

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

December 16, 2021

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice Chairperson
Mr. Tony McCombs, Member
Mrs. Carmen Serna, Director Human Resources

- **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, November 18, 2021**
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, November 18, 2021**
(Attachment #2) *Information*
5. **Agenda, Special Meeting of the Board of Trustees, November 29, 2021**
(Attachment #3) *Information*
6. **Agenda, Special Meeting of the Board of Trustees, December 9, 2021**
(Attachment #4) *Information*
7. **Minutes, Regular Meeting of the Board of Trustees, October 7, 2021**
(Attachment #5) *Information*
8. **Minutes, Special Meeting of the Board of Trustees, October 21, 2021**
(Attachment #6) *Information*

9. Director's Report

Information

10. Commissioner's Comments

Information

11. 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

12. Classification Plan Amendment – Creation of the new classification of Instructional Assistant – Deaf and Hard of Hearing
(Attachment #7)

Action

13. Election of Personnel Commission Officers

Action

14. Eligibility Lists

Bus Driver, ESP Assistant, and Food Services Worker
(Attachments #8 - #9)

Action

PERSONNEL

15. Job Announcements
(Attachments #10 - #14)

Information

FINANCIAL

16. Nothing at this time

Information

CLOSED SESSION

17. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**January 27, 2022
3:30 p.m.
Board Room**

ADJOURNMENT

19. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **MINUTES, PERSONNEL COMMISSION-REGULAR
MEETING OF NOVEMBER 18, 2021**

DATE: December 8, 2021

Attached for your approval are the minutes of the Personnel Commission regular meeting of November 18, 2021.

RECOMMENDATION

The Personnel Commission approve the minutes of the November 18, 2021 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

November 18, 2021

3:30 p.m.

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

Present for the entire meeting:

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

GENERAL FUNCTIONS

Approval of Agenda

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

Introduction of Guests

No guests attended.

Introduction of Staff

Ms. Donna Johnson was in attendance.

Minutes, Regular Meeting of the Personnel Commission, October 28, 2021

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

Director's Report

Ms. Abdel shared with the Personnel Commissioners that Dr. Johnson has been chosen as the new Superintendent of Tustin Unified School District. His first date in this new position will be January 03, 2022. The Board of Trustees will meet this evening to begin discussions of how to move forward with the search process. We will be planning a celebratory event for him and will make sure the Commissioners are aware of the date.

Ms. Abdel shared a couple of highlights from several of the events we had the opportunity to hold during the month. The first was our Veteran's Day celebration held in-person at Masuda Middle School. This year the event was held out on the grass area in front of the school and the 8th grade students were able to attend in person. The event was livestreamed for the 6th and 7th graders so they could participate as well. We also held the annual soccer tournament at Talbert Middle School. Parents were invited to attend and cheer on their students. Cathie mentioned that CSEA has started their Helping Hands Holiday Assistance Program and are accepting donations through December 3, 2021.

Ms. Abdel stated tonight the Personnel Commission is being asked to approve the action to appoint Mrs. Carmen Serna as the Personnel Commission Director and the action item will be going to the Board of Trustees tonight to approve the other half of the Director position.

Lastly, Ms. Abdel thanked the Commission for their support and letting her serve as the Director of Human Resources for the past 23 months.

Commissioners' Comments

Mr. Mullin, Mrs. Davis and Mr. McCombs thanked Ms. Abdel for her leadership, communication and for improving the quality of the Director position.

Public Comments

No public comments were received.

ADMINISTRATION

Personnel Commission appointment of New director of Human Resources – Mrs. Carmen Serna

Mr. McCombs moved to approve the appointment of Mrs. Carmen Serna as the new Director of Human Resources for Fountain Valley School District. Mrs. Davis seconded the motion. Motion carried.

Selection of Personnel Commission Meeting Dates for 2022

Mrs. Davis moved to accept the meeting dates as presented for the calendar year 2022. Mr. McCombs seconded the motion. Motion carried.

Eligibility Lists

Mrs. Davis moved to approve the eligibility lists for Behavior Intervention Assistant, Instructional Assistant, Director of Human Resources, Instructional Assistant –Bilingual Arabic, Instructional Assistant –Bilingual Spanish, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, Library/Media Technician, Preschool Assistant, and Preschool Instructor. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The dual certification job postings for Behavior Intervention Assistant, Food Services Worker, and Licensed Vocational Nurse were reviewed.

FINANCIAL

Nothing at this time.

CLOSED SESSION

No closed session.

NEXT MEETING

The next meeting of the Personnel Commission will be:

Regular Meeting:

December 16, 2021 at 3:30 p.m.

PDC Room

ADJOURNMENT

The November 18, 2021, regular meeting of the Personnel Commission adjourned at 3:58 p.m.

Mr. William Mullin, Chairperson

Carol Davis Vice-Chairperson

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF NOVEMBER 18, 2021**

DATE: December 8, 2021

Attached for your information is the agenda of the Board of Trustees regular meeting of November 18, 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

November 18, 2021

Meeting Link: https://us02web.zoom.us/webinar/register/WN_4uxMv8nnQemV9ZI4r7408w

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

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- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. INTRODUCTION OF CARMEN SERNA, DIRECTOR, HUMAN RESOURCES

Assistant Superintendent, Personnel Services, Cathie Abdel, will introduce the Board of Trustees to the newest member of the Fountain Valley School District Family, Carmen Serna. Ms. Serna joins the District as Director, Human Resources.

BOARD REPORTS AND COMMUNICATIONS

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

PUBLIC HEARINGS

2. PUBLIC HEARING ON INITIAL CONTRACT PROPOSALS BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION

A public hearing shall be held for the purpose of receiving public comment on the initial contract proposals between the Fountain Valley School District and the Fountain Valley Education Association. 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.

3. PUBLIC HEARING ON INITIAL CONTRACT PROPOSALS BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND CLASSIFIED SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #358 FOR 2021-22

A public hearing shall be held for the purpose of receiving public comment on the initial contract proposals between the Fountain Valley School District and the Classified School Employees Association, Chapter #358 for the 2021-22 school year. Public input is welcome.

PUBLIC COMMENTS

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

In order to address the Board of Trustees, please comply with the procedures listed on the goldenrod form, *For Persons Wishing to Address the Board of Trustees* and give the form to the Executive Assistant.

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

LEGISLATIVE SESSION

4. BOARD POLICY 6144 CONTROVERSIAL ISSUES (FIRST READING)

M _____
2nd _____
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The Board of Trustees recognizes that the district’s educational program may sometimes include instruction related to controversial issues that may arouse strong reactions based on personal values and beliefs, political philosophy, culture, religion or other influences. Board Policy 6144 Controversial Issues provides expectations and guidelines for administrators and teachers when providing instruction related to controversial issues.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves Board Policy 6144 Controversial Issues for first reading with changes indicated by the Board.

5. 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

- 5-A.** Board Meeting Minutes from October 7th regular meeting
- 5-B.** Board Meeting Minutes from October 21st special meeting
- 5-C.** Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 5-D.** Donations
- 5-E.** Warrants
- 5-F.** Purchase Order Listing

Consent Items

5-G. ANNUAL ORGANIZATIONAL MEETING

Superintendent's Comments: It is recommended that the Board of Trustees selects Thursday, December 16, 2021 as the date of the annual organizational meeting, in accordance with the provisions of Education Code Sections 35143 and 72000. The meeting shall begin at 6:30pm.

5-H. AGREEMENT FOR LEGAL SERVICES WITH FAGEN FRIEDMAN & FULFROST LLP

Superintendent's Comments: It is recommended that the Board of Trustees approves the Agreement for Legal Services with Fagen Friedman and Fulfrost.

5-I. RECEIPT OF FOUNTAIN VALLEY EDUCATION ASSOCIATION'S INITIAL PROPOSAL FOR 2021-22

Superintendent's Comments: It is recommended that the Board of Trustees receives the 2021-22 initial contract proposals of the Fountain Valley Education Association.

5-J. PRESENTATION OF FOUNTAIN VALLEY SCHOOL DISTRICT'S INITIAL PROPOSAL TO FOUNTAIN VALLEY EDUCATION ASSOCIATION JULY 1, 2021 – JUNE 30, 2023

Superintendent's Comments: It is recommended that the Board of Trustees approves the 2021-23 initial contract proposals of the Fountain Valley School District to the Fountain Valley Education Association.

5-K. RECEIPT OF CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER #358'S INITIAL PROPOSAL FOR 2021-2023

Superintendent's Comments: It is recommended that the Board of Trustees receives the initial contract proposals of the California School Employees Association and its Fountain Valley School District Chapter 358 for 2021-2023.

5-L. PRESENTATION OF FOUNTAIN VALLEY SCHOOL DISTRICT'S INITIAL PROPOSAL TO CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #358

Superintendent's Comments: It is recommended that the Board of Trustees approves the initial contract proposals of the Fountain Valley School District to California School Employees Association and its Fountain Valley School District Chapter #358.

5-M. REAPPOINTMENT OF PERSONNEL COMMISSIONER WILLIAM MULLIN

Superintendent's Comments: It is recommended that the Board of Trustees approves reappointment of Mr. William Mullin as Board Appointee to the Personnel Commission for a three-year term – December 1, 2021 through November 30, 2024.

5-N. APPROVE CHANGE ORDER #1 FOR THE ASPHALT PAVING PROJECT AT VARIOUS SITES

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #1 for the Asphalt and Paving Project at Various District Sites.

5-O. APPROVE COMPLETION OF THE CONTRACT WITH UNIVERSAL ASPHALT COMPANY, INC. FOR ASPHALT AND PAVING AT VARIOUS SITES AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION

Superintendent's Comments: It is recommended that the Board of Trustees approves completion of the contract with Universal Asphalt Company, Inc. for Asphalt and Paving at Various Sites and authorizes the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

5-P. APPROVE CHANGE ORDER #1 FOR THE TALBERT MIDDLE SCHOOL SCIENCE AND MUSIC ROOM PROJECT

Superintendent's Comments: It is recommended that the Board of Trustees approves Change Order #1 for the Talbert Middle School Science and Music Room Project.

5-Q. 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
Kimberly J. Hiddleston dba Hiddleston Listening, Language and Speech Center	\$624.32	7/1/21-6/30/22
Olive Crest Academy/Olive Crest Acad. N.	\$24,006.78	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*
- Public Employee Employment: *Government Code 54957.1*
Title: Superintendent

- **REPORT OUT OF CLOSED SESSION**

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

- **APPROVAL TO ADJOURN**

The annual organizational meeting of the Fountain Valley School District Board of Trustees is on Thursday, December 16, 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: Carmen Serna, Director of Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF NOVEMBER 29, 2021**

DATE: December 9, 2021

Attached for your information is the agenda of the Board of Trustees special meeting of November 29, 2021.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

A G E N D A

10055 Slater Avenue
Fountain Valley, CA 92708

November 29, 2021

- CALL TO ORDER: 6:00PM
- ROLL CALL
- APPROVAL OF AGENDA

- PLEDGE OF ALLEGIANCE

M _____
 2nd _____
 V _____

SPECIAL PRESENTATIONS

1. PRESENTATION FROM EXECUTIVE SEARCH FIRM LEADERSHIP ASSOCIATES

Dennis Smith and Peggy Lynch from Leadership Associates will share with the Board of Trustees their proposal for executive search services as the Board of Trustees seeks to hire a new superintendent for the Fountain Valley School District.

PUBLIC COMMENTS

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

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

LEGISLATIVE SESSION

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.

2. SERVICE AGREEMENT WITH LEADERSHIP ASSOCIATES

M _____
2nd _____
V _____

Leadership Associates is an executive search firm dedicated to supporting school board and other educational organizations in their selection of superintendents and executive leaders.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the service agreement with Leadership Associates to conduct a superintendent search.

STUDY SESSION

3. SUPERINTENDENT SEARCH PROCESS (DISCUSSION)

The Board of Trustees will meet with Leadership Associates search firm advisors to discuss the following:

- 1. Overview of search process
- 2. Board / search firm protocols during the search
- 3. Discussion of online survey
- 4. Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates Consultants
- 5. Timeline for the search
- 6. Board input regarding desired qualities and characteristics of new 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*
- Public Employee Appointment/Discussion: *Government Code 54957*

Position: Superintendent

- **REPORT OUT OF CLOSED SESSION**
The Board President will report out on action taken, if any.
- **APPROVAL TO ADJOURN**

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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES SPECIAL
MEETING OF DECEMBER 9, 2021**

DATE: December 9, 2021

Attached for your information is the agenda of the Board of Trustees special meeting of December 9, 2021.



Fountain Valley School District

BOARD OF TRUSTEES
SPECIAL MEETING

A G E N D A

10055 Slater Avenue
Fountain Valley, CA 92708

December 9, 2021

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

M _____
 2nd _____
 V _____

- PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

1. FIRST INTERIM REPORT PRESENTATION (WRITTEN AND ORAL)

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra will present and review with the Board of Trustees the First Interim Report for the Fountain Valley School District.

2. PRE-FUNDING OTHER POST EMPLOYMENT BENEFITS

Assistant Superintendent of Business Services, Christine Fullerton, and Director, Fiscal Services, Isidro Guerra will present to the Board of Trustees potential strategies for pre-funding Other Post-Employment Benefits (OPEB).

PUBLIC HEARINGS

3. PUBLIC HEARING ON EDUCATOR EFFECTIVENES BLOCK GRANT

A public hearing shall be held for the purpose of receiving public comment on the Educator Effectiveness Block Grant for the Fountain Valley School District. Public input is welcome.

PUBLIC COMMENTS

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

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LEGISLATIVE SESSION

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.

Consent Items

4-A. APPROVAL OF 2021-22 FIRST INTERIM REPORT

Superintendent's Comments: The First Interim Report is completed and submitted to the County Office of Education and the State Controller's Office as of October 31, 2021. It is recommended that the Board of Trustees receives and authorizes submittal of the First Interim Report for 2021-22.

• **CLOSED SESSION**

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- Negotiations: *Government Code 54957.6*

Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.

- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*
- Public Employee Appointment/Discussion: *Government Code 54957*
Position: Superintendent
- REPORT OUT OF CLOSED SESSION
The Board President will report out on action taken, if any.
- APPROVAL TO ADJOURN

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FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

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

DATE: December 8, 2021

Attached for your information are the minutes of the Board of Trustees regular meeting of October 7, 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_xtgSu_w8TPSsJl_yQxnoTg

October 7, 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. Schultz

Vote: 5-0

The Pledge of Allegiance was led by Mr. Cunneen

PLEDGE OF
ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business Services Christine Fullerton and Director, Maintenance and Facilities Joe Hastie provided 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 updated the Board on the additional science and music rooms at Talbert Middle School. Mrs. Fullerton began the presentation by sharing a review of Measure O work to date, including the scope of work, the Big 5. She reviewed our Phase 1 schools, Masuda and Courreges, including our first science and music rooms at Masuda. Following this, she shared Phase 2 schools and work done at Cox, Tamura and Fulton. She also shared Phase 3 schools and work

MEASURE O PROJECT
UPDATE

done at Talbert and Gisler, with science and music rooms at Talbert currently close to completion. Moreover, she shared current work being done at our Phase 4 schools, Oka and Newland. She shared the progress at these sites with the office and first group of classrooms at Newland to be completed in the coming weeks with staff moving back in on October 30th. In addition, Oka's office will be completed in a couple weeks with staff moving back in on October 21st. Phase 5 includes Plavan School which will begin summer of 2022. Following this, Mr. Hastie shared our recent summer project which included replacing the asphalt at those campuses that have construction completed including Cox, Fulton, Gisler, Masuda, Courreges and Tamura. He shared the plan to follow behind the Measure O completed projects to complete asphalt work at additional campuses next summer.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo's activities since the last meeting included: Back to School Night at Cox and Talbert, FVSF meeting including plans for the upcoming Golf Tournament on October 25th where there is still room for golfers to join, and a tour of Courreges School.

Mr. Schultz's activities included: Mrs. Arjian's retirement party, OCSBA seminar, Plavan and Talbert Back to School Nights, tours of Gisler and Masuda, completion of online leadership course and P1 Team meeting including leadership focus with Dr. Johnson.

Mr. Cunneen welcomed those here in person and those attending via zoom. His activities since the last meeting included: Back to School Night at Newland and Fulton, 4th Walk for Vietnam with FV Rotary, and tours of Gisler and Masuda. He thanked everyone as we are in a second successful month of school.

Mrs. Schultz toured construction projects both completed and currently underway at five of our campuses. She noted how wonderful our campuses look, how cool the rooms are and her excitement for our teachers and students. She enjoyed Back to School Nights at Gisler and Masuda, commending the teachers and staff at both campuses.

Mrs. Crandall thanked Dr. Stopp for meeting with our middle school site leaders on ELA and math. Her activities since the last meeting included: OCSBA legislative update, retirement of Mrs. Arjian, tours of Newland, Tamura, Talbert, Fulton, Plavan, Courreges and Cox, Back to School Nights at Tamura and Fulton,

first and second meetings of the year of the FVSF, SPC meeting, quarterly meeting of local districts and City of Huntington Beach, and OCDE’s webinar *Addressing Your Teams Mental Health* with Shawn Achor. She thanked her fellow trustees for their service this month.

PUBLIC HEARING

The Board of Trustees conducted 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 was welcomed. There were no requests to address the Board and the hearing was closed.

CERTIFICATION OF PROVISIONS OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS

PUBLIC COMMENTS

There was one requests to address the Board of Trustees. A parent addressed the Board regarding students dressing out for physical education.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Galindo moved to adopt Resolution 2022-10: Authorization for Teaching Credentials 2021-22 School Year.

Second: Mr. Schultz

Vote: 5-0

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

Motion: Mrs. Schultz moved to adopt 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.

Second: Mr. Cunneen

Vote: 5-0

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

Motion:	Mr. Cunneen moved to adopt Resolution 2022-12: Certification of Provision of Standards-Aligned Instructional Materials.	PROJECT AT OKA ELEMENTARY SCHOOL RESOLUTION 2022-12: CERTIFICATION OF PROVISION OF STANDARDS- ALIGNED INSTRUCTIONAL MATERIALS
Second:	Mrs. Schultz	
Vote:	5-0	
Motion:	Mr. Schultz moved to adopt Resolution 2022-13 Recognition of October 2021 as Dyslexia Awareness Month.	RESOLUTION 2022-13 RECOGNITION OF OCTOBER 2021 AS DYSLEXIA AWARENESS MONTH
Second:	Mrs. Crandall	
Vote:	5-0	
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 September 2nd regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Warrants
- Purchase Order Listing
- Williams Uniform Complaint Quarterly Report (Quarter #1: July 1 – September 30, 2021)
- Approve Change Order #1 for the Oka Elementary School Measure O HVAC and Modernization Project
- Approve Change Order #4 for the Talbert Middle School Measure O HVAC and Modernization Project
- Independent Contract for Expressions Speech Language Pathology Services, Inc.
- Independent Contract for Professional Tutors of America, Inc.
- Special Education Settlement Agreement 2021-2022 E
- Special Education Settlement Agreement 2021-2022 F

- Assistance League of Huntington Beach (ALHB) Links to Learning
- Independent Contract for Dr. Elizabeth Gendy-Shaker
- Special Education Settlement Agreement 2021-2022 G
- Non-public Agency Contracts

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

Dr. Johnson Thanked Mrs. Fullerton and Mr. Hastie for their presentation tonight as well as their work across our District. Mr. Hastie was a part of the previous modernization and his expertise has been invaluable. In addition, he celebrated our teacher leads and the impact of teachers leading teachers. He noted the more than 20 people are a part of this dynamic group that is dedicated to making us better. In addition, he noted the recent M&O kickoff event. He thanked them and highlighted their work in our District and their unending dedication to our staff, students and schools. In addition, he celebrated Oka Elementary, named a National Blue Ribbon school, one of only 325 presented with this honor this year. In addition, he commended our students that come to school every day, noting the great resiliency of our students. And to our parents who trust us with their students every day, he noted that it is a privilege to serve their families. And to our teachers and support staff, our more than 700 staff, he extended his heartfelt thanks, noting that they are all appreciated. He noted the remarkable passion, dedication and commitment our staff has for serving our community.

CLOSED SESSION

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

- Personnel Matters: *Government Code 54957 and 54957.1*
Appointment/Assignment/Promotion of employees; employee discipline/dismissal/release; evaluation of employee performance; complaints/charges against an employee; other personnel matters.
- Pupil Personnel: *Education Code 35146*

Student expulsion(s) or disciplinary matters for violation of Board Policy 5144.1.

- Negotiations: *Government Code 54957.6*
Update and review of negotiations with the FVEA and CSEA Bargaining Units with the Board's designated representative, Cathie Abdel.
- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 8:07PM.

Second: Mrs. Schultz

Vote: 5-0

/rl

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

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

DATE: December 8, 2021

Attached for your information are the minutes of the Board of Trustees regular special of October 21, 2021.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

October 21, 2021

MINUTES

President Crandall called the regular meeting of the Board of Trustees to order at 5:15pm.

CALL TO ORDER

The following board members were present:

ROLL CALL

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

Motion: Mr. Cunneen moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Schultz

Vote: 5-0

The Pledge of Allegiance was led by Mrs. Galindo

PLEDGE OF ALLEGIANCE

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Educational Services, Dr. Katherine Stopp, and Director Educational Services, Dr. Jerry Gargus, reviewed 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. Dr. Stopp began by sharing the process used to develop the ESSER III Plan, including stakeholder and community input. Following this, Dr. Gargus shared the proposed actions of the plan, which fall into two areas: strategies for continuous and safe in-person learning and addressing the

ELEMENTARY &
SECONDARY
SCHOOLS
EMERGENCY RELIEF
(ESSER III) PLAN

impact of lost instructional time. The proposed action in these areas include: providing safe and healthy learning environments, expand access to health-related services to help maximize in-person instructional time for students, expanded programming to mitigate the impact of lost instructional time by supporting the academic success and social emotional wellness of students; and provide ongoing professional development, instructional support, and coaching for FVSD teachers and staff. Following this, Dr. Stopp shared a summary of input for the ESSER III Plan.

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

BOARD WORKSHOPS

Assistant Superintendent, Business, Chris Fullerton, led the Board of Trustees through a workshop regarding construction projects in the district. Mrs. Fullerton began by sharing a review of the Facilities Master Plan for the District, developed in 2016 and following this, the scope of work, or Big 5, for Measure O. Following this, Mrs. Fullerton shared a proposed Next 5 and the estimated costs, including: playground equipment, BARD units (which provide air conditioning and heating to our portables), concrete and asphalt, field and sprinkler rehab, and safety and security. In addition, Mrs. Fullerton shared a proposed timeline for projects. Following this, the Board engaged in a dialogue regarding the information shared. Following discussion, the Board reach consensus to give direction to staff to go forward on playground equipment replacement at our elementary campuses, replace BARD units on our portables as needed, hire a consultant to look at our fields and sprinkler systems, bring forward areas of concern regarding concrete on our campuses and lastly, to bring the items surrounding safety to our Safety Committee for further work.

**CONSTRUCTION
WORKSHOP**

LEGISLATIVE SESSION

Motion: Mrs. Schultz moved to approve the Elementary & Secondary Schools Education Relief III Expenditure Plan.

Second: Mrs. Galindo

Vote: 5-0

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

Motion: Mr. Cunneen moved to approve the Consent Calendar. CONSENT CALENDAR

Second: Mrs. Schultz

Vote: 5-0

The Consent Calendar included:

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

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Johnson Thanked the Board of Trustees for coming together this evening to have the discussion necessary in order to improve our facilities and make them what we have wanted them to be for quite some time.

CLOSED SESSION

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

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

ADJOURNMENT

Motion: Mr. Schultz moved to adjourn the meeting at 6:25PM.

Second: Mr. Cunneen

Vote: 5-0

/rl



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

MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director, Human Resources
SUBJECT: CLASSIFICATION PLAN - NEW CLASSIFICATION OF
INSTRUCTIONAL ASSISTANT DEAF AND HARD OF HEARING
DATE: December 9, 2021

This classification is proposed by the Personnel Services division. The Instructional Assistant Deaf and Hard of Hearing (IA DHH) will be part of the Instructional Services classification and is done for the purpose of providing manual communication in providing instruction to individuals or small groups of students with a variety of mental, emotional and physical handicaps in a special needs learning environment. The IA DHH assists the teacher in implementing specialized instructional activities to meet the needs of students and performs paraprofessional instructional activities using appropriate sign language.

Fountain Valley School District obtained the Deaf and Hard of Hearing program from Ocean View School District at the start of the 2021-2022 school year. Fountain Valley has two DHH classrooms at Cox and is looking at hiring one additional IA DHH to support these programs.

Several districts have a classification similar to Instructional Assistant Deaf and Hard of Hearing. The titles of their classifications vary including Instructional Assistant Sign Language and Deaf and Hard of Hearing Specialist.

Regarding the rate of pay for the position of Instructional Assistant Deaf and Hard of Hearing the pay rate for this new class is warranted at range 28 (\$19.37-\$23.54/hour.)

Recommendations

1. It is recommended that the Personnel Commission approve the new classification of Instructional Assistant Deaf and Hard of Hearing.
2. It is recommended that the Personnel Commission recommend to the Board of Trustees placement of the classification of Instructional Assistant Deaf and Hard of Hearing at range 28 on the classified salary schedule.

JOB DESCRIPTION
Fountain Valley School District
Instructional Assistant- Deaf and Hard of Hearing

Purpose Statement

The job of Instructional Assistant Deaf and Hard of Hearing is done for the purpose of providing manual communication in providing instruction to individuals or small groups of students with a variety of mental, emotional and physical handicaps in a special needs learning environment; assists the teacher in implementing specialized instructional activities to meet the needs of students; performs paraprofessional instructional activities using appropriate sign language American Sign Language (ASL) or Signing Exact English (SEE) and other communication skills as required by the students Individual Education Plan (IEP).

The job reports to the assigned administrator or designee. Direction is provided by certificated staff. Supervision is not exercised over other employees.

Essential Functions

- Work with deaf/hard of hearing students individually and/or in groups tutoring, reinforcing, and following-up on learning activities.

- Translate oral or written English through simultaneous signing and oral communication to facilitate the instructional process.

- Interpret for certificated staff when assisting a single or small group of mainstreamed deaf/hard of hearing students into a general education classroom.

- Guide, instruct and/or provide examples to students in a variety of areas, including physical development and fitness, communication, personal hygiene, academic learning, vocational skills, individualizing instruction in accordance with established guidelines and modeling certificated staff teaching patterns.

- Assist students to learn normal oral speech patterns by helping them produce sounds, words and sentences.

- Assist students to learn sign language.

- Assist in preparing and utilizing a variety of instructional materials according to instruction/guidance of certificated staff.

- May be called upon to attend meetings and to utilize interpreting skills in various contacts with parents and others in school environment.
- Assist certificated staff with student supervision during classroom and outdoor (or playground) activities, learning centers, library, field trip activities, bus loading/unloading, and during emergency and preparedness drills.
- Help students relate to others who are not disabled and assist student in improving their self-reliance; assist students in learning to be aware of their personal appearance, and be responsible for their personal needs.
- Perform routine office duties such as record keeping, filing, and duplicating instructional materials as assigned.
- Consult with certificated staff regarding student progress and behavior.
- Maintains clean and orderly environment (e.g. help arrange and set-up room(s), etc.) for the purpose of ensuring facilities are operational and hazard free.

Other Functions

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

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple 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: translating written documents; operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, practices, techniques and terminology used in the instruction of deaf and/or hard of hearing students, including knowledge of academic subject matter at a level sufficient to ensure proper use of terminology and signs, logical sequence of ideas and overall continuity of an interpretation; general needs and behaviors of deaf and hard of hearing students; adaptive devices and resources available to deaf and hard of hearing students; English usage, reading, writing, speaking, spelling, grammar and punctuation skills.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: interpret to students written and verbal educational materials utilizing American Sign Language or Signed Exact English; translate sign language into oral English; assist deaf/hard of hearing students in a flexible and understanding manner; work successfully with a variety of students; learn to instruct following modeling of certificated staff assigned; understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, and staff; establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

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

Equivalency Graduation from high school and one year of experience working with students of various age levels, preferably including some experience with those requiring a specialized learning environment.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Education/Training

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

28

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELECTION OF OFFICERS**

DATE: December 9, 2021

As part of the annual organizational meeting, per Commission rule 203.2:

“At its first meeting following December 1 of each year, the Commission shall elect one of its members as Chairperson and another member as vice Chairperson to serve a term of one year or until their successors are duly elected.”

RECOMMENDATION

It is recommended the Commissioners choose their officers as required per Commission rule 203.2.

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission
FROM: Carmen Serna, Director of Human Resources
SUBJECT: **ELIGIBILITY LISTS**
DATE: December 9, 2021

Attached are the eligibility lists for:

Bus Driver

ESP Assistant

Food Services Worker

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #8-#9

ELIGIBILITY LIST
Bus Driver
Merged List (Updated 12/03/21)

RANK	NAME	EXPIRES
1	Pablo Martinez	05-14-22
2	Sharon Uanno	05-14-22
3	Sean Gerrity	12-03-21
3	William Owens	11-19-22
4	Kevin Crane	11-19-22
5	Douglas Tran	12-03-21

ELIGIBILITY LIST
Food Services Worker
EXPIRES 12-2-22

RANK	NAME
1	Wendy Huynh

ELIGIBILITY LIST
ESP Assistant
Merged List (Updated 12/02/21)

RANK	NAME	EXPIRES
1	Janae Juhala	07-29-22
2	Angela Willhite	07-29-22
3	Amanda Lowe	07-29-22
4	Melanie Stinson	08-13-22
4	Elizabeth DePersis	08-13-22
4	Michelle Bui	03-19-22
5	Kathleen Musacchio	12-02-22
6	Peri Ito	08-13-22
7	Kelley Shiverdeck	08-13-22
8	Joshua Cortez	12-02-22
9	Nancy Stapp	03-19-22
10	Kelly Ford	12-02-22
11	Diane Del Toro	12-02-22
12	Katia Rivera	03-19-22
13	Michelle Sampson	08-13-22
14	Megan Ching	03-19-22
15	Diem Nga Nguyen (Allie)	03-19-22
16	Reina Fuchigami	12-02-22
17	Melissa Hernandez	12-02-22
18	Kelly Lopez	12-02-22

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: December 9, 2021

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

Interdepartmental

Office Assistant – Department

Open

Noon Duty Aide

Dual Certification:

Food Services Worker

Groundskeeper

Licensed Vocational Nurse



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT - DEPARTMENT

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:	December 7, 2021
CLOSING DATE:	December 13, 2021 at 4:00 p.m.
SALARY:	Current rate of pay
HOURS:	40.0 hours per week: Monday – Friday, Hours to be determined
TERM:	12 months per year
VACANCIES:	One position at District Office

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., Monday, December 13, 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.

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

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

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY NOON DUTY AIDE

Open

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

POSTING DATE:	December 8, 2021
CLOSING DATE:	Open until filled
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:	5 positions

ESSENTIAL FUNCTIONS:

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

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge, and Abilities are required to

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

SEE OTHER SIDE

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

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

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

EDUCATION AND EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

All applicants must complete a District application obtained through our website at www.fvsd.us. When a sufficient number of qualified, “ready and willing” applicants are received, they will be invited to attend the oral interview.

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%) To be determined
The exam parts will be held at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

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

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

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

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



Fountain Valley School District

Personnel Commission

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

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

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

POSTING DATE:	November 19, 2021
CLOSING DATE:	Open until Filled
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:	Two 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.fvdsd.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.fvdsd.us. When a sufficient number of qualified, “ready and willing” applicants are received, they will be invited to attend the written test via email. Those then 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%).....	Date to be determined
Qualification Appraisal Interview (50%).....	Date to be determined
<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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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY GROUNDSKEEPER Dual Certification (*Open and Promotional*)

The following position is 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:	December 2, 2021
CLOSING DATE:	January 1, 2022 at 4:00 p.m.
SALARY:	\$3,973 - \$4,832 per month (Range 45, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	40 hours per week, Monday – Friday 6:00 a.m. – 2:30 p.m.
TERM:	12 months per year
VACANCY:	One at Maintenance

ESSENTIAL FUNCTIONS

- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, sweep and blow walks, driveways, parking lots; pick up paper and rubbish, etc.)
- Maintains equipment and tools (e.g. sharpen mower blades, clean decks, oil/grease equipment; clean air filters; clean radiator screen, check air pressure, etc)
- Operates maintenance equipment and hand tools
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, hedges, trees, flowers; cultivates, waters, trim, transplant, fertilize, etc.)
- Prepares grounds and athletic fields and provides adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events
- Removes weeds and undergrowth from school yard and landscaped areas
- Responds to immediate safety and/or operational concerns
- Transports a variety of tools, equipment, supplies, etc. (e.g. move furniture, supplies and equipment, etc.)

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions
- Operate equipment used in grounds maintenance including tractors, weed whips, mowers, hand and power tools
- Adhere to and apply health and safety regulations and practices
- Perform basic math, including calculations using fractions, percents, and/or ratios
- Read and follow instructions, and understand complex, multi-step written and oral instructions
- Use standardized methods, materials, and tools in the operation of all power equipment used in grounds construction and maintenance work

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

- Apply methods used in caring for plants, shrubs, flowers, trees and lawns; lawn planting and cutting procedures
- Schedule activities and/or meetings, gather and/or collate data, and prepare accurate records
- Work with a wide diversity of individuals in a variety of circumstances and maintain effective working relationships with others
- Utilize a variety of types of job-related equipment
- Problem solving with equipment is significant
- Work independently with little direction and plan and organize work

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

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

CERTIFICATES AND LICENSES

- Possession of a valid California Class C Driver's license

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 January 1, 2022.

EXAMINATION PROCESS

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

Written (30%).....	Morning of January 4, 2022
Interview (30%)	Week of January 10, 2022
Performance test (40%)	Week of January 10, 2022
<i>Testing will be conducted at the Fountain Valley School District Office</i>	

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APPOINTMENT/CERTIFICATION

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CLASSIFIED EMPLOYMENT OPPORTUNITY

Licensed Vocational Nurse

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 and will be filled by promotion, transfer, or certified eligibles.

OPENING DATE:	December 6, 2021
CLOSING DATE:	Open until filled
SALARY:	\$25.59 - \$31.11 per hour (Range 56, 5 Steps) *Per CSEA contract, hiring may be made up to step 3.
HOURS:	13 hrs/wk, Tues. & Thurs., 9:00 a.m. – 4:00 p.m. (1/2 hour unpaid lunch)
TERM:	9.6 months per year
VACANCY:	One position

ESSENTIAL FUNCTIONS

- Administers first aid, medication and specialized medical treatments (e.g. gavage feeding, diabetic care, catheterization, etc.) and responds to emergency medical situations
- Assists with providing health instructions to students and acts as a resource to students, teachers, and other school personnel
- Collaborates with school/District staff members, Registered Nurse, Health Assistants, parents, students, and/or public agencies
- Provides information and complies with legal requirements
- Implements health care plans for students with chronic health problems as described in IEP's or other written plans of care to meet the needs of students and accommodation requirements.
- Maintains student's confidential files and records to meet legal requirements and professional standards.
- Maintains contact with parents/guardians
- Monitors students with chronic illnesses and prepares documentation
- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams
- Reports health and safety issues to assigned administrator and appropriate agencies

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Perform multiple, technical tasks with a need to upgrade skills in order to meet changing job conditions and apply pertinent codes, policies, regulations and/or laws
- Prepare and maintain accurate records and be attentive to detail
- Adhere to safety practices, administer first aid and operate medical equipment utilized in school environment.

(SEE OTHER SIDE)

- Ability to perform algebra and/or geometry, read a variety of manuals, write documents following prescribed formats, and/or present information to others
- Analyze situations to define issues and draw conclusions
- Provide health services in a school setting and possess knowledge of state laws regarding sexually transmitted diseases, health standards and hazards, and stages of child development
- Schedule activities, meetings, events, and gather, collate, and/or classify data
- Work and communicate with a wide diversity of individuals in a variety of circumstances work
- Use independent problem solving to analyze issues and create action plans
- Maintain confidentiality

EDUCATION/EXPERIENCE REQUIREMENTS

- Community college and or vocational school degree
- Job experience within a specialized field preferably including experience in dealing with or school environment, preferably including experience in dealing with preschool and school age children.

LICENSES AND OTHER REQUIREMENTS

Licensed Vocational Nurse Certificate, Current CPR Certificate, Current First Aid Certificate, California Driver License

APPLICATION PROCESS

Applicants must complete an online application and supplemental application. Application materials may be obtained through our website - www.fvsd.k12.ca.us. When a sufficient number of qualified, “ready and willing” applicants are received, they will be invited to attend the performance test/technical interview.

EXAMINATION PROCESS

The examination parts, weights, and dates (all tentative) are listed below. Applications will be screened and qualified applicants’ materials will be closely reviewed in the Training/Experience evaluation. The candidates scoring highest in this evaluation will be invited to the technical interview/performance test.

Evaluation of Training & Experience (pass/fail) candidates do not participate	To be determined
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Performance Test (weighted 50%)/Technical Interview (weighted 50%)	To be determined
<i>All testing will be conducted at the Fountain Valley School District Office</i>	

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APPOINTMENT/CERTIFICATION

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