

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

October 28, 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, September 23, 2021**
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, October 7, 2021**
(Attachment #2) *Information*
5. **Agenda, Special Meeting of the Board of Trustees, October 21, 2021**
(Attachment #3) *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, September 2, 2021**
(Attachment #4) *Information*
7. **Director's Report** *Information*
8. **Commissioner's Comments** *Information*

9. Public Comments

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

ADMINISTRATION

10. Classification Plan Amendment – Creation of the new classification of Executive Assistant/Public Information Officer *Action*
(Attachments #5 -#6)

11. Eligibility Lists *Action*
Food Services Technician, Head Custodian, Health Assistant, Library Media/Technician, Noon Duty Aide, School Office Manager, and Senior Payroll Technician.
(Attachments #7-#11)

PERSONNEL

12. Job Announcements *Information*
(Attachments #12 - 18)

FINANCIAL

13. Personnel Commission Budget – First Quarter *Information*
(Attachment #19)

CLOSED SESSION

14. Closed Session
The Commission may discuss one or more of the following topics in Closed Session:
1. Personnel
2. Legal Advice

NEXT MEETING

15. The next meeting of the Personnel Commission will be:
November 18, 2021
3:30 p.m.
PDC Room

ADJOURNMENT

16. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF SEPTEMBER 23, 2021**

DATE: October 21, 2021

Attached for your approval are the minutes of the Personnel Commission regular meeting of September 23, 2021.

RECOMMENDATION

The Personnel Commission approve the minutes of the September 23, 2021 Personnel Commission regular meeting.

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

September 23, 2021

3:30 p.m.

Mr. Mullin called the Regular Meeting of the Personnel Commission to order at 3:31 p.m. in the Board Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Johnson led the Pledge of Allegiance.

Present for the entire meeting:

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

Mrs. Carol Davis, Vice – Chairperson (Absent)

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

Ms. Joy Moyers attended the meeting.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, August 26, 2021

Mr. McCombs moved to approve the minutes as presented. Automatic second. Motion carried.

Agenda, Regular Meeting of the Board of Trustees, September 2, 2021

Presented as an information item only.

Minutes, Regular Meeting of the Board of Trustees, August 5, 2021

Presented as an information item only.

Minutes, Special Meeting of the Board of Trustees, August 18, 2021

Presented as an information item only.

Director's Report

Ms. Abdel shared we are back in school and now in our third week. We are down about 200 students this year but overall we have had a smooth start to the school year. This evening we are having our first back to school night for our TK-5 students at our seven elementary schools. It will be held in person but we have protocols in place, which include mask wearing and limiting attendance to one parent per household. Teachers also had the opportunity to provide their power point presentations or any other documents they are utilizing for tonight prior to this evenings event for those who are unable to attend. The back to school night for grades 6-8 is next Thursday on the 30th. We are still testing, interviewing, and hiring. We have hired thirty-four new classified employees that started this September. We are seeing a challenge finding large candidate pools and substitutes.

We held a virtual Leadership Advance this year for our school sites. We were able to reach all our certificated and classified employees this way. The presentations included an overview of the District. Our theme for this year is still the FVSD Family and is about reconnecting, reengaging, and reimagining. This involves taking what we learned last year and pushing it forward. Last week we held the same kick-off for our District Office staff. The M&O employees will be able to attend the kick-off tomorrow.

Commissioners' Comments

Mr. McCombs requested information regarding the status of the Director of Human Resources. Ms. Abdel stated it closes on October 3. Mr. Mullin stated the staffing problems are effecting all types of schools.

Public Comments

No public comments received.

ADMINISTRATION

Eligibility Lists

Mr. McCombs moved to approve the eligibility lists for Certificated Personnel Technician, ESP Assistant, ESP Instructor, Instructional Assistant, Preschool Assistant, and Preschool Instructor. Automatic second. Motion carried.

PERSONNEL

Job Announcements

The open job posting for Noon Duty Aide was reviewed along with the dual certification job postings for Head Custodian, Library/Media Technician, School Office Manager, and Senior Payroll Technician.

FINANCIAL

Nothing at this time.

CLOSED SESSION

The Personnel Commission adjourned to closed session at 3:57.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

October 28, 2021 at 3:30 p.m.

Board Room

ADJOURNMENT

The September 23, 2021, regular meeting of the Personnel Commission adjourned at 4:04 p.m.

Mr. William Mullin, Chairperson

Mr. McCombs Member for
Carol Davis Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF OCTOBER 7, 2021**

DATE: October 21, 2021

Attached for your information is the agenda of the Board of Trustees regular meeting of October 7, 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

October 7, 2021

Meeting Link: https://us02web.zoom.us/webinar/register/WN_xtgSu_w8TPSsJl_yQxnoTg

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

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 2nd ___
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- PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

1. MEASURE O PROJECT UPDATE

Assistant Superintendent, Business Services Christine Fullerton and Director, Maintenance and Facilities Joe Hastie will provide an update to the Board regarding Measure O HVAC and Modernization Projects at Gisler, Talbert, Oka and Newland Schools. In addition, Mr. Hastie and Mrs. Fullerton will update the Board on the additional science and music rooms at Talbert Middle School.

BOARD REPORTS AND COMMUNICATIONS

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

PUBLIC HEARINGS

2. CERTIFICATION OF PROVISIONS OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

The Board of Trustees will conduct a public hearing for the purpose of receiving public comment on the certification of provisions of standards-aligned instructional materials for the Fountain Valley School District. Public input is welcome.

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.

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

- 3. **RESOLUTION 2022-10: AUTHORIZATION FOR TEACHING CREDENTIALS 2021-22 SCHOOL YEAR**

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2 nd	___
V	___

The Governing Board of a school district by Resolution may authorize the holder of a multiple subject teaching credential or a standard elementary credential to teach any subject in departmentalized classes to a given class below grade 9 provided that the teacher has completed at least 12 semester units or 6 upper division units of coursework at an accredited institution in each subject to be taught. In addition, the Governing Board of a school district may authorize the holder of a single subject teaching credential or a standard teaching credential to be assigned to teach classes in grades 5 to 8 of a middle school if the teacher has a minimum of 12 semester units or 6 upper division or graduate units of coursework at an accredited institution in the subject to which he/she is assigned.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2022-10 approving the teaching assignments listed.

- 4. **RESOLUTION 2022-11: AMENDMENT OF GUARANTEED MAXIMUM PRICE FOR THE LEASE-LEASEBACK AGREEMENT WITH WEST COAST AIR CONDITIONING, INC. FOR THE MEASURE O MODERNIZATION AND HVAC PROJECT AT OKA ELEMENTARY SCHOOL**

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On April 19, 2018, West Coast Air Conditioning, Inc. was awarded the preconstruction and lease-leaseback agreement for the remaining phases of the Measure O Modernization and HVAC Project. The Board of Trustees adopted Resolution 2021-15, the Guaranteed Maximum Price of \$7,618,744, for the Oka Measure O Modernization and HVAC Project. After the start of the Project in June of 2020, the Contractor encountered conditions, specifically additional trenching through the bowl area due to added infrastructure work and cracked and sloping concrete in the back of Building B.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2022-11, amending the Guaranteed Maximum Price (GMP), for the Measure O Modernization and HVAC Project at Oka Elementary School to \$8,136,559.

5. RESOLUTION 2022-12: CERTIFICATION OF PROVISION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

M ___
2nd ___
V ___

The Board of Trustees of the Fountain Valley School District shall hereby certify that as of October 7, 2021, each pupil in the District in kindergarten through grade 8 has been provided with a standards-aligned textbook or basic instructional materials in each of the following areas: mathematics, science, history-social science and English/language arts, including the English language development component of an adopted program, and visual and performing arts.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2022-12, certifying that each pupil in the Fountain Valley School District has be provided with a standards-aligned textbook or basic instructional materials in the curricular areas of mathematics, science, history-social science, English/language arts, including the English language development component of an adopted program, and visual and performing arts.

6. RESOLUTION 2022-13 RECOGNITION OF OCTOBER 2021 AS DYSLEXIA AWARENESS MONTH

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2nd ___
V ___

The International Dyslexia Association has designated October as Dyslexia Awareness Month to encourage staff members, families and the community to collaborate to raise awareness and understanding in so much as to identify, treat and prevent problems associated with dyslexia in order to ensure success for every student with dyslexia.

Superintendent’s Recommendation: It is recommended that the Board of Trustees adopts Resolution 2022-13 recognizing October 2021 as Dyslexia Awareness Month in the Fountain Valley School District.

7. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M ___
2nd ___
V ___

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

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

Routine Items of Business

- 7-A. Board Meeting Minutes from September 2nd regular meeting
- 7-B. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 7-C. Warrants
- 7-D. Purchase Order Listing

Consent Items

- 7-E. **WILLIAMS UNIFORM COMPLAINT QUARTERLY REPORT (QUARTER #1: JULY 1 – SEPTEMBER 30, 2021)**

Superintendent's Comments: It is recommended that the Board of Trustees receives and approves the Williams Quarterly Report for the first quarter of the 2021-22 year and approves its submittal to the Orange County Department of Education.

- 7-F. **APPROVE CHANGE ORDER #1 FOR THE OKA ELEMENTARY SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT**

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #1 for the Oka Elementary School Measure O HVAC and Modernization Project.

- 7-G. **APPROVE CHANGE ORDER #4 FOR THE TALBERT MIDDLE SCHOOL MEASURE O HVAC AND MODERNIZATION PROJECT**

Superintendent's Comments: It is recommended that the Board of Trustees approve Change Order #4 for the Talbert Middle School Measure O HVAC and Modernization Project.

- 7-H. **INDEPENDENT CONTRACT FOR EXPRESSIONS SPEECH LANGUAGE PATHOLOGY SERVICES, INC.**

Superintendent's Comments: It is recommended that the Board of Trustees ratifies the contract between Expressions Speech Language Pathology Services, Inc. and the Fountain Valley School District for the 2021-2022 school year.

- 7-I. **INDEPENDENT CONTRACT FOR PROFESSIONAL TUTORS OF AMERICA, INC.**

Superintendent's Comments: It is recommended that the Board of Trustees approve the contract between Fountain Valley School District and Professional Tutors of America Inc. for the 2021-2022 and 2022-2023 school years.

- 7-J. **SPECIAL EDUCATION SETTLEMENT AGREEMENT 2021-2022 E**

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

7-K. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2021-2022 F

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

7-L. ASSISTANCE LEAGUE OF HUNTINGTON BEACH (ALHB) LINKS TO LEARNING

Superintendent’s Comments: It is recommended that the Board of Trustees approves the agreement between Fountain Valley School District and the Assistance League of Huntington Beach for the Links to Learning program for the 2021/22 school year.

7-M. INDEPENDENT CONTRACT FOR DR. ELIZABETH GENDY- SHAKER

Superintendent’s Comments: It is recommended that the Board of Trustees approves this contract with Dr. Elizabeth Gendy-Shaker for the 2021-2022, 2022-2023, and 2023-2024 school years.

7-N. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2021-2022 G

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

7-O. NON-PUBLIC AGENCY CONTRACTS

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

Non-public School/Agency	100% Contract Cost	Effective Dates
Secure Transportation Co., Inc.	\$40,710.00	9/7/21-6/30/22
Olive Crest Academy & Olive Crest Acad. N.	\$52,333.55	8/27/21-6/30/22
Olive Crest Academy & Olive Crest Acad. N.	\$49,280.62	9/9/21-6/30/22
Olive Crest Academy & Olive Crest Acad. N.	\$48,259.26	9/15/21-6/30/22

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, November 18, 2021 at 6:30PM.**

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

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

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF OCTOBER 21, 2021**

DATE: October 21, 2021

Attached for your information is the agenda of the Board of Trustees special meeting of October 21, 2021.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

A G E N D A

10055 Slater Avenue
Fountain Valley, CA 92708

October 21, 2021

- CALL TO ORDER: 5:15PM
- ROLL CALL
- APPROVAL OF AGENDA

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

1. ELEMENTARY & SECONDARY SCHOOLS EMERGENCY RELIEF (ESSER III) PLAN

Assistant Superintendent, Educational Services, Dr. Katherine Stopp, and Director Educational Services, Dr. Jerry Gargus, will review with the Board of Trustees the process used to develop the District’s Elementary & Secondary Schools Emergency Relief (ESSER III) Plan. FVSD is receiving \$3,324,169 in funding as part of the third round of ESSER funding, and school districts were required to develop ESSER III Expenditure Plans that articulate how funding will be utilized to (1) implement strategies for continuous and safe in-person learning, and (2) address the impact of lost instructional time.

PUBLIC COMMENTS

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Our mission is to promote a foundation for academic excellence, mastery of basic skills, responsible citizenship, and a desire by students to achieve their highest potential through a partnership with home and community.

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

BOARD WORKSHOPS

2. CONSTRUCTION WORKSHOP

Assistant Superintendent, Business, Chris Fullerton, will lead the Board of Trustees through a workshop regarding construction projects in the District.

LEGISLATIVE SESSION

3. ELEMENTARY & SECONDARY SCHOOLS EDUCATION RELIEF III EXPENDITURE PLAN

M _____
2nd _____
V _____

In response to the 2019 Novel Coronavirus (COVID-19), the U.S. Congress passed the American Rescue Plan (ARP) Act in March 2021. This federal stimulus funding is the third act of the federal relief in response to COVID-19. The main funding source for local educational agencies (LEAs) in the ARP Act is the Elementary & Secondary Schools Education Relief III Fund.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the Elementary & Secondary Schools Education Relief III Expenditure Plan.

4. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

M _____
2nd _____
V _____

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

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

Routine Items of Business

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

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

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- REPORT OUT OF CLOSED SESSION
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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 SEPTEMBER 2, 2021**

DATE: October 21, 2021

Attached for your information are the minutes of the Board of Trustees regular meeting of September 2, 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_IW7YKiawTNCIEXb-Y7Jleg

September 2, 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. Schultz

PLEDGE OF
ALLEGIANCE

SPECIAL PRESENTATIONS

City of Fountain Valley Mayor Michael Vo invited 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. Mayor Vo encouraged our District to teach kindness, do kindness and spread kindness.

INVITATION TO
PARTICIPATE IN THE
CITY OF FOUNTAIN
VALLEY'S ACTS OF
KINDNESS

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra reviewed for the Board of Trustees the unaudited actuals for the Fountain Valley School

UNAUDITED
ACTUALS FOR
FISCAL YEAR 2020-21

District for the fiscal year 2020-21. Mrs. Fullerton began by reviewing our District's Mission Statement. She then shared an overview of the State economy, noting the V-shaped recovery. Mr. Guerra shared an overview of 2021-22 unaudited actuals, highlighting our General Fund revenues and revenue sources. In addition, he shared General Fund expenditures and sources, noting the impacts of COVID funds. He provided a summary of the District's General Fund and changes from estimated actuals to unaudited actuals. Moreover, he shared an overview of other District funds. Mr. Guerra reviewed updates to the 2021-22 Budget, noting the difference in just a year to items such as COLA, deferrals, independent study, LCFF carryover and reporting requirements. He compared the Governor's proposals and legislature proposals to the enacted budget. Mr. Guerra also shared the District's budget adjustments. In closing, Mrs. Fullerton focused on looking ahead, noting the impact of enrollment decline, whether a COVID blip or the new normal; what a normal school year looks like; economic uncertainty including inflation, supply chain uncertainty, worker shortages and interest rate increases and their impact on State revenues; and COVID, including the Delta and other variants. She shared next steps for the Board including approval of unaudited actuals submitted to OCDE by September 15, review by external auditors and the preparation of the audit report, and a revisit of the 2020-21 budget and any necessary adjustments in the first interim report by December 15.

(ORAL AND
WRITTEN)

Assistant Superintendent, Educational Services, Dr. Katherine Stopp, and Director Educational Services, Dr. Jerry Gargus, provided the Board of Trustees with an update on student achievement from the 2020-21 school year. The information shared provided insight into the performance of students in English Language Arts and Mathematics in 3rd-8th grade, as well as reading achievement in Kindergarten through 8th grade. Dr. Stopp began by giving a general overview of the year, our focus on the FVSD Family and reconnecting, reengaging and reimaging. Following this, Dr. Gargus shared our historical CAASPP results, noting our growth since 2014-15. Moreover, Dr. Gargus shared a summary of the 2020-21 assessments noting the administration of IXL diagnostics resulting in 74% of students meeting or exceeding standards in math. He shared further breakdown of our students and their achievement in math based on subgroups and special populations. Dr. Gargus shared a similar review for English Language Arts, noting that 70% of students met or exceeded standards. He shared again additional details regarding subgroups and special populations and their achievement in English

2020-2021 STUDENT
ACHIEVEMENT
UPDATE

Language Arts. Moreover, Dr. Gargus shared a comparison of results for our elementary students, grades 3-5 for the District as a whole and compared to each of our elementary sites and FVSDConnected students. Similarly, he shared a comparison of districtwide grade 6-8 students, compared to each of our middle schools and FVSDConnected students. Following this, Dr. Gargus shared notable trends from our IXL diagnostic results including that our students performed well in spite of unique circumstances. In addition, Dr. Stopp shared the plans for use of elementary site funds in the coming year to best align them with our Board priorities, including \$20,000 per elementary site for reading support and \$5,000 for library resources. She reviewed site-based academic supports including push in support teachers for grades 3-5 and Kindergarten instructional aides. In addition, she shared our elementary instructional support Teachers on Special Assignments and our elementary site leads. Moreover, Dr. Stopp shared plans for middle school sites including music, science and PE equipment. Similarly, she shared site level academic supports including doubling the number of middle school intervention periods and 6-8 push in support teachers. Dr. Stopp then shared our middle school instruction supports and our middle school site leads.

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen's activities since the last meeting included: August 9, 16, 23 meetings as well as last Monday's meeting of the City of Fountain Valley GPAC Ad Hoc committee and the September 1st District virtual Kick Off. In closing, he thanked Mayor Vo for the launch of the Kindness Campaign. Mr. Cunneen wished staff and students a heartfelt welcome back, noting that we will all do this together.

Mrs. Galindo's activities since the last meeting included: the September 1st District virtual Kick Off, noting that for it to include every member of our staff, while virtual, was wonderful. In addition, she noted continued participation in an online leadership program.

Mr. Schultz thanked several of our staff, including librarian Kelly Lopez and Mrs. Armendiaz, for their support of his efforts to get books for FVHS students, noting more than 400 books distributed to students. He, too, continues to participate in an online leadership course that he is enjoying. He noted as well that of the students in his three freshmen classes at FVHS, 3 of 120 identify

themselves as readers, 1 as a writer and none as leaders. He noted the importance of every one of our students identifying themselves as readers, writers and leaders. Giving the presentation this evening by Mayor Vo, he noted the importance of kindness, but also self-kindness and the effects of COVID on mental health. He emphasized the need to lift one another up, to serve and make each other better, all as leaders.

Mrs. Schultz congratulated staff for a great kick off, noting that the event was very inspiring and great to see the plans for the coming year. She thanked Dr. Johnson and our staff for their efforts for this. She noted as well the opportunity to tour our sites tomorrow with Dr. Johnson to see the progress of construction, including those campuses completed and those underway.

Mrs. Crandall thanked each and every employee as they work so hard to get ready for the first day of school. Her activities since the last meeting included: Capitol Advisors webinar on social emotional learning, new teacher orientation for 32 new certificated employees, address of our employees at the September 1st District virtual Kick Off, Summer Harvest food distribution, and watching the dropping of science rooms at Talbert Middle School. She thanked her fellow trustees for their service this month.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mr. Cunneen moved to adopt Board Policy 6158 Independent Study.

Second: Mrs. Galindo

Vote: 5-0

UPDATES TO
BOARD POLICY
6158
INDEPENDENT
STUDY

Motion: Mrs. Schultz moved to approve the Updated 2021-22 COVID-19 Safety Plan for the Fountain Valley School District.

Second: Mr. Schultz

Vote: 5-0

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

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

Second: Mr. Schultz

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from August 5th regular meeting
- Board Meeting Minutes from August 18th regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Transfers and Adjustments
- Record of Eighth Grade Promotion, June 2021
- Resolution 2022-09: Gann Amendment Appropriations Limitation
- 2020-21 Capital Facilities Fund / Developer Fees
- Educational Services Approved Independent Contractor List
- Strong Workforce Program K-12 Pathway Improvement Grant to Support the Expansion of College and Career Readiness Programs
- 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
- Approve the Operational Area Agreement for The Purpose of Emergency Management Coordination with Other Agencies in Orange County
- Memorandum of Understanding Between CDPH K-12 School Laboratories and Fountain Valley School District
- Non-Public Agency Contracts
- Non-public Agency Contracts

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

Dr. Johnson Thanked everyone for their role in putting together our District virtual Kick Off yesterday. He noted that our staff was a part of something special over the last 18 months. We care and love all of them. In addition, he commended our principals, as following the Kick Off, they had launch events at their sites that brought so much fun to the day. In addition, he

congratulated Parham Sadegh and Christian Yepiz, both reclassified this evening, noting their hard work. Moreover, he thanked Mrs. Arjian and Mrs. Abdel for their efforts on the New Teacher Orientation. And as this is Mrs. Arjian's last meeting with her retirement this month, he highlighted the care of our Board for her. He celebrated the great professional development our staff has participated in already this year. In closing, he thanked our community for their support of Measure O, highlighting the great work that has been done including new asphalt, ViewSonics in our classrooms, in addition to the completion of three phases of projects with phase four well underway. He highlighted the legacy of Mr. Joe Hastie as almost every classroom in our District has air conditioning, noting the huge role he has played in making this happen for our students and staff.

CLOSED SESSION

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

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*
Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.
- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.
- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services:
Government Code 54956.5

ADJOURNMENT

Motion: Mrs. Schultz moved to adjourn the meeting at 8:24PM.

Second: Mr. Cunneen

Vote: 5-0

/rl



Fountain Valley School District
Personnel Commission

To: Personnel Commission
From: Cathie Abdel, Assistant Superintendent, Personnel
Date: September 23, 2021
SUBJECT: Classification Review – Executive Assistant

Background

This request for review of this position was brought forth by Superintendent, Mark Johnson, Ed.D., supervisor of the position in question. This request is necessitated by the growth in responsibilities of the position and accretion of job duties. The additional duties in question require leadership and autonomy in decision making and project planning at level of a Classified Manager.

Analysis

The position of Executive Assistant is a single position class placed on Range 55 of the Confidential Salary Schedule.

When Mrs. Lucchese was initially hired as Executive Assistant in 2009, the demands of the role were focused on administrative support of the Superintendent and Board of Trustees. Over the years, there has been an increased need to reach our staff, families and community in a more dynamic manner. Mrs. Lucchese's role has expanded greatly to include creation of communications across multiple channels in order to keep our staff, families and community up to date on the workings of the district.

The main area of accretion has occurred in the planning and execution of communication projects for the Superintendent's Office and on behalf of the District as a whole. The complexity and skill necessary to successfully plan and execute the projects under Mrs. Lucchese's purview have increased to a higher level than required of an Executive Assistant and confidential employee. In this area, Rina has taken on the following duties that match the skill level of Classified Management:

- Taken on role of Public Information Officer for District, serving as communications point of contact for press releases. Rina has established a network of PIOs across the County to broaden the resources available to us in ensure successful communication efforts.
- Coordinates and ensure the successful execution of public relations projects including Leadership Advance, Every Student Succeeding, Teacher of the Year, State of the District, as well as other District projects.
- Developed specialized knowledge regarding video creation and editing in order to enhance our communications with stakeholders.

- Responsible for developing scripts, securing footage both video and still photo, and editing the materials to produce videos to celebrate the work of staff, inform the community and engage families.
- Organizes and administers the District's public information program pertaining to promotion of the District and our programs. Through this role, Rina develops, prepares and edits news releases, publications and promotional materials.
- Works with our school site and District administrators to develop effective communication procedures through electronic newsletters and assists in the development of the District's online presence. Rina trains our principals to ensure that they can effectively use tools like Constant Contact to reach their parents and community.
- Develops and organizes graphic and photographic alternatives for publication and develops visual materials, including the creation of our annual themes and corresponding logos, PPT presentations and templates.

Over the past five years, the depth and complexity of the tasks that Mrs. Lucchese is asked to perform have increased substantially. She is performing duties typically outlined in the job description of a Public Information Officer in addition to her duties as Executive Assistant, and has been doing so for several years. The complexities and skill required for successful execution of her additional duties is at a higher skill level on par with that of Classified Management.

Title

The responsibilities proposed warrant an increase onto the management hierarchy. The title of Executive Assistant/Public Information Officer better reflects the increased areas of responsibility.

Salary Review

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

Based upon the information available and the comparison and analysis of classes, the recommendation is to place this classification at range 12 on the Classified Management Salary Schedule.

Recommendations

1. It is recommended that the Personnel Commission approve the title change from Executive Assistant to Executive Assistant/Public Information Officer.
2. It is recommended that the Personnel Commission approve the job description for Executive Assistant/Public Information Officer.
3. It is recommended that the Personnel Commission approve the placement of the class of Executive Assistant/Public Information Officer at range 12 on the Classified Management Salary Schedule.

JOB DESCRIPTION
Fountain Valley School District

Executive Assistant/Public Information Officer

Purpose Statement

The job of Executive Assistant/Public Information Officer is done for the purpose/s of planning, coordinating and implementing a comprehensive public and staff information program; maintaining communications links with news media, parents, employees, business, community groups, and other agencies; designing, writing and editing material for publication; assisting the Superintendent and Board of Trustees in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; and overseeing assigned personnel.

This job reports to the Superintendent.

Essential Functions

- Assists with policy manual development and distribution (e.g. reviews and coordinates approvals, provides current policy information, etc.) for the purpose of ensuring that policy information is up to-date and readily available; providing policy manuals on a continuing and as requested basis in accordance with District protocol.
- Assists with coordination of District online communications including website and online/social media outlets.
- Assists school site and District administration in developing effective communication procedures through brochures, newsletters and video communications; assists in development of online presence.
- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes; coordinating materials distribution and/or supporting the needs of attendees with guidelines.
- Collaborates with management staff to develop priority marketing projects; conduct training programs for management staff to maximize quality of public relation efforts.
- Communicates with a broad audience (e.g. staff, parents, students, administrators, community members, etc.) for the purpose of providing and receiving information in accordance with established policies consistent with the vision of the District, ensuring a high level of customer service.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for the Superintendent.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board of Trustees (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely and professional manner.
- Designs and coordinates application of District branding including: logos, PPT templates and promotional materials.
- Develops, prepares and edits news releases, publications and promotional materials in compliance with policies, regulations and guidelines concerning public information.

- Ensures compliance with Conflict of Interest updates, management and filings with County of Orange.
- Maintains a wide variety of confidential complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing upto-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of the Superintendent (e.g. Board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Organizes, develops and recommends graphic and photographic alternatives for publication; develop and prepare visual materials, such as videos, to enhance and assist in presentations.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Plans, organizes, coordinates and supervises preparation, electronic and hard copy posting and distribution of Board of Trustee agendas and related notices, materials and other documents.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, editorials, electronic newsletter, event programs, press releases, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and equipment for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents the Office of the Superintendent as directed for the purpose of responding to matters that require immediate attention to ensure inquiry is addressed or directed to appropriate staff.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information to ensure inquiry is resolved or directed to appropriate staff.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.
- Serves as a member of District leadership team; coordinates leadership team schedule, prepares agendas and keeps abreast of leadership team business, following up after meetings to ensure necessary actions are initiated on behalf of Superintendent.
- Supervises and coordinates overall development of a variety of multimedia and video productions throughout District; write and arrange scripts, setups and shooting schedules; set production priorities and ensure deadlines are met.

- Supports Superintendent and Board of Trustees for the purpose of providing assistance with their functions and responsibilities.
- Writes copy, edits material and distributes materials electronically and via hardcopy for District newsletters, publications, brochures, web pages, social media, official documents and marketing materials.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective function of the department.

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; directing other persons within a small work unit; monitoring budget expenditures. Utilization of 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 75% sitting, 20% walking, 5% 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

12

JOB DESCRIPTION
Fountain Valley School District

Executive Assistant (Confidential)

Purpose Statement

The job of Executive Assistant (Confidential) is done for the purpose/s of assisting the Superintendent and Board of Trustees in the daily operation of the district as well as the planning, implementing, directing and maintaining of District programs by providing a wide variety of complex and confidential administrative and secretarial support; analyzing requests and providing recommendations for action; communicating information on behalf of the district and the governing board to its staff, other districts, public agencies, etc.; and overseeing assigned personnel.

This job reports to the Superintendent

Essential Functions

- Assists with policy manual development and distribution (e.g. reviews and coordinates approvals, provides current policy information, etc.) for the purpose of ensuring that policy information is up-to-date and readily available; providing policy manuals on a continuing and as requested basis in accordance with District protocol.
- Attends Board meetings, public hearings and work sessions for the purpose of providing information, recording minutes; coordinating materials distribution and/or supporting the needs of attendees with guidelines.
- Communicates with a broad audience (e.g. staff, parents, students, administrators, community members, etc.) for the purpose of providing and receiving information in accordance with established policies consistent with the vision of the District, ensuring a high level of customer service.
- Compiles data from a wide variety of diversified sources (e.g. staff members, Board Members, Community Organizations, government agencies, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for the Superintendent.
- Coordinates a wide variety of projects, activities and/or events for the Superintendent and Board of Trustees (e.g. meetings, receptions, luncheons, workshops, travel/accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely and professional manner.
- Maintains a wide variety of confidential complex manual and electronic documents files and records (e.g. contacts, time sheets, legislative information, databases, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of the Superintendent (e.g. Board procedures, public relations issues, meeting arrangements, account balances, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Prepares a wide variety of complex written materials (e.g. correspondence, agendas, minutes, editorials, electronic newsletter, event programs, press releases, reports, etc.) for the purpose of

communicating information and/or creating documentation in compliance with established guidelines.

- Processes a wide variety of complex documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and equipment for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents the Office of the Superintendent as directed for the purpose of responding to matters that require immediate attention to ensure inquiry is addressed or directed to appropriate staff.
- Researches a variety of topics (e.g. current practices, policies, education codes, board agenda items, parental complaints, legal updates, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of calls, concern and/or complaints for the purpose of resolving problems, providing information to ensure inquiry is resolved or directed to appropriate staff.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for the Superintendent, other administrators and/or board members.
- Supports Superintendent and Board of Trustees for the purpose of providing assistance with their functions and responsibilities.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; preparing and maintaining accurate records; and utilizing delegated authority.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: school district operations and philosophy; concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related 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. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting

deadlines and schedules; working with constant interruptions; and working with detailed information/data.

Responsibility

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

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 75% sitting, 20% walking, and 5% standing. The job is performed in a generally hazard free environment.

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

Education Targeted, job related education with study in job-related area.

Equivalency .

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

56

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent Personnel

SUBJECT: **ELIGIBILITY LISTS**

DATE: October 21, 2021

Attached are the eligibility lists for:

Food Service Technician

Head Custodian

Health Assistant

Library/Media Technician

Noon Duty Aide

School Office Manager

Senior Payroll Technician

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #7-#11

ELIGIBILITY LIST
Food Service Technician
EXPIRES 9-24-22

RANK	NAME
1	Robbie Acosta
1	Jonathan Lagunas
2	Ana Cortez-Salcedo
2	Edwin Puebla
3	Jamie Hsu
4	Fred Vannetter
5	Ariana Leon
6	Jennifer Gallarado
7	Yvonne Tran

ELIGIBILITY LIST
Library/Media Technician
EXPIRES 10-15-22

RANK	NAME
1	Christina Fogarty
1	Jennifer Lucier

ELIGIBILITY LIST
Head Custodian
EXPIRES 10-14-22

RANK	NAME
1	Bill Konieczny
2	Delvon Wingfield
3	Andrew Ayala
3	Andrew Weaver
4	Ruben Cantoran
5	Rogelio Razo
6	James Nguyen
7	Harold Gottlieb
7	Garrett Walthers
7	Troy Bermudez
8	Omar Gonzalez
8	Gary Esparza
9	Jacob Vasquez
10	Martin Estrada
10	Ramiro Gonzalez
11	Jonathan Gonzalez
12	Nick Esparza
12	Guillermo Bocanegra
12	Aristoteles Bustos
12	Ignacio Rivera
13	Delmy Rivera
13	Leticia Perez
14	Armend Azemi
15	Alfredo Valenzuela
15	Samuelu Vaoso
15	Jose Mendoza
15	Jenna McCaffrey

**Eligibility List
Health Assistant
Merged List (Updated 9/22/2021)**

RANK	NAME	EXPIRES
1	Linda Fillet	9-22-22
2	Talmai Martinez	9-22-22
3	Monica Heredia	6-17-22
4	Linh Le	9-22-22
4	Laura Lytle	9-22-22
5	Megan Ching	9-22-22
5	Christine Hart	9-22-22
6	Maria Padilla	6-17-22
6	Anaiya Summerville	6-17-22
7	Seethal Stanly	6-17-22
7	Andrea Bautista	6-17-22
8	Yessennia Alvarez	6-17-22
9	Sarah Proctor	6-17-22
10	Kenneth Barios	6-17-22
10	Genine Baldree	9-22-22

ELIGIBILITY LIST
Noon Duty Aide
Merged List (Updated 10/01/21)

RANK	NAME	EXPIRES
1	Noor Hawk	11-11-21
1	Katherine Pham	11-11-21
1	Rebecca Martinez	10-01-22
1	Juliana Bailey	10-01-22
1	Jenny Villalvazo	10-01-22
2	Shaina Brewster	10-01-22
3	Mandeina Abdelmalak	06-03-22
4	Kelly Lopez	11-11-21
4	Jenny Rossi	11-11-21

ELIGIBILITY LIST
Senior Payroll Technician
EXPIRES 10-14-22

RANK	NAME
1	Tonantzin Talvera
2	Jessica Gonzalez
3	Matthew Trujillo
4	Michelle Sampson

ELIGIBILITY LIST
School Office Manager
EXPIRES 10-11-22

RANK	NAME
1	Lisa Benard
2	Cristie Collins
3	Irene Gogley
3	Martha Cope
4	Melanie Morales
5	Daphne Lietz
6	Elizabeth Hindman
7	Carolyn Galloway
8	Kelly Lopez
9	Heather Rocha
10	Michelle Sampson
11	Amanda Arevalo
12	Jenny Lindsay

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: October 16, 2021

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

Interdepartmental

Custodian

Office Assistant

Dual Certification:

Behavior Intervention Assistant

Instructional Assistant – Bilingual

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

Preschool Assistant

Preschool Instructor



Fountain Valley School District
Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY
CUSTODIAN

Interdepartmental Transfer Only

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

POSTING DATE:	October 20, 2021
CLOSING DATE:	October 26, 2021 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	37.5 hours/week: M – F, 2:00 p.m. – 10:00 p.m. (with 1/2 hour dinner)
TERM:	12.0 months/year
VACANCY:	One position at Cox

THE JOB

Under the supervision of the Custodial Supervisor, the job of Custodian is done for the purpose/s of providing custodial services at an assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; assisting with preparation of facilities for classroom activities and campus events; performing minor repair and maintenance and assuring security of the site during assigned hours.

APPLICATION PROCESS

Present employees in the classification of Custodian wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Tuesday, October 26, 2021. **POSTMARKS WILL NOT BE ACCEPTED.**

APPOINTMENT/CERTIFICATION

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

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

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

Regular employees assigned four or more hours per day will become members of the Public Employees Retirement System. All regular classified employees 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.fvdsd.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT - SCHOOL

Interdepartmental Transfer Only

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

POSTING DATE:	October 20, 2021
CLOSING DATE:	October 26, 2021 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	28.75 hrs/wk: Monday – Friday, Hours to be determined
TERM:	10.48 months per year
VACANCIES:	One position at Talbert

THE JOB

Under the direction of the assigned administrator, the job of Office Assistant - Department is done for the purpose/s of greeting and directing visitors; responding to inquiries from staff, the public, parents, students, etc. by providing requested information and/or referral to other parties; performing a variety of clerical duties in support of assigned department or program.

APPLICATION PROCESS

Present employees in the classification of Office Assistant wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvdsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 4:00 p.m., Tuesday, October 26, 2021. POSTMARKS WILL NOT BE ACCEPTED.

APPOINTMENT/CERTIFICATION

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

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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 BEHAVIOR INTERVENTION ASSISTANT *Dual Certification - Open and Promotional*

POSTING DATE:	September 22, 2021
CLOSING DATE:	October 12, 2021 at 4:00 p.m.
SALARY:	\$22.71/hour - \$27.60/hour (Range 44, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	28.75 hours per week – Hours to be determined
TERM:	9.55 months per year
VACANCIES:	Three positions for 2021-2022 school year

ESSENTIAL FUNCTIONS

- Provides direct services including crisis intervention and consultative strategies to students, as planned by the educational team
- Collaborates with certificated, classified and other support staff
- Compiles information to determine effective strategies
- Documents observations of student performance in academic and school activities
- Guides student in personal interactions and/or specific student issues
- Implements behavioral and IEP plans
- Serves as a support system and direct resource for a team of professional educators

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others
- Apply child guidance principles and practices, especially as they relate to students with learning disabilities
- Understand instructional materials and techniques used in Special Education
- Understand basic subjects taught in the schools, including arithmetic, grammar, spelling, language and reading
- Understand the instructional materials and techniques used in Special Education
- Supervise and discipline students according to approved policies and procedures
- Identify issues, create action plans, draw conclusions and learn the methods, procedures, functions and limitations of assigned duties

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Model appropriate social skills, social interaction and appearance
- Apply safe practices and behavior modification techniques developed for classroom use
- Prepare and maintain accurate records and observations and document student behavior
- Intervene positively and diffuse potential confrontations among students
- Maintain confidentiality and understand the exceptional needs of special education students

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:

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

CERTIFICATION/LICENSE:

Current CPR and First Aid certification

Completion of Pro-Act and Applied Behavior Analysis trainings by the end of probationary period

APPLICATION PROCESS:

All applications and application materials must be submitted through Ed Join or through our website at www.fvds.us. . All application materials must be submitted through EdJoin by 4:00 p.m., October 12, 2021.

EXAMINATION PROCESS

The examination process will consist of a technical interview to be held on a date to be determined. All applicants who meet the above requirements will be invited to attend the technical interview.

Relative weight of examination process:

Technical Interview (100%)Tentatively Scheduled for October 20, 2021

Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley

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

APPOINTMENT/ CERTIFICATION

The application/interview process will result in both a promotional list and an open list. The promotional list will take precedence and be used first. Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles. The two lists will be merged if the highest ranking candidate on the open list has a higher score than the highest available candidate on the promotional list after seniority points have been added. Otherwise, when fewer than three ranks are available on the promotional list, the open list will be used. The eligibility lists for this classification will be established for twelve months. All employment offers are conditional, based upon successful completion of the fingerprinting/conviction clearance, medical examination, 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 FOOD SERVICES WORKER *Dual Certification (Open and Promotional)*

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

POSTING DATE:	October 21, 2021
CLOSING DATE:	November 11, 2021 at 4:00 p.m.
SALARY:	\$16.19 - \$19.68 per hour (Range 10, 5 Steps) *Per CSEA contract, hiring can be made up to step 3.
HOURS:	15 hours per week, days and hours to be determined
TERM:	9.6 months per year
VACANCY:	Four Rover positions

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

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

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

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

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

EDUCATION AND EXPERIENCE

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

CERTIFICATES AND LICENSES

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

APPLICATION PROCESS

Applicants must complete an application on EdJoin, obtained through our website – www.fvsd.us. The deadline is 4:00 p.m. on Thursday, November 11, 2021. Those passing the written test, and meeting the minimum qualifications stated above, will be invited to the oral interview.

EXAMINATION PROCESS

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

Relative Weight of Examination Process:	
Written Test: (50%).....	November 15, 2021 at 9:00 a.m.
Qualification Appraisal Interview (50%).....	Tentatively Scheduled for November 18, 2021
<i>Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley</i>	

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

APPOINTMENT/CERTIFICATION

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

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Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASST., BILINGUAL (Spanish or Arabic)

Dual Certification (*Open and Promotional*)

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

POSTING DATE:	September 22, 2021
CLOSING DATE:	October 14, 2020 by 4:00 p.m.
SALARY:	\$19.37 - \$23.54 per hour* (Range 28, 5 steps) *(Per CSEA contract, hiring may be made up to step 3)
SCHEDULE:	Approx. 10-15 hours per week, Monday– Friday
TERM:	9.6 months/year
VACANCY:	One position

ESSENTIAL FUNCTIONS

- Administers tests to referred students such as assessing proficiency in English skills (oral and written) and other mandated testing for English language learners
- Assists students, individually or in groups, with lesson assignments by reinforcing instruction in language arts, reading, arithmetic, social studies, science, etc.
- Provides information on student's progress and performance
- Communicates with parents (e.g. test results, needs, students' placement, etc.).
- Implements, under the supervision of the teacher, instructional programs and lesson plans
- Interprets verbal and translates written communication
- Monitors individual and/or groups of students in a variety of settings such as classroom, playground, field trips, library, lunchroom, bus loading/unloading

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Translate written documents
- Prepare and maintain accurate records
- Write documents following prescribed formats
- Present information to others
- Understand complex, multi-step written and oral instructions
- Utilize concepts of grammar and punctuation in both English and Second Language
- Schedule age appropriate activities and/or meetings
- Gather and/or collate data and use basic, job-related equipment
- Work with a wide diversity of individuals in a variety of circumstances
- Work with data utilizing defined but different processes

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Identify issues and create action plans
- Interpret guidelines
- Communicating with diverse groups including those with limited English proficiency
- Establish and maintain effective working relationships

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
- 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 at www.fvdsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. on Thursday, October 14, 2020.

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 (pass/fail)	October 18, 2021 at 9:00 a.m.
Performance test – bilingual written and oral (pass/fail)	TBD
Oral Interview (100%)	TBD
<i>Exam parts will be held at the Fountain Valley School District Office</i>	

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

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

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

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

POSTING DATE:	September 22, 2021
CLOSING DATE:	October 14, 2021 at 4:00 p.m.
SALARY:	IA - \$18.07/hour - \$21.99/hour (Range 21, 5 steps) IA- Mild/Moderate - \$18.78/hour - \$22.82/hour (Range 25, 5 steps) IA- Moderate/Severe - \$19.77/hour - \$24.02/hour (Range 30, 5 steps) *Substitutes are paid at step 1; regular hires may be hired up to step 3 per CSEA Contract
TERM:	9.6 months per year
VACANCIES:	Pending (To establish eligibility and substitute lists)

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

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

(SEE OTHER SIDE)

Skills, Knowledge and Abilities are required to (continued)

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

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

EXPERIENCE AN EDUCATION

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

APPLICATION PROCESS:

Applicants must complete an online application for each classification of interest obtained through our website – www.fvds.us . All application materials must be submitted through EdJoin by 4:00 p.m., October 14, 2021.

EXAMINATION PROCESS

The examination process will consist of a written test and an interview to be held on the dates listed below. These dates are subject to change. All applicants are invited to the written test, however, applicants who have passed the No Child Left Behind (NCLB) test will not need to take the test again.

Relative weights of examination process:

Written test (pass/fail)..... October 18, 2021

Qualifications Appraisal Interview (100%)..... Week of October 25, 2021

Testing will be conducted at Fountain Valley School District, 10055 Slater Avenue, Fountain Valley

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

APPOINTMENT/ CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY NOON DUTY AIDE

Open

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

POSTING DATE:	October 1, 2021
CLOSING DATE:	October 22, 2021, by 4:00 p.m.
SALARY:	\$15.10 - \$18.35 per hour (Range 5, 5 steps)
HOURS	5.0 to 6.0 Hours per week, Monday, Tuesday, Wednesday, Friday (some sites Thursday)
TERM:	9.6 months a year
VACANCY:	1 position & to establish eligibility and substitute lists

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.fvzd.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.fvzd.us. All application materials must be submitted through Ed Join by 4:00 p.m. Friday, October 22, 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 October 27, 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.

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Fountain Valley School District

Personnel Commission

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CLASSIFIED EMPLOYMENT OPPORTUNITY

PRESCHOOL ASSISTANT

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:	September 28, 2021
CLOSING DATE:	October 18, by 4:00 p.m.
SALARY:	\$17.53 - \$21.31 per hour (Range 18, 5 steps) *Per CSEA contract, hiring may be made up to step 3
VACANCY	Up to 15.0 hours/week, Monday – Friday, Hours to be determined
TERM:	9.6 months a year

ESSENTIAL FUNCTIONS

- Assists with planning, organizing, and implementing a variety of activities to meet the needs and interests of preschool-age children
- Assists with preparation of site for daily operations
- Maintains a clean, sanitary, orderly, and nurturing indoor and outdoor environment for all students
- Facilitates a program which meets the developing needs of children
- Collects anecdotal notes and maintains and reports progress regarding behavior and performance
- Communicates with Preschool Instructor concerning the developmental needs of each child
- Prepares activities and assists in implementing the activities
- Provides for physical and personal hygiene needs of the children
- Attends training and meetings to receive updated child development current best practices information
- Delivers children directly to and from to parents, guardians, or designee
- Establishes standards of appropriate student behavior
- Administers immediate first aid, scheduled prescription and over the counter medication and medical assistance as instructed by a health care professional

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities are required to

- Adapt to changing work priorities, apply pertinent laws, codes, policies, and/or regulations; coordinating activities
- Possess knowledge of curriculum, instruction, and subjects of assignments
- Possess knowledge of pertinent laws, codes, policies, regulations, and relevant professional standards and practices
- Schedule activities, collate data, and use basic, job-related equipment
- Work with a wide diversity of individuals and with a variety of data
- Communicate with persons of varied educational and cultural backgrounds

SEE OTHER SIDE

**JOB REQUIREMENTS: Minimum Qualifications
Skills, Knowledge, and Abilities are required to (continued)**

- Set priorities and meet deadlines and schedules
- Provide leadership, direction, and team building

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

EDUCATION AND EXPERIENCE REQUIREMENTS

- Job related experience is required.
- Targeted, job related education with study in job-related area with a **minimum of 12 college-level semester units in early childhood education or child development, which includes three core courses Child Growth & Development, School, Family & Community, and Program/Curriculum.**

CERTIFICATES AND LICENSES

- Valid Pediatric First aid and CPR certificates (must be completed and shown before final interview.)

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvsd.us. All application materials must be submitted through Ed Join by 4:00 p.m. on Monday, October 18, 2021.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview to be held on the dates listed below. These dates are subject to change. Copies of transcripts or report cards must be attached to your application. Those candidates meeting the minimum qualifications stated above, will be invited to the test. Applicants who successfully complete the written test will be scheduled for the oral interview.

Written test (50%).....	October 25, 2021
Oral Interview (50%)	Date to be Determined
<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 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:	September 28, 2021
CLOSING DATE:	October 18, 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:	Pending (to establish eligibility and substitute lists)

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 with a **minimum of 24 college-level semester units in early childhood education or child development and includes the three core courses Child Growth & Development, School, Family & Community, and Program/Curriculum.**
- One year of teaching experience in a licensed day care center or comparable group child care program

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 Monday, October 18, 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%)	October 25, 2021
Oral interview (50%)	Date to be Determined

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.

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

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

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

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Cathie Abdel, Assistant Superintendent, Personnel

SUBJECT: **PERSONNEL COMMISSION 2021 - 2022: FIRST
QUARTER REVIEW**

DATE: October 12, 2021

Attached is the first quarter information for the Personnel Commission by budget number for 2021-2022:

FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Site

7/1/2021 To 9/30/2021

Pseudo Object	Description	TP Reference	Primary Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc To Date	Actual To Date	= Balance	% Used
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				61.26		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				58.34		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				61.26		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				61.26		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				58.34		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				64.18		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				64.18		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				3,307.66		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				-451.04		
07/30/2021	01B PAY/O'CAIN,L,C	JE 20 4008102021	P204001B22				-451.04		
08/31/2021	02B PAY/O'CAIN,L,C	JE 20 4009102021	P204002B22				-751.74		
08/31/2021	02B PAY/O'CAIN,L,C	JE 20 4009102021	P204002B22				3,307.66		
09/30/2021	03B PAY/O'CAIN,L,C	JE 20 4010082021	P204003B22				3,307.66		
Total: 2410-012819771					35,089.00	0.00	8,269.16	26,819.84	23%

2413 Additional Duty - Cler,Tech,Of										
2021/07/01 FMBI Entry From GLBUCB					A	IG090721A	500.00			
Total: 2413-012819771							500.00	0.00	0.00	500.00 0%

2430 Confidential Salaries										
2021/07/01 FMBI Entry From GLBUCB					A	IG090721A	73,848.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-32.96			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			
07/01/2021	REV 13B LIABILITY PYRLL	JE 20 4006302021	R204013B21				-119.00			

FOUNTAIN VALLEY SD

Pseudo/Object Code Detail by Site

7/1/2021 To 9/30/2021

Pseudo Object	Description	TP Reference	Primary Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc To Date	Actual To Date	= Balance	% Used
09/30/2021	03B MED PAYROLL EXPENDITURE	JE 20	ME10082021	P203003B22			137.77		
Total:					2,527.00	0.00	393.81	2,133.19	15%

3354 ALTERNATIVE RETIRE-CLASSIFIED

2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		21.00				
08/31/2021	02B ARP PAYROLL EXPENDITURE	JE 20	AR09102021	P203002B22			1.30		
09/30/2021	03B ARP PAYROLL EXPENDITURE	JE 20	AR10082021	P203003B22			1.30		
Total:					21.00	0.00	2.60	18.40	12%

3356 OASDI-CLASSIFIED

2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		10,702.00				
07/01/2021	REV 13B LIAB BENEFITS	JE 20	OA06302021	R203013B21			-134.46		
07/30/2021	01B OASDI PAYROLL EXPENDITURE	JE 20	OA08102021	P203001B22			672.52		
08/31/2021	02B OASDI PAYROLL EXPENDITURE	JE 20	OA09102021	P203002B22			550.50		
09/30/2021	03B OASDI PAYROLL EXPENDITURE	JE 20	OA10082021	P203003B22			582.81		
Total:					10,702.00	0.00	1,671.37	9,030.63	15%

3402 HEALTH & WELFARE-CLASSIFIED

2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		52,500.00				
07/30/2021	JULY HEALTH & WELFARE	JE 20	IF20210731	N20P073122			3,937.50		
08/31/2021	AUGUST HEALTH & WELFARE	JE 20	IF20210831	N20P083122			3,937.50		
09/30/2021	SEPTEMBER HEALTH & WELFARE	JE 20	IF20210930	N20P093022			3,937.50		
Total:					52,500.00	0.00	11,812.50	40,687.50	22%

3502 SUI-CLASSIFIED

2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		2,123.00				
07/01/2021	REV 13B LIAB BENEFITS	JE 20	UI06302021	R203013B21			-10.86		
07/30/2021	01B UIC PAYROLL EXPENDITURE	JE 20	UI08102021	P203001B22			54.23		
08/31/2021	02B UIC PAYROLL EXPENDITURE	JE 20	UI09102021	P203002B22			44.15		
09/30/2021	03B UIC PAYROLL EXPENDITURE	JE 20	UI10082021	P203003B22			47.00		

FOUNTAIN VALLEY SD

7/1/2021 To 9/30/2021

Pseudo/Object Code Detail by Site

Pseudo Object	Description	TP	Primary Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
3602 WORKERS'COMP-CLASSIFIED									
2021/07/01 FMB1 Entry From GLBUCB		A	IG090721A		3,919.00				
07/01/2021	REV 13B LIAB BENEFITS	JE	20 WC06302021	R203013B21			-47.72		
07/30/2021	01B WKCMP PAYROLL EXPENDITURE	20	WC08102021	P203001B22			238.57		
08/31/2021	02B WKCMP PAYROLL EXPENDITURE	20	WC09102021	P203002B22			197.46		
09/30/2021	03B WKCMP PAYROLL EXPENDITURE	20	WC10082021	P203003B22			212.89		
Total: 3602-012819771					3,919.00	0.00	601.20	3,317.80	15%
3954 Long Term Disability-Class									
2021/07/01 FMB1 Entry From GLBUCB		A	IG090721A		279.00				
07/30/2021	JULY HEALTH & WELFARE	JE	20 LT20210731	N20P073122			15.50		
08/31/2021	AUGUST HEALTH & WELFARE	JE	20 LT20210831	N20P083122			15.50		
09/30/2021	SEPTEMBER HEALTH & WELFARE	JE	20 LT20210930	N20P093022			15.50		
Total: 3954-012819771					279.00	0.00	46.50	232.50	16%
4325 Office Supplies					Total for: 3000				
2021/07/01 FMB1 Entry From GLBUCB		A	IG090721A		350.00				
Total: 4325-012819771					350.00	0.00	0.00	350.00	0%
5210 Travel, Conference, Workshop					Total for: 4000				
2021/07/01 FMB1 Entry From GLBUCB		A	IG090721A		2,500.00				
Total: 5210-012819771					2,500.00	0.00	0.00	2,500.00	0%

FOUNTAIN VALLEY SD
Pseudo/Object Code Detail by Site

7/1/2021 To 9/30/2021

Pseudo Object	Description	TP Reference	Primary Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
5290 Mileage Non Taxable									
2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		30.00				
Total: 5290-012819771					30.00	0.00	0.00	30.00	0%
5390 Dues and Membership Non Taxabl									
2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		3,100.00				
07/15/2021	PERSONNEL COMMI Dues and Membe	OH	2021/22-010	R20R0121			100.00		
08/13/2021	CODESP Dues and Membership Non	OH	0004834	R20R0276			2,300.00		
Total: 5390-012819771					3,100.00	0.00	2,400.00	700.00	77%
5813 Consultant									
2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		940.00				
07/30/2021	EDUCATIONAL MAN Consultant	OH	2021-1294	R20R0217			895.00	45.00	95%
Total: 5813-012819771					940.00	0.00	895.00	45.00	95%
5820 Physical Exam, Drug testing									
Total: 5820-012819771					0.00	0.00	0.00	0.00	0%
5825 Advertising									
2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		500.00				
07/30/2021	SAN JOAQUIN COU Advertising	OH	211244	R20R0182			767.50		
Total: 5825-012819771					500.00	0.00	767.50	-267.50	153%
5828 Staff Recognition									
2021/07/01	FMB1 Entry From GLBUCB	A	IG090721A		700.00				
07/09/2021	O'CAIN, LISA Staff Recognition	OH	REIMB-7/7/21				24.42		
07/15/2021	O'CAIN, LISA Staff Recognition	OH	REIMB-7/8/21				31.47		

Site: 097 Personnel Commissio

FOUNTAIN VALLEY SD

Subfund: 0101 GENERAL FUND

Pseudo/Object Code Detail by Site

7/1/2021 To 9/30/2021

Pseudo Object	Description	Primary TP Reference	Secondary Reference	CURRENT BUDGET - To Date	Enc - To Date	Actual To Date	= Balance	% Used
07/16/2021	O'CAIN, LISA Staff Recognition	OH REIMB-7/14/21		31.92				
07/22/2021	O'CAIN, LISA Staff Recognition	OH REIMB-7/15/21		63.86				
08/09/2021	O'CAIN, LISA Staff Recognition	OH REIMB-8/2/21		25.26				
08/09/2021	O'CAIN, LISA Staff Recognition	OH REIMB-8/4/21		35.43				
08/18/2021	AMAZON.COM LLC Staff Recogniti	OH 473834397945	R20R0220	31.29				
08/18/2021	AMAZON.COM LLC Staff Recogniti	OH 756738556986	R20R0220	32.59				
09/16/2021	O'CAIN, LISA Staff Recognition	OH REIMB-9/13/21		29.07				
Total: 5828-012819771				700.00	0.00	305.31	394.69	43%

	Total for: 5000	7,770.00	0.00	4,367.81	3,402.19	56%
Total Pseudo : 012819771	Personnel Commission	294,145.00	0.00	52,574.38	241,570.62	17%

Site Total: 097	Personnel Commission	294,145.00	0.00	52,574.38	241,570.62	17%
		Object Type Total: XP	-294,145.00	0.00	-52,574.38	