

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

September 23, 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, August 26, 2021**  
*(Attachment #1)* *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, September 2, 2021**  
*(Attachment #2)* *Information*
5. **Minutes, Regular Meeting of the Board of Trustees, August 5, 2021**  
*(Attachment #3)* *Information*
6. **Minutes, Special Meeting of the Board of Trustees, August 18, 2021**  
*(Attachment #4)* *Information*
7. **Director's Report** *Information*
8. **Commissioner's Comments** *Information*

**9. Public Comments**

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

**ADMINISTRATION**

**10. Eligibility Lists**

*Action*

**Certificated Personnel Technician, ESP Assistant, ESP Instructor, Instructional Assistant, and Preschool Instructor**  
*(Attachments #5-#8)*

**PERSONNEL**

**11. Job Announcements**

*Information*

*(Attachments #9 - 13)*

**FINANCIAL**

**12. Nothing at this time**

*Action*

**CLOSED SESSION**

**13. Closed Session**

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

1. Personnel
2. Legal Advice

**NEXT MEETING**

**14. The next meeting of the Personnel Commission will be:**

**October 28, 2021  
3:30 p.m.  
Board Room**

**ADJOURNMENT**

**15. Adjournment**

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR  
MEETING OF AUGUST 26, 2021**

DATE: September 20, 2021

---

Attached for your approval are the minutes of the Personnel Commission regular meeting of August 26, 2021.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the August 26, 2021 Personnel Commission regular meeting.

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## *REGULAR MEETING*

### MINUTES

August 26, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:40 p.m. in the PDC room at 10055 Slater Avenue, Fountain Valley, California 92708. Mr. McCombs led the Pledge of Allegiance.

Present for the entire meeting:

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

## GENERAL FUNCTIONS

### Approval of Agenda

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

### Introduction of Guests

Ms. Chris Fullerton, Assistant Superintendent, Business Services, Parham Sadegh, and Christian Yepiz attended.

### Introduction of Staff

Ms. Donna Johnson was in attendance.

### Minutes, Regular Meeting of the Personnel Commission, June 24, 2021

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

### Minutes, Special Meeting of the Personnel Commission, August 4, 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, August 5, 2021

Presented as an information item only.

### Agenda, Special Meeting of the Board of Trustees, August 18, 2021

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, June 10, 2021

Presented as an information item only.

### Minutes, Special Meeting of the Board of Trustees, June 12, 2021

Presented as an information item only.

### Minutes, Regular Meeting of the Board of Trustees, June 24, 2021

Presented as an information item only.

**Minutes, Regular Meeting of the Board of Trustees, July 15, 2021**

Presented as an information item only.

**Director's Report**

Ms. Abdel shared we have been extremely busy. We are working on finalizing our staffing and determining what our current vacancies are. This has been the busiest summer we have ever experienced. Ms. Abdel shared with the Commission that Fountain Valley School District would be hosting the Deaf and Hard of Hearing Program (D/HH) which will be located at Cox Elementary School. The program used to be located at Ocean View School District and it is a shared program with other districts through the West Orange County Consortium for Special Education (WOCCSE). We will be bringing forward our new job description to the Commission in the near future. We are looking forward to having this new program at Fountain Valley School District.

Ms. Abdel stated we are hosting our first Professional Development (PD) day on September 1, 2021. It will be our kickoff for the 2021 -2022 school year. We are holding the meeting virtually and then the sites will be doing activities with their staff. We are also working on a voluntary PD opportunity for classified staff on the following day about reconnecting.

Ms. Abdel also shared copies and information regarding the most up to date CDPH Guidance and the FAQ sheets given to staff. We have a state public health order that requires employees to show their vaccination status or test weekly. We are required to be compliant by October 15, 2021 and are looking at implementing the required monitoring with the Orange County Department of Education.

**Commissioners' Comments**

Mr. McCombs requested information regarding the guidance and requirements for the District Office and Maintenance & Operations staff. Ms. Abdel stated Cal OSHA monitors these facilities. Cal OSHA does not require masks if you are vaccinated. They require self-attestation. We recommend that when we have situations where there are large groups, we all wear masks. If staff visit any of the school sites, they are required to wear masks.

**Public Comments**

No public comments received.

**ADMINISTRATION**

**Classification Plan Amendment – Reclassification of Director, Human Resources**

Mr. McCombs moved to approve the reclassification of Director, Human Resources as presented. Mrs. Davis seconded the motion. Motion carried.

Mr. McCombs moved to approve the placement of the reclassification of Director, Human Resources on range 17 of the classified management salary schedule. Mr. McCombs seconded the motion. Motion carried.

**Classification Plan Amendment – Reclassification of Technology Support Specialist**

Mrs. Davis moved to approve the reclassification of Technology Support Specialist to Computer/Network Specialist as presented. Mr. McCombs seconded the motion. Motion carried.

**Classification Plan Amendment – Creation of the new classification of Director, Information Technology**

Mr. McCombs moved to approve the new classification of Director, Information Technology as presented. Mrs. Davis seconded the motion. Motion carried.

Mr. McCombs moved to approve the placement of the new classification of Director, Information Technology on range 14 of the classified management salary schedule. Mr. McCombs seconded the motion. Motion carried.

**Eligibility Lists**

Mrs. Davis moved to approve 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, and Supervisor Child Care & Recreation. Mr. McCombs seconded the motion. Motion carried.

**PERSONNEL**

**Job Announcements**

The interdepartmental job posting for Head Custodian was reviewed along with the dual certification job postings for Certificated Personnel Technician, Food Services Technician, Guidance Technician, Preschool Instructor, Special Education Data Technician, and Wellness Specialist.

**FINANCIAL**

Nothing at this time.

**CLOSED SESSION**

No closed session.

**NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**September 23, 2021 at 3:30 p.m.**

**Board Room**

**ADJOURNMENT**

The August 26, 2021, regular meeting of the Personnel Commission adjourned at 4:18 p.m.

---

Mr. William Mullin, Chairperson

---

Carol Davis Vice-Chairperson

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR  
MEETING OF SEPTEMBER 2, 2021**

DATE: September 16, 2021

---

Attached for your information is the agenda of the Board of Trustees regular meeting of September 2, 2021.



Fountain Valley School District

BOARD OF TRUSTEES  
REGULAR MEETING

**A G E N D A**

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

**September 2, 2021**

Meeting Link: [https://us02web.zoom.us/webinar/register/WN\\_IW7YKiawTNCIEXb-Y7JIeg](https://us02web.zoom.us/webinar/register/WN_IW7YKiawTNCIEXb-Y7JIeg)

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

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

- PLEDGE OF ALLEGIANCE

**SPECIAL PRESENTATIONS**

**1. INVITATION TO PARTICIPATE IN THE CITY OF FOUNTAIN VALLEY’S ACTS OF KINDNESS**

City of Fountain Valley Mayor, Michael Vo, will invite the Fountain Valley School District to join the City’s efforts to promote kindness. Recently proclaimed a City of Kindness, Fountain Valley is celebrating acts of kindness throughout the community.

**STAFF REPORTS AND PRESENTATIONS**

**2. UNAUDITED ACTUALS FOR FISCAL YEAR 2020-21 (ORAL AND WRITTEN)**

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra will review for the Board of Trustees the unaudited actuals for the Fountain Valley School District for the fiscal year 2020-21.

**3. 2020-2021 STUDENT ACHIEVEMENT UPDATE**

Assistant Superintendent, Educational Services, Dr. Katherine Stopp, and Director Educational Services, Dr. Jerry Gargus, will provide the Board of Trustees with an update on student achievement from the 2020-21 school year. The information

*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.*



shared will provide insight into the performance of students in English Language Arts and Mathematics in 3<sup>rd</sup>-8<sup>th</sup> grade, as well as reading achievement in Kindergarten through 8<sup>th</sup> grade.

**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**

**4. UPDATES TO BOARD POLICY 6158 INDEPENDENT STUDY**

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

Board Policy 6158 Independent Study is being updated to reflect new law (AB 130, 2021) which requires all districts, for the 2021-22 school year, to offer independent study to meet the educational needs of students unless a waiver is obtained and to adopt policy with specified components in order to generate apportionment for independent study.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves updates to Board Policy 6158 Independent Study for first reading and adoption, waiving the right to a second reading prior to adoption per Board Bylaw 9310.

**5. APPROVAL OF UPDATED 2021-22 COVID-19 SAFETY PLAN FOR THE FOUNTAIN VALLEY SCHOOL DISTRICT**

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

On July 12, 2021, the California Department of Public Health released updated guidance for public schools. The 2021-2022 COVID-19 Safety Plan has been updated to reflect recommendations in this new guidance.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the COVID-19 Safety Plan for the Fountain Valley School District.

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

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

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

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

**Routine Items of Business**

- 6-A. Board Meeting Minutes from August 5<sup>th</sup> regular meeting
- 6-B. Board Meeting Minutes from August 18<sup>th</sup> special meeting
- 6-C. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 6-D. Warrants
- 6-G. Purchase Order Listing
- 6-F. Transfers and Adjustments

**Consent Items**

**6-G. RECORD OF EIGHTH GRADE PROMOTION, JUNE 2021**

Superintendent’s Comments: It is recommended that the Board of Trustees approves, as submitted by the principals, the names of all students recommended for an eighth grade Certificate of Promotion in the 2020/21 school year.

**6-H. RESOLUTION 2022-09: GANN AMENDMENT APPROPRIATIONS LIMITATION**

Superintendent’s Comments: It is recommended that the Governing Board adopts Resolution 2022-09, identifying the 2020-21 actual appropriation limit and the 2021-22 estimated appropriation limit.

**6-I. 2020-21 CAPITAL FACILITIES FUND / DEVELOPER FEES**

Superintendent’s Comments: It is recommended that the Board of Trustees accepts the report on the use of the Capital Facilities Fund income and expenditures.

**6-J. UNAUDITED ACTUALS FOR FISCAL YEAR ENDING 2020-21**

Superintendent's Comments: It is recommended that the Board of Trustees approves the unaudited actuals for fiscal year 2020-21 and the adjusted 2021-22 beginning balance.

**6-K. EDUCATIONAL SERVICES APPROVED INDEPENDENT CONTRACTOR LIST**

Superintendent's Comments: It is recommended that the Board of Trustees approves the attached Independent Contractor list for the 2021/2022 school year.

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

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

**6-M. APPROVE THE USE OF SAN DIEGO UNIFIED SCHOOL DISTRICT PIGGYBACK BID NO GD19-0545-03 CLASSROOM SCIENCE, TECHNOLOGY, ENGINEERING, ART AND MATH (STEAM) SUPPLIES FOR THE PURCHASE OF SCIENCE ROOM FURNITURE**

Superintendent's Comments: It is recommended that the Board of Trustees approves the use of the San Diego Unified School District's Piggyback Bid No. GD19-0545-03 Classroom Science, Technology, Engineering, Art and Math (STEAM) Supplies for the purchase of science classroom furniture.

**6-N. APPROVE THE OPERATIONAL AREA AGREEMENT FOR THE PURPOSE OF EMERGENCY MANAGEMENT COORDINATION WITH OTHER AGENCIES IN ORANGE COUNTY**

Superintendent's Comments: It is recommended that the Board of Trustees approves the Operational Area Agreement for the purpose of emergency management coordination.

**6-O. MEMORANDUM OF UNDERSTANDING BETWEEN CDPH K-12 SCHOOL LABORATORIES AND FOUNTAIN VALLEY SCHOOL DISTRICT**

Superintendent's Comments: It is recommended that the Board of Trustees approve the Memorandum of Understanding between CDPH K-12 School Laboratories and the Fountain Valley School District.

**6-P. NON-PUBLIC AGENCY CONTRACTS**

Superintendent's comments: under current consortium budget agreements, any unfunded cost of non-public school or non-public agency placement is a cost to the general fund of the resident district. It is recommended that the following non-public school/agency contracts/addendums be approved and that the west orange county consortium for special education be authorized to receive invoices and process payment.

Non-public School/Agency	100% Contract Cost	Effective Dates
Speech and Language Dev. Center	N/A	7/1/21-6/30/22
Speech and Language Dev. Center	\$899.68	7/1/21-6/30/22

### **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, October 7, 2021 at 6:30PM.**

*A copy of the Board Meeting agenda is posted on the District's web site (www.fvsd.us). Materials related to this agenda submitted to the Board of Trustees less than 72 hours prior to the meeting are available for public inspection by contacting the Superintendent's Office at luccheser@fvsd.us or calling 714.843.3255 during normal business hours.*

*Reasonable Accommodation for any Individual with a Disability: Any individual with a disability who requires reasonable accommodation to participate in a board meeting may request assistance by contacting the Superintendent's Office at [luccheser@fvsd.us](mailto:luccheser@fvsd.us) or calling 714.843.3255.*

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

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

DATE: September 16, 2021

---

Attached for your information are the minutes of the Board of Trustees regular meeting of August 5, 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\\_NF7RZiIPSiqF9oXrAwePqQ](https://us02web.zoom.us/webinar/register/WN_NF7RZiIPSiqF9oXrAwePqQ)

**August 5, 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 Mrs. Galindo PLEDGE OF ALLEGIANCE

**BOARD REPORTS AND COMMUNICATIONS**

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

Mr. Cunneen's activities since the last meeting included: GPAC meeting, FV Chamber of Commerce Legislative Breakfast, Concert in the Park where Mayor Vo announced the Acts of Kindness effort for the City of Fountain Valley.

Mrs. Galindo's activities since the last meeting included: online leadership class she is enjoying along with Mr. Schultz and Dr. Johnson.

Mr. Schultz’ activities since the last meeting included: online leadership class and UCLA graduation party where had the opportunity to speak with one of our school librarians.

Mrs. Crandall thanked our bus drivers and our Transportation Department for their efforts to safely transport our ESY students this summer. Her activities since the last meeting included: OCDE presentation regarding ethnic study curriculum, FV Chamber of Commerce breakfast, and FV Concert in the Park. She thanked her fellow trustees for their service this month.

**PUBLIC COMMENTS**

There was one request to address the Board of Trustees. A former FVSD parent thanked District leadership for their efforts in addressing parent concerns.

PUBLIC COMMENTS

**LEGISLATIVE SESSION**

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

CONSENT  
CALENDAR

Second: Mr. Cunneen

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from June 24th regular meeting
- Board Meeting Minutes from July 15th regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Special Education Settlement Agreement 2021-2022 D
- Learning Genie Agreement 2021-2022 School Year
- 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
- Authorize the Use of Garden Grove School District Frozen, Refrigerated, Processed Commodity, Dry Goods and Services RFP No. 2011
- Approve Change Order #3 For the Talbert Middle School Measure O HVAC and Modernization Project



- Approval of Discovery Science Techbook Hands on Labkit Refills for FVSD Elementary Schools
- Approval of Discovery Education Mystery Science for All FVSD Elementary Schools
- Non-public Agency Contracts

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**

Dr. Johnson        Thanked Mrs. Fullerton and Mr. Hastie for their continued efforts regarding construction. It has been a busy summer at Newland and Oka as well as at Talbert. In addition, he commended Mrs. Abdel, given the great number of new hires we have secured over the past few weeks. In addition, he noted the most recent guidance and updates from the State, the most recent being August 2<sup>nd</sup>. He noted the benefits of our late start as it grants us additional time to see what more updates may come. He noted the coming first day of school on September 8<sup>th</sup>, emphasizing that we are all looking forward to a great year with full days of instruction on campus.

**CLOSED SESSION**

Mrs. Crandall announced that the Board would retire into Closed Session. Action was not anticipated. The following was addressed: CLOSED SESSION

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

- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*

**ADJOURNMENT**

**Motion:** Mr. Cunneen moved to adjourn the meeting at 8:06PM.

**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 SPECIAL  
MEETING OF AUGUST 18, 2021**

DATE: September 16, 2021

---

Attached for your information are the minutes of the Board of Trustees regular meeting of August 18, 2021.

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

**SPECIAL MEETING OF THE BOARD OF TRUSTEES**

10055 Slater Avenue  
Fountain Valley, CA 92708  
and Videoconference via Zoom  
Meeting Link: [https://us02web.zoom.us/webinar/register/WN\\_NszIF4\\_8RYWqcbSIQT2pHQ](https://us02web.zoom.us/webinar/register/WN_NszIF4_8RYWqcbSIQT2pHQ)

**August 18, 2021**

**MINUTES**

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

The following board members were present: ROLL CALL

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

**Motion:** Mrs. Schultz moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

The Pledge of Allegiance was led by Mr. Schultz. PLEDGE OF ALLEGIANCE

**PUBLIC COMMENTS**

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

**LEGISLATIVE SESSION**

**Motion:** Mrs. Schultz moved to approve the Consent Calendar. CONSENT CALENDAR

Second: Mrs. Crandall

Vote: 5-0

The Consent Calendar included:

- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Memorandum of Understanding between Orange County Department of Education and Fountain Valley School District for Independent Study Coordination and Services

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

Dr. Johnson      Thanked our trustees and staff for coming together this evening.

**CLOSED SESSION**

Mrs. Crandall announced that there was not a need for Closed Session this evening.      **CLOSED SESSION**

**ADJOURNMENT**

**Motion:**      Mr. Cunneen moved to adjourn the meeting at 5:35PM.

**Second:**      Mrs. Galindo

**Vote:**      5-0

/rl

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LISTS**

DATE: September 16, 2021

---

Attached are the eligibility lists for:

Certificated Personnel Technician

ESP Assistant

ESP Instructor

Instructional Assistant

Preschool Assistant

Preschool instructor

**RECOMMENDATION**

The Personnel Commission approve the eligibility lists enumerated above.

**Attachments #5-#8**

**ELIGIBILITY LIST**  
**Certificated Personnel Technician**  
**EXPIRES 9-8-22**

<b>RANK</b>	<b>NAME</b>
<b>1</b>	<b>Mackensie Montague</b>
<b>2</b>	<b>Jill Martin</b>
<b>3</b>	<b>Diana Garcia</b>
<b>4</b>	<b>Yuen Han Vaness Ho</b>
<b>5</b>	<b>Tamara Acevedo</b>
<b>6</b>	<b>Lynne Coleman</b>
<b>7</b>	<b>Edwin Puebla</b>
<b>8</b>	<b>Fred Vannetter</b>
<b>9</b>	<b>Christine Bausch</b>

**ELIGIBILITY LIST**  
**ESP Instructor**  
**Merged List (Updated 8-26-22)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
<b>1</b>	<b>Cameron Lee</b>	<b>8-26-22</b>
<b>2</b>	<b>Megan Ching</b>	<b>8-16-22</b>
<b>3</b>	<b>Lucinda Garton</b>	<b>8-26-22</b>
<b>4</b>	<b>Monica Alexanians</b>	<b>8-16-22</b>
<b>4</b>	<b>Janae Juhala</b>	<b>8-26-22</b>
<b>5</b>	<b>Rylie McCobb</b>	<b>8-26-22</b>
<b>6</b>	<b>Julia Matsumoto</b>	<b>8-26-22</b>
<b>7</b>	<b>Jacqueline Reyes</b>	<b>8-26-22</b>
<b>8</b>	<b>Alyssa Escalante</b>	<b>8-26-22</b>

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

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
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	Lucinda Garton	8-13-22
7	Jacqueline Reyes	8-13-22
7	Amanda Lowe	7-29-22
8	Melanie Stinson	8-13-22
8	Elizabeth DePersis	8-13-22
8	Julia Matsumoto	3-19-22
8	Michelle Bui	3-19-22
9	Peri Ito	8-13-22
10	Kelley Shiverdeck	8-13-22
11	Nancy Stapp	3-19-22
12	Katia Rivera	3-19-22
13	Michelle Sampson	8-13-22
14	Megan Ching	3-19-22
15	Diem Nga Nguyen	3-19-22
16	Natalie Mackie	3-19-22
17	Kathleen Wardlow	3-19-22



**ELIGIBILITY LIST**  
**Instructional Assistant**  
**Merged List (Updated 8-30-2021)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
<b>1</b>	<b>Maria Anderson</b>	<b>5-4-22</b>
<b>1</b>	<b>Lindsey Soderberg</b>	<b>8-30-22</b>
<b>2</b>	<b>Armida Gruber</b>	<b>5-4-22</b>
<b>3</b>	<b>Julie Angus</b>	<b>5-4-22</b>
<b>3</b>	<b>Lauren King</b>	<b>5-4-22</b>
<b>4</b>	<b>Xuan Phan</b>	<b>11-5-21</b>
<b>4</b>	<b>Nhi Mai</b>	<b>5-4-22</b>
<b>5</b>	<b>Rylie McCobb</b>	<b>5-4-22</b>
<b>5</b>	<b>Kristi DuRose</b>	<b>5-4-22</b>
<b>5</b>	<b>Laura Ledezma</b>	<b>5-4-22</b>
<b>6</b>	<b>Stacy Patriarca</b>	<b>5-4-22</b>

**ELIGIBILITY LIST  
Preschool Assistant  
EXPIRES 8-13-22**

<b>RANK</b>	<b>NAME</b>
<b>1</b>	<b>Thamar Garcia Barragan</b>
<b>2</b>	<b>Peri Ito</b>
<b>3</b>	<b>Mary Ann Ferrer</b>
<b>4</b>	<b>Leticia Guerrero</b>

**ELIGIBILITY LIST  
Preschool Instructor  
EXPIRES 8-26-22**

<b>RANK</b>	<b>NAME</b>
<b>1</b>	<b>Anna Blanke</b>
<b>2</b>	<b>Ngoc Tran</b>
<b>3</b>	<b>Elizabeth Perez</b>

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: September 16, 2021

---

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

**Open**

Noon Duty Aide

**Dual Certification:**

Head Custodian  
Library/Media Technician  
School Office Manager  
Senior Payroll Technician



# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY NOON DUTY AIDE

#### *Open*

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

<b>POSTING DATE:</b>	September 2, 2021
<b>CLOSING DATE:</b>	September 23, 2021, by 4:00 p.m.
<b>SALARY:</b>	\$15.10 - \$18.35 per hour (Range 5, 5 steps)
<b>HOURS</b>	<b>5.0 to 6.0 Hours per week, Monday, Tuesday, Wednesday, Friday (some sites Thursday)</b>
<b>TERM:</b>	9.6 months a year
<b>VACANCY:</b>	Six positions at various sites

#### ESSENTIAL FUNCTIONS:

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

#### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

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

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

**SEE OTHER SIDE**

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

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

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

**EDUCATION AND EXPERIENCE REQUIREMENTS**

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

**APPLICATION PROCESS**

All applicants must complete a District application obtained through our website at [www.fvds.us](http://www.fvds.us). All application materials must be submitted through Ed Join by 4:00 p.m. Thursday, September 23, 2021.

**EXAMINATION PROCESS**

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

**Oral Interview (100%) ..... Morning of September 28, 2021**  
*The exam parts will be held at the Fountain Valley School District Office*

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

**APPOINTMENT/CERTIFICATION**

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

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

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

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



# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## HEAD CUSTODIAN

Dual Certification (*Open and Promotional*)

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

<b>POSTING DATE:</b>	August 31, 2021
<b>CLOSING DATE:</b>	September 22, 2021, by 4:00 p.m.
<b>SALARY:</b>	\$4,265 – 5,182 per hour (Range 52, 5 steps) *Per CSEA contract, hiring may be made up to step 3, subs paid at step 1
<b>HOURS:</b>	40 hours/week, Monday-Friday,
<b>TERM:</b>	12 months per year
<b>VACANCY:</b>	Two positions

### ESSENTIAL FUNCTIONS

- Prepares site for daily operations and cleans assigned facilities and/or grounds
- Consults with administrative personnel and assists faculty and staff with custodial and minor maintenance issues
- Informs site personnel regarding activities, safety issues and/or proper maintenance of facilities
- Inspects facilities and work completed by custodians for accuracy and compliance
- Reports safety, sanitation, and fire hazards, and maintenance repairs to appropriate personnel
- Operates and maintains supplies and equipment
- Oversees facility maintenance activities and assigned custodial
- Participates in meetings, workshops, training, and seminars
- Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures
- Prepares written materials
- Requisitions equipment, supplies and materials and delivers a variety of items
- Responds to immediate safety and/or operational
- Secures facilities and grounds during assigned hours and supports other site maintenance staff

### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

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

- Operate equipment, tools and materials used in industrial maintenance while adhering to safety practices
- Prepare and maintaining accurate records and perform basic math
- Read a variety of manuals and write documents following prescribed formats, and/or present information to others

SEE OTHER SIDE

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

- Utilize methods of industrial cleaning including floor and carpet and basic tools for minor repairs
- Schedule activities, meetings, and/or events
- Gather and/or collate data
- Consider a number of factors when using equipment
- Work with others in a wide variety of circumstances and with a diversity of individuals and/or groups
- Adapt to changing work priorities; and meet deadlines and schedules

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

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Job-related experience with increasing levels of responsibility
- High school diploma or equivalent

**APPLICATION PROCESS**

Applicants must complete an application on EdJoin, obtained through our website – [www.fvdsd.us](http://www.fvdsd.us). All application materials must be submitted through EdJoin by 4:00 p.m. September 22, 2021.

**EXAMINATION PROCESS**

The examination process will consist of a written test, performance test, and an oral 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 performance test and interview.

<b>Written test (30%)</b> .....	<b>September 27, 2021</b>
<b>Performance Test (30%)</b> .....	<b>Tentatively of October 1, 2021</b>
<b>Oral Interview (40%)</b> .....	<b>Tentatively of October 1, 2021</b>
<i>Exam parts will be held at the Fountain Valley School District Office</i>	

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

**APPOINTMENT/CERTIFICATION**

Final selection of appointees 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.

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

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

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



# Fountain Valley School District

*Personnel Commission*

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

## CLASSIFIED EMPLOYMENT OPPORTUNITY

### Library/Media Technician

*Dual Certification (Open and Promotional)*

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

<b>POSTING DATE:</b> September 13, 2021
<b>CLOSING DATE:</b> October 3, 2021 at 4:00 p.m.
<b>SALARY:</b> \$21.39 - \$25.99 per hour (Range 38, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
<b>HOURS:</b> 20.0 hours/week, M,T,W,F 9:00 a.m. -1:15 p.m. & TH 9:00 am – 12:00 p.m.
<b>TERM:</b> 9.6 months per year

#### ESSENTIAL FUNCTIONS

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

#### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

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

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Operate standard office equipment including using pertinent software applications.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percents, and/or ratios.
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others.
- Understand complex, multi-step written and oral instructions.
- Satisfactorily perform library practices, and computer and Internet operations.
- Schedule activities, meetings, and/or events

(SEE OTHER SIDE)



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

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

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

**EXPERIENCE AND EDUCATION**

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

**APPLICATION PROCESS**

Applicants must complete an online application, obtained through our website - [www.fvdsd.us](http://www.fvdsd.us). All application materials must be submitted through EdJoin by 4:00 p.m., October 3, 2021.

**EXAMINATION PROCESS:**

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

**Relative weights of the examination process:**

Written test (40%).....	October 6, 2021 at 9:00 a.m.
Qualifications appraisal interview (60%).....	Tentatively planned for the week of October 11, 2021
<i>Interviews will be conducted at the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley.</i>	

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

**APPOINTMENT/CERTIFICATION**

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

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

No portion of this announcement is an express or implied contract with applicants.

The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time.

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

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



# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## School Office Manager

### *Open and Promotional (Dual Certification)*

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 transfer or certified eligibles.

<b>POSTING DATE:</b>	August 30, 2021
<b>CLOSING DATE:</b>	September 20, 2021 at 4:00 p.m.
<b>SALARY:</b>	\$4,307- \$5,236 per month (Range 53, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
<b>HOURS:</b>	40 hours per week, Monday – Friday 7:30 a.m. – 4:00 p.m.
<b>TERM:</b>	10.48 months per year
<b>VACANCY:</b>	One position at Cox School

#### ESSENTIAL FUNCTIONS

- Assists in developing master class schedule
- Researches and compiles data from a wide variety of sources and prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature
- Coordinates a wide variety of activities, projects, functions and/or program components
- Maintains a wide variety of manual and electronic documents, files and records
- Manages budget allocations, expenditures, fund balances and related financial activities
- Monitors student’s welfare with health/illness issues and early drop off and late pickup
- Oversees the work activities within the office and represents assigned Administrator in their absence
- Performs enrollment, dis-enrollment, and transfer activities
- Presents information on administrative procedures
- Responds to a wide variety of inquiries from internal and external parties

#### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

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

- Perform multiple tasks and operate standard office equipment including pertinent software applications
- Plan and managing projects
- Perform basic bookkeeping and record keeping
- Analyze situations to define issues and draw conclusions
- Possess school office terminology, practices, and procedures; applicable laws, codes, rules and regulations
- Possess business telephone etiquette
- Perform basic first aid; and office practices, procedures, and equipment

SEE OTHER SIDE

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

- Schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment
- Work and communicate independently with others in a wide variety of circumstances and work with a diversity of individuals and/or groups while maintaining confidentiality
- Analyze issues and create action plans which require independent interpretation of guidelines
- Meet deadlines and schedules and set priorities
- Work as part of a team and work with constant interruptions.

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

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Job related experience with increasing levels of responsibility is desired
- Targeted, job related education with study in job-related area

**LICENSES AND OTHER REQUIREMENTS**

Valid CPR/First Aid certificate

**APPLICATION PROCESS**

Applicants must complete a District application obtained through our website at [www.fvsd.us](http://www.fvsd.us) . All application materials **must be submitted through Ed Join by 4:00 p.m. September 20, 2021.**

**EXAMINATION PROCESS**

The examination process will consist of a written test and interview (with weights shown below) 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 performance appraisal interview.

**Relative Weights of Examination:**

Written Test (50%) .....	September 24, 2021
Performance Appraisal Interview (50%).....	Week of September 27, 2021

*Examinations will be conducted at the Fountain Valley School District Office, 10055 Slater Avenue, Fountain Valley*

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

**APPOINTMENT/CERTIFICATION**

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

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

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

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



# Fountain Valley School District

## Personnel Commission

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY SENIOR PAYROLL TECHNICIAN

*Dual Certification (Open and Promotional)*

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

<b>POSTING DATE:</b> September 15, 2021
<b>CLOSING DATE:</b> October 5, 2021, at 4:00 pm
<b>SALARY:</b> \$4,900 - \$5,953/month (Classified employee schedule, Range 66, 5 Steps) *Hiring may be made up to step 3, per CSEA contract.
<b>HOURS:</b> 40 hours/week, 12 months/year
<b>VACANCY:</b> District Office

#### ESSENTIAL FUNCTIONS:

- Assists site personnel with payroll-related questions
- Compiles statistical and payroll data from a variety of sources for the purpose of providing summaries to other personnel, district negotiations and/or ensuring compliance with established guidelines
- Confers with a variety of internal and external parties to ensure accurate payroll processing
- Coordinates the payroll process with other departments and sites
- Informs other staff and/or outside parties regarding procedural requirements
- Maintains a wide variety of payroll related information to ensure the availability of documentation and compliance with established policies and regulatory guidelines
- Monitors assigned payroll, leaves of absence, and workers compensation activities
- Oversees assigned payroll personnel to enhance productivity of staff through training
- Oversees the preparation and maintenance of financial records and coordinates related accounting activity
- Prepares a variety of payroll related documents
- Processes a wide variety of payroll and leave documents and materials
- Reconciles payroll account balances to maintain accurate account balances and prepares W-2 Forms
- Researches and resolves payroll discrepancies and/or documentation.
- Troubleshoots accounting discrepancies to conform with established fiscal guidelines

#### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

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

- Perform technical tasks with a potential need to upgrade skills in order to meet changing job conditions
- Prepare and maintain accurate records using pertinent software applications

SEE OTHER SIDE

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

- Apply principles and techniques involved in payroll preparation, monitoring and control; labor

contracts and their impact on payroll; and State Education Codes and other applicable laws

- Schedule a number of activities, meetings, and/or events
- Work with others in a wide variety of circumstances and with a diversity of individuals and/or groups
- Identify issues and create action plans
- Use independent interpretation of guidelines
- Maintain confidentiality while meeting deadlines and schedules
- Setting priorities; and working as part of a team with detailed data; and frequent interruptions.

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

**EDUCATION AND EXPERIENCE:**

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

**APPLICATION PROCESS**

Applicants must complete an online application, obtained through our website - [www.fvds.us](http://www.fvds.us). All application materials must be submitted through EdJoin by 4:00 p.m., October 5, 2021.

**EXAMINATION PROCESS**

The examination process will consist of the exam parts and weights shown below, to be held on the dates listed below. The written test may be scheduled for multiple times due to the number of candidates. Calculators are permitted and supplied. No cell phones may be used. The top scoring candidates from the written test will be invited to participate in the technical interviews.

<b>Written test (40%)</b> .....	Monday, October 11, 2021 in the morning
<b>Technical Interview (60%)</b> .....	Week of October 18, 2021
<i>Testing/interviewing will be conducted at the Fountain Valley School District Office</i>	

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

**APPOINTMENT/CERTIFICATION**

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

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

No portion of this announcement is an express or implied contract with applicants. The Personnel Commission reserves the right to cancel, change, or rescind any portion of this announcement at any time. Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees will have the opportunity to become members of the California School Employees Association.