

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

Fountain Valley School District
PDC Room
10055 Slater Avenue
Fountain Valley, CA 92708

August 26, 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, June 24, 2021** *Action*
(Attachment #1)
4. **Reading and Approval of Minutes - Special Meeting of the Personnel Commission, August 4, 2021** *Action*
(Attachment #2)
5. **Agenda, Regular Meeting of the Board of Trustees, August 5, 2021** *Information*
(Attachment #3)
6. **Agenda, Special Meeting of the Board of Trustees, August 18, 2021** *Information*
(Attachment #4)
7. **Minutes, Regular Meeting of the Board of Trustees, June 10, 2021** *Information*
(Attachment #5)
8. **Minutes, Special Meeting of the Board of Trustees, June 12, 2021** *Information*
(Attachment #6)

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| <p>9. Minutes, Regular Meeting of the Board of Trustees, June 24, 2021
(Attachment #7)</p> <p>10. Minutes, Regular Meeting of the Board of Trustees, July 15, 2021
(Attachment #8)</p> <p>11. Director’s Report</p> <p>12. Commissioner’s Comments</p> <p>13. 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.</p> | <p><i>Information</i></p> <p><i>Information</i></p> <p><i>Information</i></p> <p><i>Information</i></p> |
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ADMINISTRATION

- | | |
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| <p>14. Classification Plan Amendment – Reclassification of Director, Human Resources.
(Attachment #9)</p> <p>15. Classification Plan Amendment – Reclassification of Technology Support Specialist.
(Attachment #10-#11)</p> <p>16. Classification Plan Amendment – Creation of the new classification of Director, Information Technology.
(Attachment #12-#13)</p> <p>17. Eligibility Lists
Behavior Intervention Assistant, Custodian, Director, Food Services, ESP Assistant, ESP Instructor, Guidance Technician, Health Assistant, Noon Duty Aide, Preschool Assistant, Special Education Data Technician, and Supervisor Child Care & Recreation Programs
(Attachments #14-#21)</p> | <p><i>Action</i></p> <p><i>Action</i></p> <p><i>Action</i></p> <p><i>Action</i></p> |
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PERSONNEL

- | | |
|--|---------------------------|
| <p>18. Job Announcements
(Attachments #22 - 28)</p> | <p><i>Information</i></p> |
|--|---------------------------|

FINANCIAL

- | | |
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| <p>19. Nothing at this time</p> | <p><i>Action</i></p> |
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CLOSED SESSION

20. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**September 23, 2021
3:30 p.m.
Board Room**

ADJOURNMENT

22. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF JUNE 24, 2021**

DATE: August 11, 2021

Attached for your approval are the minutes of the Personnel Commission regular meeting of June 24, 2021.

RECOMMENDATION

The Personnel Commission approve the minutes of the June 24, 2021 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

June 24, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:30 p.m. in the PDC room at 10055 Slater Avenue, Fountain Valley, California 92708. Mrs. Davis led the Pledge of Allegiance.

Present for the entire meeting:

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice – Chairperson
Ms. Cathie Abdel, Assistant Superintendent Personnel

Mr. Tony McCombs, Member (absent)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guest

No guests attended.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, May 27, 2021

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

Agenda, Regular Meeting of the Board of Trustees, June 10, 2021

Presented as an information item only.

Agenda, Special Meeting of the Board of Trustees, June 12, 2021

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, May 20, 2021

Presented as an information item only.

Director's Report

Ms. Abdel shared an update regarding our current classified job postings. Since our last meeting, we have posted for our Director of Food Services, Director of Safety and Human Resources, and Supervisor of Child Care & Recreation Programs. We are currently in the process of gathering information for the new positions of Guidance Technician and Wellness Specialist. She thanked the Personnel Commissioners for their insight and commitment to move forward with the Classified Employee of the Year event. It was very special to hold the event outdoors at Fulton and everyone had a wonderful evening. She hopes we will discuss holding it outdoors again next year. The years of service certificates were given to the principals and supervisors who presented them to the individual employees. Ms. Abdel stated we were able to hold the Classified Barbeque last week.

She had the opportunity at this event to present the years of service certificates to the maintenance, transportation and district office staff. Ms. Abdel stated we are honoring this year's classified retirees tonight at the Board meeting. We have Kathy Niemeyer, Brad Gulla, Lynn Ivans-Aaron, and Barbara Lazork attending along with their supervisors who will speak on their behalf.

Lastly, we have made it to the end of the school year. She was able to visit the ten school sites yesterday and it was great to see kids outside playing without masks and participating in fifth grade activities, promotions, celebrations, and dodge ball games. Ms. Abdel is very proud of the work we did this year. We were able to open our elementary schools on September 28 in the hybrid model and we ended back full in person for the last 9 weeks at our elementary schools. Kudos to everyone.

Commissioners' Comments

Mrs. Davis stated the awards night was just wonderful. Mr. Mullin stated he spoke with several people and they were excited to be recognized and to attend. Mr. Mullin stated the kids are thrilled to be back in school and seeing their friends without their masks.

Public Comments

No public comments received.

ADMINISTRATION

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for Food Services worker, Instructional Assistant, Instructional Assistant Mild/Moderate and Instructional Assistant Moderate/Severe as presented. Automatic second used due to the absence of Mr. McCombs. Motion carried.

PERSONNEL

Job Announcements

The open job posting for Noon Duty Aide was reviewed along with the dual certification job postings for Food Services Worker, and Health Assistant.

FINANCIAL

Approval of Invoice for CODESP

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

Approval of Invoice for CSPCA Membership

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

CLOSED SESSION

The Personnel Commission adjourned to closed session at 3:56 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

August 26, 2021 at 3:30 p.m.

PDC Room

ADJOURNMENT

The June 24, 2021, regular meeting of the Personnel Commission adjourned at 4:09 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: **MINUTES, PERSONNEL COMMISSION-SPECIAL
MEETING OF AUGUST 4, 2021**

DATE: August 11, 2021

Attached for your approval are the minutes of the Personnel Commission special of August 4, 2021.

RECOMMENDATION

The Personnel Commission approve the minutes of the August 4, 2021 Personnel Commission special meeting.

**FOUNTAIN VALLEY SCHOOL DISTRICT
PERSONNEL COMMISSION**

SPECIAL MEETING

MINUTES

August 4, 2021

3:00 p.m.

Mrs. Davis called the Special Meeting of the Personnel Commission to order at 3:04 p.m. in the PDC Room, 10055 Slater Avenue, Fountain Valley, California. Mr. McCombs led the Pledge of Allegiance.

Present for the entire meeting:

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

Mr. William Mullin, Chairperson (Absent)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests attended.

Introduction of Staff

Ms. Donna Johnson was in attendance.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 3:06 p.m.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

August 26, 2021 at 3:30 p.m.

Board Room

ADJOURNMENT

The August 4, 2021, special meeting of the Personnel Commission adjourned at 4:39 p.m.

Mrs. Carol Davis Vice-Chairperson for
Mr. William Mullin, Chairperson

Mr. Tony McCombs Member for
Mrs. Carol Davis Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF AUGUST 5, 2021**

DATE: August 11, 2021

Attached for your information is the agenda of the Board of Trustees regular meeting of August 5, 2021.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

A G E N D A

10055 Slater Avenue
Fountain Valley, CA 92708

August 5, 2021

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

M ___
 2nd ___
 V ___

- PLEDGE OF ALLEGIANCE

BOARD REPORTS AND COMMUNICATIONS

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

PUBLIC COMMENTS

Members of the community and staff are welcome to address the Board of Trustees on any item listed on the Agenda of Business or any other item of specific concern. If a member of the audience requests a response to their comments, the Board of Trustees may ask the Superintendent/Staff to respond to them in writing after the meeting, or direct that additional information be provided to the Board on a future agenda.

In order to address the Board of Trustees, please 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

1. **CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS**

M ___
 2nd ___
 V ___

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.

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

- 1-A.** Board Meeting Minutes from June 24th regular meeting
- 1-B.** Board Meeting Minutes from July 15th regular meeting
- 1-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 1-D.** Donations
- 1-E.** Warrants
- 1-F.** Purchase Order Listing

Consent Items

1-G. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2021-2022 D

Superintendent's Comments: It is recommended that the Board of Trustees approves Special Education Settlement Agreement 2021-2022 D.

1-H. LEARNING GENIE AGREEMENT 2021-2022 SCHOOL YEAR

Superintendent's Comments: It is recommended that the Board of Trustees approves the proposal from Learning Genie, Inc. for the 2021-2022 school year to continue providing access to DRDP tools for student assessments conducted by Child Care Programs teachers.

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

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with West Coast Air Conditioning Co., Inc. for the Talbert Middle 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.

1-J. AUTHORIZE THE USE OF GARDEN GROVE SCHOOL DISTRICT FROZEN, REFRIGERATED, PROCESSED COMMODITY, DRY GOODS AND SERVICES RFP NO. 2011

Superintendent’s Comments: It is recommended that the Board authorizes the Superintendent, or his designee, to approve the 2021-2022 Garden Grove School District Frozen, Refrigerated, Processed Commodity, Dry Goods and Services – RFP No. 2011.

1-K. APPROVE CHANGE ORDER #3 FOR THE TALBERT MIDDLE SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT

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

1-L. APPROVAL OF DISCOVERY SCIENCE TECHBOOK HANDS ON LABKIT REFILLS FOR FVSD ELEMENTARY SCHOOLS

Superintendent’s Comments: It is recommended that the Board of Trustees approves the TK-5th grade NGSS Hands on Lab Kit Refills.

1-M. APPROVAL OF DISCOVERY EDUCATION MYSTERY SCIENCE FOR ALL FVSD ELEMENTARY SCHOOLS

Superintendent’s Comments: It is recommended that the Board of Trustees approves the agreement with Discovery Education for Mystery Science for the 2021-22, 2022-23, and 2023-2024 school years for \$27,576.00.

1-N. 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
Mardan School	\$1,678.40	6/21/21-6/30/21
Mardan School	\$44,716.71	7/1/21-6/30/22
Secure Transportation Company, Inc.	\$30,000.00	7/12/21-6/30/22
Secure Transportation Company, Inc.	\$24,000.00	7/6/21-6/30/22
Secure Transportation Company, Inc.	\$24,000.00	7/6/21-6/30/22
Secure Transportation Company, Inc.	\$30,000.00	7/6/21-6/30/22

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, September 2, 2021 at 6:30PM pending approval this evening.

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: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF AUGUST 18, 2021**

DATE: August 18, 2021

Attached for your information is the agenda of the Board of Trustees special meeting of August 18, 2021.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

A G E N D A

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

August 18, 2021

Meeting Link: https://us02web.zoom.us/webinar/register/WN_NszIF4_8RYWqcbSlQT2pHQ

- CALL TO ORDER: 5:30PM
- ROLL CALL
- APPROVAL OF AGENDA

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

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.

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

LEGISLATIVE SESSION

1. 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

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.

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

1-A. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)

Consent Items

1-B. MEMORANDUM OF UNDERSTANDING BETWEEN ORANGE COUNTY DEPARTMENT OF EDUCATION AND FOUNTAIN VALLEY SCHOOL DISTRICT FOR INDEPENDENT STUDY COORDINATION AND SERVICES

Superintendent's Comments: It is recommended that the Board of Trustees approves the Memorandum of Understanding between Orange County Department of Education and Fountain Valley School District for Independent Study Coordination and Services for the 2021-22 school year.

SUPERINTENDENT'S COMMENTS/NEW ITEMS OF BUSINESS

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

- **CLOSED SESSION**

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

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

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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 JUNE 10, 2021**

DATE: August 11, 2021

Attached for your information are the minutes of the Board of Trustees regular meeting of June 10, 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_YQ8dPQxMSHSdnWAjlNuinQ

June 10, 2021

MINUTES

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

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

AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

Boy Scout Troop 412 led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

SPECIAL PRESENTATIONS

The Board of Trustees joined staff and the community to celebrate Masuda Teacher, Amy Jara, honored this evening as Fountain Valley School District's Teacher of the Year 2021.

CELEBRATION OF
FOUNTAIN VALLEY
SCHOOL DISTRICT
TEACHER OF THE
YEAR AMY JARA
CELEBRATION OF
FVSD TEACHERS
COMPLETING TWO-
YEAR INDUCTION
PROGRAM

It is an interest of the Board of Trustees to recognize dedication to the teaching profession and our students and therefore, the Board wishes to recognize the following five teachers who have completed the Fountain Valley School District's rigorous two-year Induction Program and are now eligible to receive their clear teaching credential: Kaitlyn Orzewski, Kelly Todd, Morgan Mowrey, Nicole Golf and Debra Piggee. The District recognizes

their commitment and hard work as well as that of their mentors, Leo Brignardello, Alyssa Brignardello, Staci Flores, Kayla Marley, Kara Thomas-Shepard, Katie Mullen, Jessica Craig, Randi Hubbard, Kristi Manthorne, Lauren Voss and Kathy Lewis, who supported them while they completed the program. The Board was joined by staff and the community in celebrating these educators.

Follow this, the Board took a brief recess.

The Board of Trustees was pleased to join our staff and community in celebrating our three retiring certificated staff: Lorri Walton, Kim Knotts and Nancy Raymond, and their lasting impact and dedication to the students, staff and families of the Fountain Valley School District.

RECOGNITION OF
CERTIFICATED
RETIREES LORRI
WALTON, KIM
KNOTTS AND NANCY
RAYMOND

Following this, the Board took a brief recess.

The Board of Trustees was pleased to join our staff and community in celebrating District Nurse Melanni Evans as she was recently honored by the Orange County School Nurse Organization as 2021 School Nurse of the Year.

CELEBRATION OF
ORANGE COUNTY
SCHOOL NURSE
ORGANIZATION
SCHOOL NURSE OF
THE YEAR MELANNI
EVANS

Following this, the Board took a brief recess.

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra provided an update for the Board of Trustees on the State Budget and its effect on the Fountain Valley School District. Mrs. Fullerton began by sharing a review of the District’s Mission Statement. Following this, she shared an overview of the State economy, including taxes, the labor market, personal income and housing. She noted that the May Revise reflects optimism surrounding the State’s economic outlook. In addition, she reviewed the Governor’s May Revise, noting the difference from this time last year, the recovery of the State’s General Fund and the \$100 billion California Comeback Plan. She shared as well the Governor’s other major proposals including additional one-time grants, Universal Transitional Kindergarten and increasing the LCFF concentration grant from 50% to 65% of the base grant. Mrs. Fullerton noted the items not included in the proposals including: complete payoff of deferrals, additional relief for school employer CalSTRS/CalPERS rate

BUDGET UPDATE
(ORAL AND
WRITTEN)

increases, relief for increased unemployment insurance rate costs and extension of Average Daily Attendance Hold Harmless Provision. Mrs. Fullerton also shared State Legislature budget updates. Following this, Mr. Guerra shared FVSD's budget and multi-year projections. He reviewed the District's budget at May Revise versus the Governor's budget. He noted ADA uncertainty and its impact on the District's budget. Mr. Guerra reviewed COVID one-time funding for the District for 2020-21 and 2021-22. Moreover, Mr. Guerra shared a review of General Fund revenues and expenditures and shared a summary of the District's General Fund. Mr. Guerra also shared multi-year projections and the assumptions tied to these projections. Following this, Mrs. Fullerton shared considerations on the horizon, including the possibility of enrollment decline, the expiration of CalSTRS and CalPERS buy-downs, a full return to "normal" in the fall and sustaining fiscal resiliency with a reserve cap. In closing, Mrs. Fullerton shared next steps with the Board including adoption of the 2021-22 Budget at the June 24th meeting, 2020-21 Unaudited Actuals in September and First Interim Revisions at the December 9th meeting.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Schultz noted how wonderful it was to have guests back in person in the Board Room. She welcomed the opportunity to celebrate everyone this evening with a live audience. She noted as well looking forward to what is going to happen with guidance regarding masks, etc. as we are all looking forward to more normalcy coming back.

Mr. Cunneen's activities since the last meeting included: Induction Colloquium, noting the wonderful opportunity this was to hear from our Year 1 and Year 2 induction candidates, Fountain Valley community meeting regarding coyotes, visit to Fulton Middle School and final performance of Dance Makers Incorporated, noting the great number of FVSD students past and present participating.

Mrs. Galindo's activities since the last meeting including: FVSF meeting and their donor appreciation event and a tour of Newland School. She again congratulated our Induction honorees and our retiring educators honored this evening.

Mr. Schultz commended Mrs. Abdel and Dr. Johnson for their wonderful comments about our educators this evening. His activities since our last meeting included: tours of our three middle

schools, presentation by our Tamura Techno Tigers on their robotics program, Dr. Bruce Perry seminar regarding trauma and brain development, noting the importance for a child in feeling connected to one adult, and the FVSF donor appreciation event. He commended Amelia Terich and her students for their letters to our soldiers, noting that they recently received responses back.

Mrs. Crandall thanked Mrs. Lucchese for her zoom efforts. Her activities since the last meeting included: Capitol Advisor webinar, tours of nine of our ten campuses with a visit to Talbert scheduled next week, FVSF meeting and their donor appreciation event, Induction Colloquium, and the Classified Employee celebration event. She thanked her fellow trustees for their service this month.

PUBLIC HEARINGS

A public hearing shall be held for the purpose of discussing the Fountain Valley School District’s Local Control Accountability Plan for the year ending June 30, 2022. Public input was welcomed. There were no requests to address the Board and the hearing was closed.

2021-2022 LOCAL CONTROL ACCOUNTABILITY PLAN

A public hearing shall be held for the purpose of discussing the proposed 2021-22 final budget prior to approval by the Board of Trustees. Public input was welcomed. There were no requests to address the Board and the hearing was closed.

PUBLIC HEARING FOR 2021-22 BUDGET

PUBLIC COMMENTS

There was one request to address the Board of Trustees. A certificated employee addressed the Board regarding prep periods.

PUBLIC COMMENTS

LEGISLATIVE SESSION

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

DECLARATION OF NEED

Second: Mr. Cunneen

Vote: 5-0

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

CONSENT CALENDAR

Second: Mrs. Galindo

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from March 13th special meeting
- Board Meeting Minutes from May 20th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Transfers and Adjustments
- Review of Investment Policy
- Approve the Agreement for Professional Services with Tao Rossini
- Approval to Enter into A Contract with Follett to Purchase Follett Destiny Resource Manager
- Resolution 2021-20: Approval of Local Agreement for Child Development Services Contract Number Cspp-1344 And Authorizing Signature
- Award Bid #21-04 Modular Buildings-Sitework Only (Talbert Middle School)
- Award Bid #21-09 Asphalt Paving – Various Sites
- Non-Public Agency Contracts
- Non-Public Agency Contracts

Non-public school/agency	100% contract cost	Effective dates
Hiddleston Listening, Language and Speech Center	\$2,250	7/1/20-6/30/21

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked Mrs. Abdel for her celebration of our Classified employees earlier this month, in addition to her celebration of our employees this evening. He thanked Mrs. Arjian for her efforts as well. He congratulated our Induction candidates and thanked our mentors celebrated this evening. In addition, he commended Mr. Guerra and Mrs. Fullerton for their presentation this evening, thanking them for the clarity they provide. He noted walking Talbert and Gisler, sharing the progress at both sites as these projects come to a close, and the progress at Oka and Newland as these projects begin. He thanked our teachers for their patience as they go through construction. He noted the upcoming June 14th Track Meet, thanking Mr. Hastie and his team for preparing Fulton for this event. In addition, he noted the abundance of information available in the media as we anticipate updated guidance for school districts. In the meantime, he expressed his heartfelt thanks to our teachers and staff for all that they continue to do for our students.

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*
- Public Employee Performance Evaluation: *Government Code Section 54957 & 54957.1*
The Board will meet in closed session to discuss the annual performance evaluation of the superintendent.

ADJOURNMENT

Motion: Mrs. Crandall moved to adjourn the meeting at 11:10PM.

Second: Mr. 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 SPECIAL
MEETING OF JUNE 12, 2021**

DATE: August 11, 2021

Attached for your information are the minutes of the Board of Trustees special meeting of June 12, 2021.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

June 12, 2021

MINUTES

President Crandall called the special meeting of the Board of Trustees to order at 10:05AM.

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: Mr. Cunneen moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

Mrs. Crandall led the Pledge of Allegiance.

PLEDGE OF
ALLEGIANCE

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

BOARD WORKSHOPS

The Governance Team participated in a workshop to discuss practices, protocols, priorities and Governance Team effectiveness

GOVERNANCE
WORKSHOP

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 11:51AM.

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 JUNE 24, 2021**

DATE: August 11, 2021

Attached for your information are the minutes of the Board of Trustees regular meeting of June 24, 2021.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

June 24, 2021

MINUTES

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

CALL TO ORDER

The following board members were present:

ROLL CALL

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

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

AGENDA APPROVAL

Second: Mr. Cunneen

Vote: 5-0

The Pledge of Allegiance was led by Mr. Schultz

PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

The Board of Trustees joined staff and the community to celebrate Sam Koser, Maintenance and Operations, honored this evening as Fountain Valley School District's Classified Employee of the Year 2021.

CELEBRATION OF
FOUNTAIN VALLEY
SCHOOL DISTRICT
CLASSIFIED
EMPLOYEE OF THE
YEAR SAM KOSER

The Board of Trustees joined our staff and community in celebrating our six retiring classified staff: Brad Gulla, Lynn Ivans-Aaron, Barbara Lazorek, Kathy Niemeyer, Bulmaro Sanchez and Diane Sharpe, and their lasting impact and dedication to the students, staff and families of the Fountain Valley School District.

RECOGNITION OF
CLASSIFIED
RETIREEES BRAD
GULLA, LYNN IVANS-
AARON, BARBARA
LAZOREK, KATHY
NIEMEYER,

Tonight, the Board of Trustees joined staff and our community in thanking Dr. McLaughlin for the lasting impact he has had on our District and celebrating him as a forever FVSD Family member.

BULMARO SANCHEZ
AND DIANE SHARPE
CELEBRATION OF
OUTGOING
ASSISTANT
SUPERINTENDENT,
EDUCATIONAL
SERVICES, DR. STEVE
MCLAUGHLIN

Following this, the Board took a brief recess.

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen's activities since the last meeting included: Governance Team Board workshop, graduation at Huntington Beach High School and Fulton promotion. In closing, he thanked Dr. McLaughlin and wished him well.

Mrs. Galindo's activities since the last meeting including: Governance Team Board workshop and Masuda promotion. She commended our promoting students.

Mr. Schultz' activities since our last meeting included: teleconference with President Obama regarding getting students involved in democracy again, zooms with Governor Newsom regarding funding, and Senator Dave Min regarding lowering violence in schools, tours of Newland, Gisler and Plavan, Masuda promotion and Jon Gordon's Power of Positive Schools conference.

Mrs. Schultz' activities since the last meeting included: Governance Team Board workshop. She noted looking forward to the fall and the positive attitudes that will continue into the next school year. She also noted feeling that the community can trust our District. She congratulated our promoting eighth graders and to our younger students, highlighted all that we have to look forward to and be excited for next year.

Mrs. Crandall thanked our students, parents and all of our employees and administrators for all that they have given this past year. Her activities since the last meeting included: Governance Team Board workshop, tour of Talbert, Track Meet at Fulton, outdoor performance by Masuda rock band, M&O BBQ, Talbert promotion, SPC meeting and grad night for FVHS. She thanked her fellow trustees for their service this month.

PUBLIC COMMENTS

There were no request to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Cunneen moved to approve the of Addendum to Employment Contract for Assistant Superintendent, Educational Services.

APPROVAL OF
ADDENDUM TO
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT
, EDUCATIONAL
SERVICES

Second: Mrs. Galindo

Vote: 5-0

Motion: Mr. Schultz moved to approve the Employment Contract for Assistant Superintendent, Business Services.

APPROVAL OF
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT
, BUSINESS
SERVICES

Second: Mrs. Schultz

Vote: 5-0

Motion: Mrs. Galindo moved to approve the Employment Contract for Assistant Superintendent, Personnel.

APPROVAL OF
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT
, PERSONNEL

Second: Mrs. Crandall

Vote: 5-0

Motion: Mr. Schultz moved to approve the Employment Contract for Superintendent.

APPROVAL OF
EMPLOYMENT
CONTRACT FOR
SUPERINTENDENT

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Schultz moved to approve amendment to regular meeting schedule to add meeting in July on July 15, 2021.

APPROVAL OF
AMENDMENT TO
REGULAR
MEETING
SCHEDULE TO
ADD MEETING IN
JULY

Second: Mrs. Crandall

Vote: 5-0

- | | | |
|---------|--|---|
| Motion: | Mrs. Galindo moved to approve the 2021-22 Local Control Accountability Plan for Fountain Valley School District. | APPROVAL OF THE 2021-22 LOCAL CONTROL ACCOUNTABILITY PLAN FOR FOUNTAIN VALLEY SCHOOL DISTRICT |
| Second: | Mr. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mr. Cunneen moved to approve the 2021-22 District Budget. | APPROVAL OF 2021-22 DISTRICT BUDGET |
| Second: | Mrs. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mrs. Schultz moved to approve the CA Dashboard Local Performance Indicator Self-Reflection. | APPROVAL OF CA DASHBOARD LOCAL PERFORMANCE INDICATOR SELF-REFLECTION |
| Second: | Mrs. Galindo | |
| Vote: | 5-0 | |
| Motion: | Mrs. Crandall moved to approve the Consent Calendar. | CONSENT CALENDAR |
| Second: | Mr. Cunneen | |
| Vote: | 5-0 | |

The Consent Calendar included:

- Board Meeting Minutes from June 10th regular meeting
- Board Meeting Minutes from June 12th special meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Memorandum of Understanding Between Orange County Department of Education and Fountain Valley School District for Special Schools Program
- Resolution 2022-01: Authorization of Signatures on Replacement Warrants
- Resolution 2022-02: Appointment of Custodian of Revolving Cash Fund
- Resolution 2022-03: Authorization of Approval of Vendor Claims/Orders

- Resolution 2022-04: Authorization of Signatures
- Care Solace
- Language Network
- Special Education Settlement Agreement 2021-2022 A
- Special Education Settlement Agreement 2021-2022 B
- Special Education Settlement Agreement 2021-2022 C
- Educational Technologies Annual Renewals
- Accept the Measure O Citizen’s Bond Oversight Committee’s 2020-2021 Annual Report
- Williams Uniform Complaint Quarterly Report (Quarter #4: April 1 – June 30, 2021)
- Schoolcare Works By Procure Software Service Agreement for the 2021-2022 School Year
- Memorandum of Understanding Between Fountain Valley School District and California School Employees Association and Its Fountain Valley Chapter 358
- Professional Development By Discovery Education for FVSD Elementary Schools Grades Tk-5
- Resolution 2022-05 Temporary Inter-Fund Transfers from Fund 40 In 2021-22 Fiscal Year
- Resolution 2022-06 – Resolution to Designate the Observance of Lincoln Day Holiday On February 14, 2022
- 2021-22 Mandate Block Grant
- Approval of Orange County Department of Education Powerschool And Electronic Document Management System Agreements
- Student Accident Insurance
- Resolution 2022-07 – Resolution to Establish an Associate Student Body (ASB) Special Revenue Fund
- Approve Change Order #4 For the Gisler Elementary School Measure O HVAC And Modernization Project
- Approve Memorandum of Understanding with The Huntington Beach Union High School District for The Supply and Purchase of Fuel
- Appoint Members of Citizen’s Bond Oversight Committee
- Independent Contract for Behavior Solutions
- Consolidated Application - Spring 2021 Release
- Goodwill Industries of Orange County – DHH Program Service Agreement
- Resolution 2022-08 Education Protection Account (EPA) Funding and Spending Determinations for the 2021-22 Fiscal Year
- Non-Public Agency Contracts

Non-public school/agency	100% contract cost	Effective dates
Kimberly J. Hiddleston dba: Hiddleston Listening, Language & Speech Center	N/A	7/1/21-6/30/22

Kimberly J. Hiddleson dba: Hiddleson Listening, Language & Speech Center	\$8,896.56	7/1/21-6/30/22
Mardan School	N/A	7/1/21-6/30/22
Mardan School	\$43,645.74	7/1/21-6/30/22
Olive Crest Academy & Olive Crest Acad. – N	N/A	7/1/21-6/30/22
Olive Crest Academy & Olive Crest Acad. – N	\$51,068.00	7/1/21-6/30-22
Speech and Language Development Center	N/A	7/1/21-6/30/22
Speech and Language Development Center	\$62,121.60	7/1/21-6/30/22
Secure Transportation Company, Inc.	\$30,000.00	7/6/21-6/30/22

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked Dr. Gargus for his efforts to put together our LCAP, commending his work, time and excellence. Thanked Ms. Acevedo for taking the time to train this evening. In closing, he noted that after a complex year, it was a remarkable day starting with promotions at our middle schools. He commended our Board for their tireless efforts for our students and to our senior managers for their endless work on behalf of our students. In closing, he celebrated Dr. McLaughlin, noting what a gift to our District he has been and what a remarkable superintendent he will be. To be at a regular meeting tonight, in person, is so special, especially with the opportunity to celebrate people. He thanked the Board of Trustees for this opportunity.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 8:12PM.

Second: Mrs. Galindo

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 JULY 15, 2021**

DATE: August 11, 2021

Attached for your information are the minutes of the Board of Trustees regular meeting of July 15, 2021.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

July 15, 2021

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 6:16pm.

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

The Pledge of Allegiance was led by Mrs. Schultz

PLEDGE OF
ALLEGIANCE

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

The public portion of the meeting resumed at 6:30 PM.

BOARD REPORTS AND COMMUNICATIONS

Mr. Schultz did not have a report to share this evening.

Mrs. Schultz did not have a report to share this evening.

Mr. Cunneen's activities since the last meeting included: visit to the Summer School Program at Courreges and OCSBA State budget update. Mr. Cunneen commended Dr. Gargus for the effective program he designed for summer school. He also welcomed Dr. Stopp.

Mrs. Galindo did not have a report to share this evening.

Mrs. Crandall thanked Dr. Gargus for his vision and design of the summer school program. She also expressed gratitude to Mrs. Abdel, Mrs. Fullerton, the TOSAs and the individual teachers that assisted in putting it together. Her activities since the last meeting included: tour of the summer school program at Courreges and the Extended School Year program at Plavan, retirement for Mrs. Niemeyer at the District Office, and OCSBA State budget update. She thanked her fellow trustees for their service the past two weeks.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Cunneen moved to approve the Employment Contract for Dr. Katherine Stopp, Assistant Superintendent, Educational Services.

Second: Mr. Schultz

Vote: 5-0

APPROVAL OF
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT
, EDUCATIONAL
SERVICES DR.
KATHERINE
STOPP

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

Second: Mr. Schultz

Vote: 5-0

CONSENT
CALENDAR

The Consent Calendar included:

- Approval of Contract Renewal with Newsela
- Authorize the Use of The Anaheim Union High School District Bid #2021-18 Milk and Dairy Products for The Purchase of Milk Juice and Dairy Products
- Approval to Purchase Cloud-Based Web Filtering and Classroom Management Software from Securly, Inc. For \$103,212.00 Over Three Years
- Approve the Annual Agreement for Fiscal and Management Information Services with School Services of California, Inc.

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked Dr. Stopp’s family for joining us this evening. He also thanked Mrs. Abdel and the committee for their process in selecting Dr. Stopp as our newest Assistant Superintendent, Educational Services. In addition, he thanked the Board for welcoming Dr. Stopp. In closing he thanked Ms. Acevedo for being here this evening.

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 6:51PM.

Second: Mr. Cunneen

Vote: 5-0

/rl



MEMORANDUM

TO: Personnel Commission
FROM: Cathie Abdel, Assistant Superintendent, Personnel
SUBJECT: CLASSIFICATION PLAN AMENDMENT - RECLASSIFICATION OF
DIRECTOR, HUMAN RESOURCES
DATE: August 18, 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 Human Resources will include for the purpose/s of coordinating, organizing and directing classified personnel functions of the district in accordance with the Merit System, Personnel Commission Rules and Regulations, and applicable practices and laws, and supervising and monitoring the district's safety and risk management programs.

The Director of 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, supervising and monitoring the district's safety and risk management programs, including serving as Director for the Personnel Commission. Sixty percent of this position will serve in this capacity.

Regarding the rate of pay for the position of Director, 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, Human Resources.
2. It is recommended that the Personnel commission recommend to the Board of Trustees placement of the classification of Director, Human Resources on range 17 of the Classified Management Salary schedule.

JOB DESCRIPTION
Fountain Valley School District

Director, Human Resources

Purpose Statement

The job of Director of Human Resources is done for the purpose/s of coordinating, organizing and directing classified personnel functions of the district in accordance with the Merit System, Personnel Commission Rules and Regulations, and applicable practices and laws, and supervising and monitoring the district's safety and risk management programs.

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 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.
- 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 classified personnel and safety/risk management 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 classified personnel.
- Supervises and monitors safety/risk management programs, and workers' compensation program.
- Supports the District's Crisis Response Team and represents the district on interagency committees, including law enforcement, fire and other safety agencies.
- 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: 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: 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 Commission

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

DATE: August 17, 2021

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: RECLASSIFICATION STUDY – TECHNOLOGY SUPPORT SPECIALIST

Background

This request was brought to me by the supervisor of the position in question, Technology Support Specialist. Mr. Parham Sadegh, Supervisor, Information Technology reported that the current classification specification did not accurately describe the duties being performed by the incumbent, Christian Yepiz. A Position Classification Questionnaire was completed by Christian Yepiz and Parham Sadegh. They reviewed the current duties of Christian's position and identified timelines and patterns of the accretion of additional duties by Christian in his current position of Technology Support Specialist. The information was reviewed and approved by Mr. Sadegh and his supervisor, Chris Fullerton, Assistant Superintendent, Business Services.

Analysis

The position of Technology Support Specialist is a single position class placed on Range 80. Above in the hierarchy in the class of Information Technology is Computer/Network Specialist, which is approximately 16% higher on the salary schedule.

When Christian was initially hired as Technology Support Specialist, the IT Department was smaller and responsible for fewer, less complex devices. Over the years, the role of the Technology Support Specialist has expanded beyond its original scope from simple break/fix/helpdesk duties to a more specialized role encompassing new technologies that require greater knowledge of network operations.

One of the biggest changes came about with the introduction of WiFi and Cisco Meraki. These systems require a greater level of knowledge from the individual tasked with configuring and maintaining the system. For example, configuring WiFi to work reliably requires the ability to configure brocade switches through a command line interface, a deep understanding of TCP/IP, VLAN protocols, the OSI model, firewall rules, and basic network security principles. These skills are aligned with the functions identified in the Computer Network Specialist job description.

In addition, new technologies have been introduced into our organization and to the duties of the Technology Support Specialist that require the same level of knowledge and responsibilities to that of the Computer/Network Specialist. Examples of that include:

- **Brocade** – *Configuring and modifying network hardware (VLAN, IP Routing, Fiber) for the purpose of ensuring safe, secure, and reliable internet to staff, students, and guests.*
- **Zoom** - *Administration, training and configuring in real-time.*
- **Meraki Firewall** – *Designing, configuring, and updating policies to maintain network security across platforms, including Advanced Malware Protection (AMP) risk assessments.*
- **MS Server** - *Administrate system servers that perform crucial operations such as Active Directory, DNS, DHCP (addressing schemes), and GADS. Configure and make modifications as necessary to DNS and DHCP.*
- **VMWare** – *Troubleshooting, and maintaining server instances, migrations if necessary.*
- **IOT** – *Consult, administer, maintain or design policy for infrastructure devices such as network thermostats, casting devices, wireless printers, including potential new technologies such as network cameras, and security devices.*
- **Intel Unite** – *Configuring and maintaining enterprise technology introduced to enhance the learning experience by allowing student and staff to cast simultaneously to screens in every classroom.*
- **Securly Internet Filter** – *Designing, configuring, and maintaining policies to ensure CIPA compliance.*
- **Cylance AV/Malwarebytes** – *Configuring policies, performing installations, reviewing and responding to viruses/malware found across all platforms over LAN and WAN.*
- **SAN** – *Assisting network specialist with installation, configuration, and maintenance of technologies that provide storage, and user data.*

Over the past three years, the depth and complexity of tasks that Christian has been performing have increased substantially, going beyond assessment and assisting with technology administration and maintenance to administering and configuring the district computer and network hardware. The accretion of these duties have evolved over the course of the past three years and are duties typically outlined in the job description of a Computer/Network Specialist:

The purpose of designing, configuring, installing, maintaining and repairing network systems, and servers; providing information, direction and/or recommendations regarding network installations and configurations and resolving operational issues.

The minimum qualifications for Computer/Network Specialist include any combination of education and experience equivalent to: Bachelor of Science degree in Computer Science, Information Technology, Engineering or closely related field OR an Associate's degree with a certificate in a related area plus four years of experience. Christian Yepiz meets the minimum qualifications for the position of Computer/Network Specialist listed above.

The analysis shows that Christian Yepiz has increasingly taken on new job duties and responsibilities aligned with Computer/Network Specialist and meets the requirement to be reclassified without examination and is supported.

It is for this reason that I recommend reclassifying Christian Yepiz to Computer/Network Specialist.

Recommendations

1. Reclassify the position of Technology Support Specialist to Computer/Network Specialist.
2. Reclassify the incumbent, Christian Yepiz, with the position as he has been in the class for longer than two years as stated in Education Code Section 45285 and Personnel Commission Rule 309.1.

JOB DESCRIPTION
Fountain Valley School District

Computer/Network Specialist

Purpose Statement

The job of Computer/Network Specialist is done for the purpose/s of designing, configuring, installing, maintaining, and repairing network systems, subsystems and servers; overseeing the computer/server room operation and environment; providing information, direction and/or recommendations regarding network installations and configurations; resolving network operational issues; and providing 2nd level technical support to district and site staff.

This job reports to the Information Technology Supervisor

Essential Functions

- Administers systems and servers related to district networks (e.g. documentation, backup/restore, security, virus protection, performance monitoring, user access rights, addressing schemes, etc.) for the purpose of ensuring availability of services to authorized users.
- Configures computer and network hardware (e.g. network servers, routers, etc.) for the purpose of ensuring availability for use by District personnel.
- Designs computer network systems (e.g. logical and physical design, addressing, capacity planning, etc.) for the purpose of ensuring effective and efficient operating systems.
- Installs network (client and server) software on a variety of platforms (e.g. service packs, application software, operating software, hardware upgrades, etc.) for the purpose of upgrading and maintaining District computers and networks.
- Maintains network operations and software applications (e.g. servers (file, print, application, proxy), etc.) for the purpose of ensuring efficient operations.
- Manages assigned projects and program components (e.g. migration to new systems; scheduling installations, product research, etc.) for the purpose of delivering services in compliance with established guidelines and/or objectives.
- Participates in a variety of meetings (e.g. workshops, district committees, seminars, conferences, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs installation, configuring and maintaining network services and equipment (e.g. switches, routers, servers, etc.) for the purpose of meeting district network systems requirements.
- Prepares written materials (e.g. procedures, standard desktop/laptop configuration, system level documentation, reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Recommends software, hardware, equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
- Repairs computers, peripherals, network equipment and software for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Researches trends, best practices, policies, products, equipment for the purpose of recommending procedures and/or purchases.
- Responds to inquiries from a variety of sources (e.g. District office staff, administrators, outside vendors and service providers, etc.) for the purpose of providing technical assistance and support.

- Supports other members of the technical staff (e.g. assist in designing and producing reports, provide 2nd tier support for difficult problems, etc.) for the purpose of providing direction and/or solving technical problems.
- Trains other District staff (primarily within the technology area) for the purpose of ensuring their ability to use new and/or existing operating systems and application software.
- Troubleshoots malfunctions of network hardware and/or software applications within the District's networks and servers (e.g. VMWare, MS servers, computer room equipment, etc.) for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

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: current, legacy and emerging operating systems; environments and network protocols; router configurations; software applications; data security, project management, processes and methodology.

ABILITY is required to schedule activities and/or meetings; gather and/or collate 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 and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types 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 significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; meeting schedules and deadlines; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; and working nonstandard hours.

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 significant resources from other work units is sometimes 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: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 30% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Bachelor of Science in Computer Science, Information Technology, Engineering or a closely related field and two years experience in networking, telecommunications, and computer system installation, operation, maintenance, and repair OR an Associates degree with a certificate in a related area plus four years of experience as listed above.

Required Testing

Job-Related Skills Proficiency Test

Certificates

MCSE, CCNA, CISSP Certifications

Continuing Educ./Training

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

95

JOB DESCRIPTION
Fountain Valley School District

Technology Support Specialist

Purpose Statement

The job of Technology Support Specialist is done for the purpose/s of maintaining computer and network infrastructure equipment in functional operating condition; resolving immediate operational and/or safety concerns; and providing in-service training on applications and hardware.

This job reports to the Information Technology Supervisor

Essential Functions

- Assesses malfunctions of hardware and/or software applications (e.g. mobile devices, laptops, tablets, etc.) for the purpose of determining appropriate actions to maintain computer and network operations.
- Assists with a variety of technology administration and maintenance for the purpose of ensuring efficient operations.
- Attends meetings as assigned (e.g. staff meetings, vendor meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Configure network and computing equipment (e.g. user folders, data management, software, software updates, wireless devices, image new computers, setup accounts, transfer files, etc.) for the purpose of maintaining safe and effective district and site operation including classrooms, library and computer labs.
- Installs laptop and desktop hardware and software (e.g. upgrades, service packs, application software, operating system software, etc.) for the purpose of upgrading and maintaining District computers and networks.
- Maintains tablet, laptop, desktop, and server computers, printers, and software for the purpose of ensuring availability of computer and network equipment are operating in a safe and functional condition.
- Maintains District Internet, WiFi system, devices and equipment (e.g. routers, endpoints, logical configuration, log-ins/passwords, capacity, filtering system, etc.) for the purpose of ensuring availability of services to authorized users.
- Prepares a variety of written materials (e.g. user documentation, training, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends equipment, supplies and materials for the purpose of acquiring required items and completing jobs efficiently.
- Researches trends, best practices, policies, products, equipment for the purpose of recommending procedures and/or purchases.
- Responds to a variety of inquires (e.g. how to use software, fixing problems, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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: adhering to standard safety practices; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of computers; current generation operating systems and network protocols; educational software applications.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: displaying technical aptitude; adapting to changing work priorities; establishing effective working relationships; communicating with diverse groups; being attentive to detail; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; 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 a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in some varying atmospheric conditions.

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

Education Community college and/or vocational school degree with study in job-related area.

Equivalency Associate's degree or certificate in Computer Science or Information Technology or related field and three years of increasingly responsible Macintosh experience. Industry certifications such as A+, Macintosh System Administrator, Apple Deployment Specialist or Mac Support Professional (OS X) are desirable.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance
DOJ Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Salary Range

80



Fountain Valley School District

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

MEMORANDUM

TO: Personnel Commissioners

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: CLASSIFICATION REVIEW – INFORMATION TECHNOLOGY SUPERVISOR

DATE: August 17, 2021

The request for a review of this position is from Chris Fullerton, Assistant Superintendent, Business, and necessitated by the reassignment of the IT Department from Educational Services to Business Services, the growth in personnel and responsibility of the IT department and the accretion of job duties and responsibilities requiring additional leadership and autonomy in decision-making and project planning. The proposal is considered a reclassification due to the major changes that took place over a matter of years, though there are additional new responsibilities assigned in the revised job description.

Background

Prior to 2017, Information Technology was housed in the Educational Services Division under the director of the Director, Assessment and Accountability. In 2017, the department moved into the Business Services Division and the Information Technology Supervisor began reporting to the Assistant Superintendent of Business Services. In this new structure, the position was given more autonomy and responsibility for planning and coordination of IT projects and activities. The department has grown, increasing in both staff and technology. Parham's staff has increased as the Application Specialist and Field Support Help Desk Technicians were added to the department. In the last few years, Wi-Fi access points have grown from 11 to over 400 and other devices, including student Chromebooks, have increased from fewer than 500 to over 14,000. Parham has also been asked to collaborate with Educational Services in the researching, planning and integration of educational software such as ST Math, Florida Virtual School and IXL.

The main area of duty accretion has occurred in the planning of projects assigned to the Technology Department. The Information Technology Supervisor's representative duties state "Implements technology activities and/or projects ... for the purpose of serving the technological needs of students, educators, district operations, staff and the public" and "Manage a variety of projects and/or activities.... for the purpose of ensuring availability of instructional materials and district operations." However, the complexity and skill necessary to plan and implement the projects under Parham's purview have increased to a higher level than required of a Supervisor. In this area, Parham has taken on the following duties that match the skill level of a Director of Information Technology:

- Researching, planning and implementing a variety of instructional applications for use by students and teachers both in the classroom and in distance learning
- Preparing Board items for RFP and contract approval
- Preparing RFP documents, including those associated with the E-Rate program
- RFP scoring and recommending the award of contract
- Negotiating vendor services and contracts
- Developing and managing IT projects – including Viewsonic installation, 1:1 Chromebook distribution, installation of Wi-Fi hubs, change out of switches and cabinets
- Developing and monitoring the technology budget, using a variety of sources including one-time and on-going funds
- Designing and providing training to staff on the use of hardware and software such as Viewsonics, document cameras, Clever Single Sign On

In addition, over the last 18 months, Parham has been instrumental in ensuring students and staff have the necessary equipment for distance teaching and learning as well as working with colleagues in Educational Services to integrate software such as IXL and Florida Virtual School

Over the past four years, the depth and complexity of tasks that Parham is asked to perform have increased substantially. Parham is performing duties typically outlined in the job description of a Director, and has been doing so for a number of years.

Title

The responsibilities proposed warrant an increase within the management hierarchy to that of a director. The title of Director, Information Technology better reflects the increased areas and complexity of responsibility.

Salary Review

The increased level of responsibility also warrants review of the salary range for the position. We were able to conduct an external search and compare job classifications, responsibilities and management classes in like districts.

Based on the information available and the comparison and analysis of classes, the recommendation is to place this classification at range 14 on the Classified Management Salary Schedule.

Recommendations

1. It is recommended that the Personnel Commission approved the title change from Information Technology Supervisor to Director, Information Technology.
2. It is recommended that the Personnel Commission approved the revised job description for Director, Information Technology.
3. It is recommended that the Personnel Commission approve the placement of the class of Director, Information Technology at range 14 on the Classified Management Salary Schedule.

JOB DESCRIPTION
Fountain Valley School District

Director, Information Technology

Purpose Statement

The job of Director, Information Technology is done for the purpose/s of supervising, coordinating, , implementing, directing and maintaining the district's hardware and software and use of technology within the curriculum and business applications; overseeing assigned personnel; evaluating and providing recommendations regarding complementing classroom instruction and business information systems with network and data communications hardware and software.

This job reports to the Assistant Superintendent, Business Administration

Essential Functions

- Collaborates with internal and external personnel (e.g. other administrators, staff, etc.) for the purpose of developing implementing and/or maintaining technology services; and integration of classroom educational technology.
- Conducts and participates in meetings, workshops and seminars (e.g. staff meetings, industry groups, leadership meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Coordinates the maintenance of computer hardware and software applications through the use of service contractors and District staff (e.g. WiFi network, connectivity, student information system, student data warehouse, databases, educational apps, etc.) for the purpose of ensuring availability of instructional materials and district operations.
- Coordinates and manages a variety of projects and/or activities (e.g. E-Rate program, CALPADS data entry, 1:1 learning program, technology procurement, software licensing, IT initiatives, etc.) for the purpose of providing services within established time frames and in compliance with requirements.
- Designs and Implements technology activities and/or projects (e.g. ParentPortal, single sign on, classroom hardware, etc.) for the purpose of serving the technological needs of students, educators, district operations, staff and the public.
- Develops and oversees an inventory system for all District and school site devices, including 1:1 student mobile computing devices
- Engineers computer networks (e.g. reviews/analyzes systems and determines improvements, etc.) for the purpose of providing reliable communication applications.
- Leads in the development of policies and procedures relating to District technology (e.g. computers, networking, software, peripherals, etc.) for the purpose of providing safe and secure technology programs for staff and students.
- Negotiates agreements, orders/arranges for service and reviews a variety of documentation (e.g. purchase orders, requests for new/additional technology, bid specifications, etc.) for the purpose of ensuring accuracy, feasibility and compliance with established guidelines and district goals.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

- Plans, prepares and manages budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Plans and oversees District-wide protocols and security practices involving passwords email addresses, software operation specifications, file, and related resources.
- Prepares a variety of materials (e.g. configuration and bid specifications, system and user documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides leadership and technical support (e.g. defines department goals and objectives; establishes policies, procedures, and standards, etc.) for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Researches network and data communications hardware and software (e.g. educational technology devices/apps, etc.) for the purpose of previewing products to provide recommendations regarding applications and purchases.
- Responds to inquires (e.g. requests for new/additional data processing, questions about technology plans, requests/concerns of parents/teachers, etc.) for the purpose of providing information and/or direction.
- Serves as liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating district activities.
- Supervises department personnel (e.g. hiring/termination recommendations, disciplinary action, transfers, reassignments, planning/scheduling/coordinating activities, training, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely 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; planning and managing projects; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; managing technical employees; and utilizing pertinent computer hardware and software applications.

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: pertinent laws, codes, policies, and/or regulations; personnel processes; current and emerging network and data communications hardware and software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds and technology expertise; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; providing direction; leadership; and setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; supervising the use of funds. Utilization of resources from other work units is often 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, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Bachelor's degree in the field of information technology or engineering or any related field AND three years of experience including the development, installation, and maintenance of data systems, LAN/WAN, administrative and educational applications of technology, preferably including supervisory experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

- Criminal Background Clearance
- DOJ Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

8/26/2021

Salary Range

14

JOB DESCRIPTION
Fountain Valley School District

Information Technology Supervisor

Purpose Statement

The job of Information Technology Supervisor is done for the purpose/s of planning, implementing, directing and maintaining the district's hardware and software and use of technology within the curriculum and business applications; overseeing assigned personnel; evaluating and providing recommendations regarding complementing classroom instruction and business information systems with network and data communications hardware and software.

This job reports to the Assistant Superintendent, Business Administration

Essential Functions

- Assists with developing policies and procedures relating to District technology (e.g. computers, networking, software, peripherals, etc.) for the purpose of providing safe and secure technology programs for staff and students.
- Collaborates with internal and external personnel (e.g. other administrators, staff, etc.) for the purpose of implementing and/or maintaining technology services; and integration of classroom educational technology.
- Engineers computer networks (e.g. reviews/analyzes systems and determines improvements, etc.) for the purpose of providing reliable communication applications.
- Implements technology activities and/or projects (e.g. ParentPortal, single sign on, classroom hardware, etc.) for the purpose of serving the technological needs of students, educators, district operations, staff and the public.
- Maintains computer hardware and software applications through the use of service contractors and District staff (e.g. WiFi network, connectivity, student information system, student data warehouse, databases, educational apps, etc.) for the purpose of ensuring availability of instructional materials and district operations.
- Manages a variety of projects and/or activities (e.g. E-Rate program, CALPADS data entry, BYOD learning program, technology procurement, software licensing, IT initiatives, etc.) for the purpose of providing services within established time frames and in compliance with requirements.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars (e.g. staff meetings, industry groups, leadership meetings, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of materials (e.g. configuration and bid specifications, system and user documentation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Provides leadership and technical support (e.g. defines department goals and objectives; establishes policies, procedures, and standards, etc.) for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system.
- Researches network and data communications hardware and software (e.g. educational technology devices/apps, etc.) for the purpose of previewing products to provide recommendations regarding applications and purchases.
- Responds to inquires (e.g. requests for new/additional data processing, questions about technology plans, requests/concerns of parents/teachers, etc.) for the purpose of providing information and/or direction.
- Reviews a variety of documentation (e.g. purchase orders, requests for new/additional technology, bid specifications, etc.) for the purpose of ensuring accuracy, feasibility and compliance with established guidelines and district goals.
- Serves as liaison to software/hardware providers for the purpose of conveying and/or receiving information and coordinating district activities.
- Supervises department personnel (e.g. hiring/termination recommendations, disciplinary action, transfers, reassignments, planning/scheduling/coordinating activities, training, etc.) for the purpose of ensuring that the department functions in a safe and efficient manner.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely 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; planning and managing projects; managing technical employees; and utilizing pertinent computer hardware and software applications.

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: pertinent laws, codes, policies, and/or regulations; personnel processes; current and emerging network and data communications hardware and software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with persons of varied backgrounds and technology expertise; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; providing direction; leadership; and setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; supervising the use of funds. Utilization of resources from other work units is often 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, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Bachelors degree in job-related area.

Equivalency Bachelor's degree in the field of information technology or engineering or any related field AND three years of experience including the development, installation, and maintenance of data systems, LAN/WAN, administrative and educational applications of technology, preferably including supervisory experience.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

- Criminal Background Clearance
- DOJ Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

12/14/2017

Salary Range

12

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LISTS**

DATE: August 11, 2021

Attached are the eligibility lists for:

Behavior Intervention Assistant

Custodian

Director, Food Services

ESP Assistant

ESP Instructor

Guidance Technician

Health Assistant

Noon Duty Aide

Preschool Assistant

Special Education Data Technician

Supervisor Child Care & Recreation Programs

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #14-#21

**Eligibility List
Behavior Intervention Assistant
EXPIRES 8-3-22**

RANK	NAME
1	Amy Martinez
2	Betty Nasab
3	Rylie MCCobb
4	Alejandra Alonso
5	Rosaline Nashed
5	Erick Sanchez
6	Jennifer Kelly
7	Elizabeth Clark
7	Monica Alexanians
8	Karina Sanchez
9	Augustin Nguyen
10	Jessica Valenzuela
11	Stephanie Kang
12	Ferdinand Fernando
13	Dylan Biaz

**Eligibility List
Custodian
EXPIRES 7-20-22**

RANK	NAME	EXPIRES
1	Jesus Gonzalez	11-04-21
1	Victor Maciel	11-04-21
2	Bill Konieczny	11-04-21
2	Eli Balandran	07-20-22
3	Andrew Weaver	11-04-21
4	Oscar Monroy	11-04-21
4	Andrew Weaver	07-20-22
5	Gabriel Santos	11-04-21
5	Jonathan Gonzalez	11-04-21
6	Mark Mondragon	11-04-21
7	Johnny Iglesias-Gomez	11-04-21
7	Andrew Ayala	11-04-21
8	Derrick Turner	07-20-22
8	Victor Maciel	07-20-22
9	Cory Wood	11-04-21
9	Alexander Gavin	11-04-21
9	Lee Mapula	11-04-21
9	Martin Estrada	07-20-22
10	Sonny Tan	11-04-21
10	Mark Mondragon	07-20-22
11	Daniel Pineda	11-04-21
12	Francisco Lopez	11-04-21
12	Tracy Scott	07-20-22
13	Victor Ventura	11-04-21
14	Leticia Mendez	11-04-21

14	Ernesto Lopez	11-04-21
14	Guillermo Bocanegra	07-20-22
14	Raymond Bedolla	07-20-22
14	Richard Rubio	07-20-22
15	Tom Rezvan	11-04-21
15	Dominic Rendon	11-04-21
15	Jim Cortez	11-04-21
15	Andrew Ayala	07-20-22
16	Reginald Butts	11-04-21
16	Garrett Walthers	07-20-22
16	Gabriel Santos	07-20-22
17	Kali Koski	11-04-21
18	Aristoteles Bustos	07-20-22
19	Guillermo Bocanegra	11-04-21
20	David Hedegard	11-04-21
20	Robert Fogarty	07-20-22
21	Hung Dinh	07-20-22
22	Lukas Fell	07-20-22
23	Gary Esparza	07-20-22
24	Paul Borgstedt	07-20-22
24	Sergio Hernandez	07-20-22
25	Christopher Corona	07-20-22
25	Maria Camarena	07-20-22
26	Ralph Jimenez	07-20-22

Eligibility List
Director, Food Services
EXPIRES 7-15-22

RANK	NAME
1	Jonathan Park
2	Suzanne Brown
2	Sharon Kircher
3	Gavin Brody
4	Nancy Wikes

Eligibility List
Supervisor Child Care & Recreation Programs
EXPIRES 7-15-21

RANK	NAME
1	Kyle Coates
2	Rena Bonifay
3	Maria Estefany Lopez
4	Sandra Flores
5	Rakhee Parekh
5	Maria Wasserman

ELIGIBILITY LIST
ESP Assistant
Merged List (Updated 8-13-2021)

RANK	NAME	EXPIRES
1	Cameron Lee	8-13-22
2	Alexander Gonzales	8-13-22
2	Jessica Archuleta	7-29-22
3	Mariana Chavez	3-19-22
4	Janae Juhala	7-29-22
5	Julianna Bailey	8-13-22
5	Angela Willhite	7-29-22
6	Jacqueline Reyes	8-13-22
6	Amanda Lowe	7-29-22
7	Melanie Stinson	8-13-22
7	Elizabeth DePersis	8-13-22
7	Julia Matsumoto	3-19-22
7	Michelle Bui	3-19-22
8	Peri Ito	8-13-22
9	Kelley Shiverdeck	8-13-22
10	Nancy Stapp	3-19-22
11	Katia Rivera	3-19-22
12	Michelle Sampson	8-13-22
13	Megan Ching	3-19-22
14	Diem Nga Nguyen (Allie)	3-19-22
15	Natalie Mackie	3-19-22
16	Kathleen Wardlow	3-19-22

ELIGIBILITY LIST
Guidance Technician
EXPIRES 8-9-22

RANK	NAME
1	April Bandy
2	Lexy Rens
3	Cheyenne King
4	Brian Hammond
5	Lisa Benard
5	Tracie Wadsworth
6	Martha Garduno
6	Angelica Urrtia
7	Christine Hart
7	Andrea Pulido
7	Nicole Bui
8	Robyn Liger
9	Candice Graven
10	Erick Sanchez
11	Haifa Freihat
12	Fred Vanneter
13	Matthew Cowper
14	Michelle Chagolla

**Eligibility List
Health Assistant
Merged List (Updated 6-17-2021)**

RANK	NAME	EXPIRES
1	Jeanine Mandrup	6-17-22
2	Monica Heredia	6-17-22
3	Ingeborg Peterson	9-24-21
3	Anna Tran	9-24-21
4	Maria Padilla	6-17-22
4	Anaiya Summerville	6-17-22
5	Seethal Stanly	6-17-22
5	Andrea Bautista	6-17-22
6	Jonathan Tran	9-24-21
7	Taylor Boardman	9-24-21
7	Yessennia Alvarez	6-17-22
8	Sarah Proctor	6-17-22
9	Kenneth Barios	6-17-22

**Eligibility List
Noon Duty Aide
Merged List (Revised 6/03/21)**

RANK	NAME	EXPIRES
1	Noor Hawk	11-11-21
1	Katherine Pham	11-11-21
2	Mandeina Abdelmalak	06-03-22
3	Kelly Lopez	11-11-21
3	Jenny Rossi	11-11-21

**Eligibility List
Special Education Data Technician
Expires 7-29-22**

RANK	NAME
1	Ingeborg Peterson
2	Roberta Moreno
3	Jessica Del Rosario
4	Danielle Hernandez
5	Kaleen Repsher
6	Mariam Razeghi

**Eligibility List
ESP Instructor
EXPIRES 8-24-21**

RANK	NAME
1	Andrea Nouredine
2	Megan Ching
3	Monica Alexanians
4	Kendra Kale
5	Denise Benetatos
5	Rylie McCobb
6	Judith Ronco

**Eligibility List
Preschool Assistant
EXPIRES 8-13-21**

RANK	NAME
1	Azza Basilios
2	Thamar Garcia Barragan
3	Peri Ito
4	Mary Ann Ferrer
5	Leticia Guerrero
6	Alyssa Escalante

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: August 19, 2021

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

Interdepartmental

Head Custodian

Dual Certification:

Certificated Personnel Technician
Food Services Technician
Guidance Technician
Preschool Instructor
Special Education Data Technician
Wellness Specialist



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY CERTIFICATED PERSONNEL TECHNICIAN *Dual Certification - Open and Promotional*

POSTING DATE:	August 3, 2021
CLOSING DATE:	August 23, 2021
SALARY:	\$5,018 - \$6,073 per month (Confidential Salary Schedule, Range 40, 5 steps)
HOURS:	40 hours per week – Hours to be determined
TERM:	12 months per year
VACANCIES:	One position

ESSENTIAL FUNCTIONS

- Communicates with other employees, departments, administrators, applicants and the public and provides information and assistance concerning employment, recruitment, personnel records and/or labor relations and related legal requirements
- Compiles salary schedules and employment compliance information
- Conducts new employee orientation and coordinates the employment process
- Informs employees and applicants regarding a variety of procedures and program requirements
- Interprets contract language, education code and employment regulations
- Oversees a wide variety of personnel practices and activities (e.g. interviews, offer letters, verification of employment, job postings, screening of applicants and preparation of other related pre-employment functions)
- Performs confidential and complex administrative functions and administers a wide variety of personnel policies and programs
- Prepares a variety of reports and related documents (e.g. identification cards, employee pictures, verification requests of employment, folders, paperwork, fingerprint reports, CBEDS, J-90, CALPADS, etc.)
- Processes documents and materials and supervises personnel record keeping procedures
- Researches information required to manage assignments including reviewing relevant policies and current practices
- Responds to written and verbal inquiries from a variety of internal and external
- Serves as a liaison to committees and/or organizations on behalf of the administrator as assigned

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions
- Ability to plan and manage projects and maintain accurate

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Apply personnel practices applicable within a school district environment
- Interpret contract language and codes, regulations & laws related to the job functions.
- Schedule a number of activities, meetings, and/or events
- Gather, collate, and/or classify data
- Work and communicate with a diversity of individuals and/or groups in a wide variety of circumstances
- Analyze issues and create action plans using independent interpretation of guidelines
- Maintain confidentiality, work with frequent interruptions and adapt to changing priorities

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 REQUIREMENTS:

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

APPLICATION PROCESS:

Applicants must complete a District application, obtained through our website – www.fvds.us . All application materials **must be submitted through Ed Join by 4:00 p.m. on Monday, August 23, 2021.**

EXAMINATION PROCESS

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

Written test (40%)	August 25, 2021
Technical Interview (60%)	Week of August 30, 2021
Testing will be conducted at the Fountain Valley School District Office	

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

APPOINTMENT/ CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY FOOD SERVICES TECHNICIAN *Dual Certificated - Open and Promotional*

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

POSTING DATE:	August 10, 2021
CLOSING DATE:	August 30, 2021 at 4:00 p.m.
SALARY:	\$4,015 - \$4,878 per month (Range 46, 5 Steps)
HOURS:	40 hours per week, Monday – Friday, hours to be determined
TERM:	10.48 months per year
VACANCY:	One vacancy

ESSENTIAL FUNCTIONS:

- Coordinates a variety of projects, functions and/or program components
- Prepares and maintains a wide variety of manual and electronic documents files and records
- Oversees the student eligibility process for free lunch services through certification review to ensure participants in the program have met required state and federal regulations and confidentiality of records are maintained
- Processes documents and materials to disseminate information and resolve discrepancies to ensure compliance with administrative guidelines and/or regulatory requirements
- Reconciles financial data related to student account balances
- Researches a variety of inquiries to provide information and/or recommendations and/or addressing a variety of administrative requirements
- Responds to a variety of inquiries from a variety of internal and external parties
- Supports assigned administrative personnel

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions and solve practical problems
- Prepare and maintaining accurate records using pertinent software applications.
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others
- Possess business telephone etiquette, concepts of grammar and punctuation, and office practices and procedures

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Work with others in a wide variety of circumstances and establish and maintain effective working relationships and working as part of a team
- Work with data utilizing defined but different processes and with frequent interruptions
- Work and communicate, displaying tact and courtesy, with a diversity of individuals and/or groups in a wide variety of circumstances
- Set priorities, identify issues and create action plans Maintaining 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/EXPERIENCE

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

LICENSES AND OTHER REQUIREMENTS

- Valid California Driver License
- Food Handlers/SafeServ Certificate

APPLICATION PROCESS

Applicants must complete an online application, obtained through our website – www.fvsd.us . All application materials must be submitted through EdJoin by 4:00 p.m., Monday, August 30, 2021.

EXAMINATION PROCESS: The examination process will consist of a written and oral interview to be held on the dates listed below. These dates are subject to change. Applicants who successfully complete the written test will be scheduled for the technical interview.

Written Test: (40%).....	September 7, 2021
Technical Interview (60%).....	Tentatively scheduled for September 10, 2021
Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley	

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

APPOINTMENT/ CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

GUIDANCE TECHNICIAN

Dual Certification - Open and Promotional

POSTING DATE:	June 29, 2021
CLOSING DATE:	July 26, 2021 at 4:00 p.m.
SALARY:	\$3,707 - \$4,505 per month (Range 38, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	40 hours per week – Hours to be determined
TERM:	10.48 months per year
VACANCIES:	Three positions for 2021-2022 school year

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 and works closely with counseling staff to facilitate referrals to community resources
- Conducts academic planning and parent/student conferences
- Coordinates and presents Middle School orientation for students at various sites and participates in the development of the master schedule
- Coordinates and administers standardized academic tests and interprets test results
- Enrolls, schedules, and orients new students
- Monitors progress of high-risk students through parents/student/teacher consultations
- 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
- Reviews cumulative records to ensure accuracy, completeness, and compliance with State regulations and District policies and guidelines.

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform single, technical tasks within a structured timeframe and with a potential need to upgrade skills in order to meet changing job conditions
 - Read a variety of manuals, write documents following prescribed formats, present information to others, and prepare and maintain accurate records
- (SEE OTHER SIDE)

Skills, Knowledge and Abilities are required to (continued)

- Analyze situations to define issues and draw conclusions
- Possess knowledge of District academic requirements, registration procedures, master scheduling, academic and vocational guidance, and community referrals
- Gather, collate, and/or classify data and schedule activities and/or meetings
- Work and communicate with a wide diversity of individuals in a variety of circumstances
- Identify issues, create action plans and interpret guidelines
- Demonstrate an understanding, and receptive attitude towards students
- Supervise and discipline students according to approved policies and procedures and model appropriate social skills directions
- Read, interpret and follow rules, regulations, policies and procedures
- Maintain confidentiality

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

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Job related experience is required working with students in secondary education in the area related to academic achievement.
- High school diploma or equivalent.

APPLICATION PROCESS:

Applicants must complete a District application, obtained through our website – www.fvdsd.us . All application materials **must be submitted through Ed Join by 4:00 p.m. on Monday, July 26, 2021.**

EXAMINATION PROCESS

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

<p>Written test (50%)..... Wednesday, July 28, 2021 Technical Interview (50%)Tentatively Scheduled for August 3, 2021 <i>The exam will be held at the Fountain Valley School District Office</i></p>
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Applicants who need reasonable accommodation for testing or interviewing must notify the Personnel Department by calling (714) 843-3228.

APPOINTMENT/ CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

PRESCHOOL INSTRUCTOR

Dual Certification (*Open and Promotional*)

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

POSTING DATE:	July 28, 2021
CLOSING DATE:	August 17, 2019, by 4:00 p.m.
SALARY:	\$20.36 - \$24.75 hour (Range 33, 5 steps), *Per CSEA contract, hiring may be made up to step 3
VACANCY:	27.5 hours/week, Monday-Friday, 8:00 a.m. – 1:30 p.m.
TERM:	9.6 months a year
LOCATION:	One position at Oka Preschool

ESSENTIAL FUNCTIONS

- Plans, organizes, and implements approved curriculum
- Provides a safe and nurturing environment conducive to growth and development
- Administers immediate first aid and medical assistance as instructed by a health care professional
- Administers developmental assessment programs
- Maintains child portfolios and related records
- Conducts parent conferences using a Desired Results Developmental Portfolio
- Assures appropriate classroom supplies and furniture
- Maintains materials and food inventory
- Establishes standards of appropriate student behavior
- Evaluates program environment utilizing the Early Childhood Environment Rating Scale (ECERS)
- Implements parent education programs
- Maintains a variety of records, reports and program materials

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Adapt to changing work priorities
- Apply pertinent laws, codes, policies, regulations and relevant professional standards and practices
- Schedule and coordinate meetings and activities with other schools, districts and/or agencies
- Facilitate department goals and organize and communicate information and concepts
- Write documents following prescribed formats, and/or present information to others
- Understand complex, multi-step written and oral instructions
- Possess knowledge of curriculum, instruction, and subjects of assignments

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Work with others in a wide variety of circumstances and with a wide diversity of individuals
- Communicate with persons of varied educational and cultural backgrounds
- Provide leadership, direction, and team building

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 REQUIREMENTS

- Bachelor’s degree in job-related area or graduation from high school supplemented by attaining a Children’s Center Permit
- One year of teaching experience in a licensed day care center or comparable group child care program
- Job related experience with increasing levels of responsibility.

CERTIFICATES AND LICENSES

- Early Childhood Education Certificate – Site Supervisor or higher.
- Valid Pediatric First Aid and CPR Certificate.

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvds.us. The deadline is 4:00 p.m. on Tuesday, August 17, 2021. Copies of transcripts or report cards must be attached to your application. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

The examination process will consist of a written test and interview to be held on the dates listed below. These dates are subject to change. All applicants are invited to attend the written test. Applicants who successfully complete the written test will be scheduled for the interview.

Written test (50%)	August 19, 2021 at 9:00 a.m.
Oral interview (50%)	August 26, 2021

Testing will be conducted at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY SPECIAL EDUCATION DATA TECHNICIAN

Dual Certification - Open and Promotional

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

POSTING DATE:	June 29, 2021
CLOSING DATE:	July 20, 2021 at 4:00 p.m.
SALARY:	\$3,825 – \$4,646 per month (Range 41, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	40.0 hours per week – Hours to be determined
TERM:	12 months per year
VACANCIES:	One position at the District Office

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.
- 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 and follows up with case managers, and program specialists to make corrections.
- Compiles compliance reports and assigns caseloads, tracks IEP deadlines, and follows up on out of compliance documents.
- Creates and maintains 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.
- 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. Serves as the SEIS System backup Administrator
- Performs fiscal record management and reporting functions in support of the SMAA and LEA programs.
- 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.

(SEE OTHER SIDE)

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Use pertinent software applications; routine clerical procedures; and prepare and maintain accurate records.
- Read a variety of manuals and write documents following prescribed formats, and/or present information to others, and analyze situations to define issues and draw conclusions
- Understand the 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
- Perform tasks with a structured timeframe and work with a wide diversity of individuals and data
- Learn, understand, and apply rules and regulations involved in assigned programs and identify issues, create action plans, and problem solve with data
- Maintain the security of confidential student records

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 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. High school diploma or equivalent is required.

APPLICATION PROCESS:

Applicants must complete a District application, obtained through our website – www.fvsd.us . All application materials **must be submitted through Ed Join by 4:00 p.m. on Tuesday, July 20, 2021.**

EXAMINATION PROCESS

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

Written test (50%).....Thursday, July 22, 2021

Technical Interview (50%)Tentatively scheduled for July 27, 2021

The exam will be held at the Fountain Valley School District Office

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

APPOINTMENT/ CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY WELLNESS SPECIALIST *Dual Certification - Open and Promotional*

POSTING DATE:	June 30, 2021
CLOSING DATE:	July 21, 2021
SALARY:	\$6,096 - \$7,409 per month (Range 88, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	40 hours per week – Hours to be determined
TERM:	10.48 months per year
VACANCIES:	One position for 2021-2022 school year

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 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 and the assignment of appropriate staff.
- 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.
- Plans and delivers professional learning opportunities for psychological services, mental health staff, appropriate support staff, and parents
- Prepares annual reports related to District-wide mental health, social emotional, and behavioral related services
- Recognizes and effectively assists in responding to emergency and/or hazardous conditions.
- 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.

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions
- Ability to learn the methods, procedures, functions and limitations of assigned duties

(SEE OTHER SIDE)

Skills, Knowledge and Abilities are required to (continued)

- Implement child guidance principles and practices and identify mental health and wellness needs of students especially as they relate to students within the learning environment
- Work with others in a variety of circumstances and with a wide diversity of individuals
- Identify issues and create action plans.
- Demonstrate an understanding and receptive attitude towards students
- Supervise and discipline students according to approved policies and procedures
- Model appropriate social skills, social interactions and intervene positively in, and diffuse potential confrontations among students
- Communicate effectively, orally and in writing, with children and adults and 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 within a specialized field and with increasing levels of responsibility .
- Masters degree in counseling, psychology, social work or related field.

CERTIFICATION/LICENSE:

- One of the following: 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

APPLICATION PROCESS:

Applicants must complete a District application, obtained through our website – www.fvsd.us . All application materials **must be submitted through Ed Join by 4:00 p.m. on Wednesday, July 21, 2021.**

EXAMINATION PROCESS9

Applications (including the supplemental application) will be screened and qualified applicants will be invited to the technical interview.

Technical Interview (100%)Tentatively scheduled for July 26, 2021
The technical interview will be held at the Fountain Valley School District Office

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

APPOINTMENT/ CERTIFICATION

Final selection of appointees 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 California School Employees Association.