the previous job description for Director, Human Resources. The responsibilities of the Director of Safety and Human Resources will include supervising and overseeing the school safety programs, coordinating the District's emergency operations and planning and directing the classified human resource services in accordance with the Merit System, Personnel Commission Rules and Regulations, applicable practices and laws. The Director of Safety and Human Resources will work collaboratively with the Assistant Superintendent, Personnel and will report to the Assistant Superintendent, Personnel and the Personnel Commission.

As we move forward to fill the vacancy of Director of Human Resources, we have an opportunity to review the current needs of the district and Personnel Commission and revise the job description. The proposed job description includes the essential functions associated with overseeing the classified human resource division, including serving as Director for the Personnel Commission. Sixty percent of this position will serve in this capacity.

The job description includes and expansion of essential functions related to safety including the coordination of the District Crisis Response Team, Emergency Operations Center (EOC) and training associated with District-wide and school site safety. Forty percent of this position will serve in this capacity.

Regarding the rate of pay for the position of Director, Safety and Human Resources, the pay rate for this new class is warranted at the same range of the previous Director of Human Resources, range 17 of the Classified Management Salary Schedule (\$9,114 – \$11,603/monthly).

Recommendations

1. It is recommended that the Personnel Commission approve the new classification of Director, Safety and Human Resources.
2. It is recommended that the Personnel commission recommend to the Board of Trustees placement of the classification of Director, Safety and Human Resources on range 17 of the Classified Management Salary schedule.

JOB DESCRIPTION
Fountain Valley School District

Director Safety and Human Resources

Purpose Statement

The job of Director Safety and Human Resources is done for the purpose/s of supervising district and school safety programs, coordinating the District's emergency operations and plans and directing the classified human resource services in accordance with the Merit System, Personnel Commission Rules and Regulations, and applicable practices and laws.

This job reports to the Assistant Superintendent, Personnel and the Personnel Commission

Essential Functions

- Administers a wide variety of policies and agreements for the purpose of conforming to district policies, relevant laws, Personnel Commission Rules and Regulations, contracts and agreements.
- Collaborates with personnel (e.g. supervisors, employees, administrators, legal advisors, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Coordinates the District's Crisis Response Team, EOC, represents the district on interagency committees and serves as district's liaison with law enforcement, fire and other safety agencies.
- Coordinates recruitment processes of classified staff according to Personnel Commission Rules and Regulations and all applicable laws, (e.g. advertising vacancies, developing application procedures and selection plan/instruments, weighing/scoring examinations, conducting interviews, making recommendations for hire, orienting new employees, etc.) for the purpose of maintaining a highly qualified staff.
- Coordinates trains and implements District-level plans to manage District operations during emergencies. Analyzes, reviews and revises school safety plans based on current research and best practices and coordinates districtwide drills and exercises.
- Counsels and advises staff concerning safety and classified personnel in accordance with all applicable laws and Personnel Commission Rules and Regulations and all applicable laws.
- Directs classified HR department operations according to Personnel Commission Rules and Regulations and all applicable laws (e.g. maintaining HR services for the District, implementing new HR programs and processes, hiring, training, supervising HR employees, etc.) to support the services provided by the Classified Human Resources Department within established time frames.
- Facilitates meetings, workshops, professional development, on a variety of topics including safety and classified personnel for the purpose of identifying issues, developing recommendations, and supporting staff development.
- Identifies and avoids potential conflicts of interest with Merit System role and responsibilities.
- Investigates grievances and/or complaints for the purpose of reaching resolutions that provide a healthy work environment.
- Monitors budget allocations, expenditures, fund balances and related financial activities (e.g. general fund training budget, department budgets, etc.) for the purpose of ensuring that allocations are accurate, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, and seminars (e.g. weekly cabinet meeting, Board meetings, Personnel Commission meetings, staff meetings, etc.) for the purpose of conveying and gathering information regarding safety and classified personnel required to carry out their administrative responsibilities.

- Participates in collective bargaining processes for the purpose of assisting district negotiation of labor agreements.
- Performs specialized responsibilities in classified personnel including classification, ADA accommodations, leave of absences, employee negotiations, wage and salary administration, performance evaluation, training and development, and employee benefits and records, according to Personnel Commission Rules and Regulations and all applicable laws.
- Performs personnel administrative functions according to Personnel Commission Rules and Regulations and all applicable laws, (e.g. hiring, evaluations, reduction in force/separations, grievances, misconduct, training, labor negotiations, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and ensuring department/program outcomes are achieved.
- Presents written and oral reports to a wide variety of audiences (e.g. Personnel Commission, Board of Trustees, safety committee, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Provides expert assistance and legal updates to staff relative to legal interpretation of the California Education code and other codes involving safety, and classified personnel.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Other Functions

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; preparing budgets and reviewing financial information; developing effective working relationships; problem solving; data analysis; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: Knowledge is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: job analysis techniques; supervision/leadership principles; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans.

Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information; working as part of a team; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; leading a division; seeking out opportunities to refine and improve practices; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required. Experience in leadership is preferred.

Education Bachelor's degree in a job-related area.

Required Testing

Job-Related Skills Proficiency Test

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Background Clearance
 DOJ Fingerprint Clearance
 Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Salary Range

17

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LIST**

DATE: May 17, 2021

Attached is the eligibility list for:

Bus Driver

RECOMMENDATION

The Personnel Commission approve the eligibility list enumerated above.

Attachment #10

**Eligibility List
Bus Driver
Merged List (Updated 5-14-2021)**

RANK	NAME	EXPIRES
1	Pablo Martinez	5-14-22
2	Sharon Uanno	5-14-22
3	Sean Gerrity	12-03-21
4	Douglas Tran	12-03-21

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: May 18, 2021

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

Open

Noon Duty Aide

Dual Certification:

Food Services Worker

Health Assistant

Attachments #11 - #13



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

NOON DUTY AIDE

Open

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

POSTING DATE:	May 6, 2021
CLOSING DATE:	May 26, 2021, by 4:00 p.m.
SALARY:	\$15.10 - \$18.35 per hour (Range 5, 5 steps)
HOURS	5.0 to 6.0 Hours per week, Tuesday - Friday
TERM:	9.6 months a year
VACANCY:	None at this time

ESSENTIAL FUNCTIONS:

- Supports the instructional process with specific responsibilities for ensuring the safety and welfare of students during noon-time eating and playground activity
- Monitors designated areas on an assigned campus in accordance with organizational and school policy
- Minimizes the frequency and/or severity of harmful incidents
- Communicates observations and/or incidents that have a potential impact on the general well-being of students, school personnel, and/or visitors
- Assists students in resolving minor conflicts
- Assists ill or injured students or students experiencing difficulty
- Models and reinforces good citizenship, courtesy and good sportsmanship among students
- Reports observations and incidents relating to discipline, accidents, and safety

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities are required to

- Adhere to safety practices
- Enforce discipline policies and school rules and regulations
- Recognize and report any danger to students, school property or personnel; dealing firmly, tactfully and effectively with students and the public
- Understand and carries out oral instructions in English
- Apply district and school policies and rules and regulations regarding student behavior
- Implement safety regulations and emergency procedures including fire drills, intruder on campus, natural disaster and others
- Use acceptable methods in controlling students in playground/recess/lunch time situations
- Apply basic first aid for playground supervision

SEE OTHER SIDE

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

- Schedule activities; collate data; and use basic, job-related equipment
- Work and communicate with a wide diversity of individuals and in a variety of circumstances
- Identify issues and create action plans
- Diffuse argumentative behavior
- Maintain confidentiality
- Lift/drag an injured student to safety in the event of an emergency on campus
- Remain alert and composed in tense or distressing situations and assist others to remain calm

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

EDUCATION AND EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

All applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. Wednesday, May 26, 2021.

EXAMINATION PROCESS

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

Oral Interview (100%)Tentatively planned for June 2, 2021
The exam parts will be held at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on an open list. The eligibility list for this position will be established for twelve months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, and screening for tuberculosis.

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.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY FOOD SERVICES WORKER *Dual Certification (Open and Promotional)*

The following positions are posted in accordance with Personnel Commission rules to establish a substitute and eligibility list that will be filled from the list of “ready and willing” certified eligibles or “ready and willing” transfer eligibles.

POSTING DATE:	May 7, 2021
CLOSING DATE:	May 27, 2021 at 4:00 p.m.
SALARY:	\$15.87 - \$19.29 per hour (Range 10, 5 Steps) *Per CSEA contract, hiring can be made up to step 3.
HOURS:	12 - 20 hours per week, days and hours to be determined
TERM:	9.6 months per year
VACANCY:	Four rover positions

ESSENTIAL FUNCTIONS

- Provides support to the food service activities at schools with specific responsibilities for preparing and serving food items to students and/or school personnel
- Maintains inventories of food, condiments, and supplies
- Orders food and supplies
- Prepares, serves and arranges food and beverage items
- Cleans utensils, equipment, storage areas, and food preparation and serving areas
- Inspects food items and/or supplies
- Maintains facilities, equipment, storage, food preparation and serving areas in a safe and sanitary condition
- Monitors kitchen and cafeteria areas and student volunteers
- Oversees receipt of deliveries
- Prepares forecasting for lunch preparation and delivery
- Processes cash and electronic payments for meals

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform multiple tasks using existing skills and work with interruptions
- Adhere to safety practices
- Operate and utilize job-related equipment found in a commercial kitchen using standardized methods and operate standard office equipment
- Read and follow instructions; and understand multi-step written and oral instructions

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Follow safety practices and procedures
- Quantify food preparation and handling
- Schedule activities; collate data
- Work with others as part of a team with a diversity of individuals
- Identify issues and select action plans

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

EDUCATION AND EXPERIENCE

- High school diploma or equivalent
- Job related experience is desired

CERTIFICATES AND LICENSES

Completion of Food Handlers/ServSafe Certificate by end of probationary period.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvds.us. The deadline is 4:00 p.m. on Thursday, May 27, 2021. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

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

Relative Weight of Examination Process:	
Written Test: (50%).....	June 1, 2021 at 9:00 a.m.
Qualification Appraisal Interview (50%).....	June 7, 2021
<i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i>	

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on 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 medical examination, fingerprinting, conviction clearance, and screening for tuberculosis.

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

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

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

HEALTH ASSISTANT

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.

POSTING DATE:	May 3, 2021
CLOSING DATE:	Open until filled
SALARY:	\$19.38 - \$23.55 per hour (Range 30, 5 steps) *Per CSEA contract, hiring may be made up to step 3 (Subs paid at step 1)
VACANCY:	None at this time

ESSENTIAL FUNCTIONS

- Provides support to the school site operations under the direction of the school nurse
- Responsible for administering first aid and dispensing prescribed medications under the direction of a health care professional
- Coordinates with other personnel in supporting students with special needs
- Documents activities in accordance with established guidelines and/or regulatory requirements
- Assists health care professionals in scheduling prescribed health screenings and services

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS :

Skills, Knowledge, and Abilities are required to

- Administers emergency first aid, scheduled prescriptions and over the counter medication to students under the direction of a health professional
- Advises assigned administrator and nurse of observations involving students' safety, abuse and other health-related issues
- Assists nurse in completing health screenings
- Attends meetings, workshops and trainings
- Communicates with parents, students and school staff
- Distributes information on a variety of health subjects
- Compiles list of students with medical conditions and distributes as necessary
- Follows good health and safety practices and procedures for the purpose of assuring the health and safety of students and self
- Maintains inventory of medications, supplies and student health informational records and provides information required by regulatory requirements
- Monitors students referred to the health office to ensure their safety and/or referring to school nurse and/or a medical professional for review and/or services
- Reports suspected child or substance abuse to appropriate State agency

SEE OTHER SIDE

Skills, Knowledge, and Abilities are required to

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions
- Administer first aid/CPR; handling body fluids and waste materials; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records
- Perform basic math, including calculations using fractions, percents, and/or ratios
- Ability to understand complex, multi-step written and oral instructions and procedures. Write routine documents, and speak clearly
- Specific knowledge based competencies required include: emergency first aid/CPR procedures; safety practices and procedures; health standards, reporting procedures and prioritization of cases
- Maintain confidentiality

JOB DESCRIPTION can be found on the Fountain Valley School District website at 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. 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 test and qualifications interview. The dates are to be determined. All applicants will be invited to attend the written test. Applicants who successfully complete the written test will be scheduled for the qualifications interview.

Written test (50%).....	TBD
Qualifications Appraisal Interview (50%)	TBD
<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.

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

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

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

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **PERSONNEL COMMISSION BUDGET FISCAL YEAR
2021-2022: SECOND READING AND ADOPTION**

DATE: May 17, 2021

Attached is the proposed 2021 - 2022 Personnel Commission budget for second reading and adoption.

RECOMMENDATION

The Personnel Commission approve/adopt the 2021-2022 Personnel Commission Budget.

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	
012819771 Personnel Commission							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
Total 012819771 Personnel Commission		238,716.14	289,754.00	0.00	147,239.95	<u>294,145</u>	