

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## Regular Meeting AGENDA

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

February 24, 2022  
3:30 p.m.

Mrs. Carol Davis, Chairperson  
Mr. Tony McCombs, Vice Chairperson  
Mr. William Mullin, 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, January 27, 2022**  
*(Attachment #1)* *Action*
4. **Agenda, Special Meeting of the Board of Trustees, February 3, 2022**  
*(Attachment #2)* *Information*
5. **Agenda, Regular Meeting of the Board of Trustees, February 10, 2022**  
*(Attachment #3)* *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, January 13, 2022**  
*(Attachment #4)* *Information*
7. **Director's Report** *Information*
8. **Commissioner's Comments** *Information*

**9. Public Comments**

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

**ADMINISTRATION**

**10. Eligibility Lists**

*Action*

**Food Services Worker, Groundskeeper, Instructional Assistant, Instructional Assistant Mild/Moderate, Instructional Assistant Moderate/Severe, Preschool Assistant, Speech/Language Pathology Assistant, and Substitute Services Technician**

*(Attachments #5 - #9)*

**PERSONNEL**

**11. Job Announcements**

*Information*

*(Attachments #10 - #13)*

**FINANCIAL**

**12. Nothing at this time.**

*Information*

**CLOSED SESSION**

**13. Closed Session**

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

1. Personnel
2. Legal Advice

**NEXT MEETING**

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

**March 24, 2022  
3:30 p.m.  
PDC Room**

**ADJOURNMENT**

**15. 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 JANUARY 27, 2022**

DATE: February 17, 2022

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Attached for your approval are the minutes of the Personnel Commission regular meeting of January 27, 2022.

**RECOMMENDATION**

The Personnel Commission approve the minutes of the January 27, 2022 Personnel Commission regular meeting.

**Attachment #1**

# FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

## ***REGULAR MEETING***

### **MINUTES**

January 27, 2022

3:30 p.m.

Mrs. Davis called the Regular Meeting of the Personnel Commission to order at 3:32 p.m. in the PDC Room at 10055 Slater Avenue, Fountain Valley, California 92708. Ms. Abdel led the Pledge of Allegiance.

Present for the entire meeting:

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

## **GENERAL FUNCTIONS**

### **Approval of Agenda**

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

### **Introduction of Guests**

No guests attended.

### **Introduction of Staff**

Ms. Abdel and Ms. Johnson attended.

### **Minutes, Regular Meeting of the Personnel Commission, December 16, 2021**

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

### **Agenda, Regular Meeting of the Board of Trustees, January 13, 2022**

Presented as an information item only.

### **Minutes, Regular Meeting of the Board of Trustees, November 18, 2021**

Presented as an information item only.

### **Minutes, Special Meeting of the Board of Trustees, November 29, 2021**

Presented as an information item only.

### **Minutes, Special Meeting of the Board of Trustees, December 9, 2021**

Presented as an information item only.

### **Minutes, Regular Meeting of the Board of Trustees, December 16, 2021**

Presented as an information item only.

### **Minutes, Special Meeting of the Board of Trustees, December 18, 2021**

Presented as an information item only.

### **Minutes, Regular Meeting of the Board of Trustees, January 3, 2022**

Presented as an information item only.

### **Director's Report**

Mrs. Serna stated a lot has occurred since our last Personnel Commission meeting in December. We celebrated the holidays with loved ones and unfortunately the Omicron surge spread rapidly. As you can imagine absences from staff grew higher after returning from winter recess for both certificated and classified staff. Our amazing Substitute Service Tech, Riley Salz, worked magic to obtain subs to cover teacher absences. To help cover vacancies for noon duty aides, numerous District Office staff showed their support by heading to sites during lunch. She was fortunate to help during lunch supervision at Talbert, Plavan, and Courreges.

In the midst of all this, the Classified Department has been busy recruiting and hiring staff to fill positions. Mrs. Serna shared a list of the staff we welcomed as new family members to FVSD:

Chris Owens as a bus driver in the Transportation Department  
Ashley Fragoso as a Behavior Intervention Assistant at Cox  
Reina Fuchigami as an ESP Assistant at Courreges  
Peri Ito as Pre School Assistant at Courreges  
Wendy Huynh as a roving Food Service Worker  
Mario Bustillos as a Bus Aide  
Edwin Puebla as on Office Assistant at the DO, and  
Christina Forgarty as a Library/Media Technician at Oka

Mrs. Serna updated the Commission regarding the CSPCA Conference this coming March. Registration has been paid for Mr. Mullin, Mr. McCombs, Mrs. Carmen Serna, Ms. Donna Johnson, and Mr. Jeremy Talley who is representing CSEA. Hotel room reservations have been made with a cancellation policy that is available if needed. She asked to please let her know if you would like to drive or fly to attend the conference and what day you are arriving. The conference begins on Sunday, March 6 at 1 pm. and she is personally looking forward to attending the conference to learn and collaborate with each other.

Mrs. Serna stated she would like to express her appreciation to the Commissioners for providing input to the Superintendent Search Firm regarding a new Superintendent for our District. At this point, Leadership Associates have finalized the stakeholder input. The next step is to advertise, recruit, and receive applications from interested candidates to be followed by interviews in early March.

Mrs. Serna thanked the Commissioners for their continued support. She is thankful for serving in this role and being part of our family. She is grateful for everyone pulling together during these difficult times.

### **Commissioners' Comments**

The Commissioners gave Mrs. Serna their information regarding the CSPCA conference.

### **Public Comments**

No public comments were received.

## **ADMINISTRATION**

### **Eligibility Lists**

Mr. McCombs moved to approve the eligibility lists for Behavior Intervention Assistant, ESP Assistant, and Food Services Worker. Mr. Mullin seconded the motion. Motion carried.

## **PERSONNEL**

### **Job Announcements**

The interdepartmental transfer job posting for Office Assistant-Departmental was reviewed along with the dual certification postings for Instructional Assistant, Instructional Assistant Mild/moderate & Instructional Assistant Moderate/Severe, Preschool Assistant, Speech/Language Pathology Assistant, and Substitute Services Technician.

## **FINANCIAL**

### **Personnel Commission Budget- Year to Date**

The year to date Personnel Commission budget was reviewed.

### **2022 CSPCA Annual Conference Approval**

Mr. Mullin moved to approve the reasonable and necessary expenses for the 2022 CSPCA State Conference. Mr. McCombs seconded the motion. Motion carried.

## **CLOSED SESSION**

No closed session.

## **NEXT MEETING**

The next meeting of the Personnel Commission will be:

**Regular Meeting:**

**February 24, 2022 at 3:30 p.m.**

**Board Room**

## **ADJOURNMENT**

The January 27, 2022, regular meeting of the Personnel Commission adjourned at 4:03 p.m.

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Mrs. Carol Davis, Chairperson

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Mr. McCombs 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 SPECIAL  
MEETING OF FEBRUARY 3, 2022**

DATE: February 17, 2022

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Attached for your information is the agenda of the Board of Trustees special meeting of February 3, 2022.



Fountain Valley School District

BOARD OF TRUSTEES  
SPECIAL MEETING

AGENDA

10055 Slater Avenue  
Fountain Valley, CA 92708

February 3, 2022

- CALL TO ORDER: 5:00PM
- ROLL CALL
- APPROVAL OF AGENDA

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

- PLEDGE OF ALLEGIANCE

**PUBLIC COMMENTS**

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

**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**

- MEMORANDUM OF UNDERSTANDING BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION**

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

Between January 3 and January 28, 2022, there was a significant increase in the number of independent study agreements certificated staff were required to complete for students who were in isolation or quarantine due to the Omicron surge. In response, Fountain Valley School District and Fountain Valley Education Association agree to a one-time stipend in the amount of \$200 for

*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.*



every certificated staff responsible for independent study agreements. This Memorandum of Understanding will expire automatically on June 30, 2022.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the Memorandum of Understanding between Fountain Valley School District and Fountain Valley Education Association dated January 25, 2022.

- 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 next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, February 10, 2022 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](mailto:luccheser@fvsd.us) or calling 714.843.3255 during normal business hours.*

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

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **AGENDA, OF THE BOARD OF TRUSTEES REGULAR  
MEETING OF FEBRUARY 10, 2022**

DATE: February 17, 2022

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Attached for your information is the agenda of the Board of Trustees regular meeting of February 10, 2022.



Fountain Valley School District

BOARD OF TRUSTEES  
REGULAR MEETING

**A G E N D A**

10055 Slater Avenue  
Fountain Valley, CA 92708  
And Teleconference via Zoom

**February 10, 2022**

Meeting Link: [https://us02web.zoom.us/webinar/register/WN\\_4u6W4haPSliN7WbJISWw](https://us02web.zoom.us/webinar/register/WN_4u6W4haPSliN7WbJISWw)

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

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

- PLEDGE OF ALLEGIANCE

**SPECIAL PRESENTATIONS**

**1. RECOGNITION OF GISLER ELEMENTARY SCHOOL STUDENTS**

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize seven outstanding students from Gisler Elementary School.

- RECESS

**2. RECOGNITION OF PLAVAN ELEMENTARY SCHOOL STUDENTS**

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board will recognize seven outstanding students from Plavan Elementary School.

- RECESS

**STAFF REPORTS AND PRESENTATIONS**

**3. BOARD WORKSHOP: LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

*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.*

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 update the District’s Local Control Accountability Plan (LCAP).

**BOARD REPORTS AND COMMUNICATIONS**

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

**PUBLIC COMMENTS**

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

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

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

**LEGISLATIVE SESSION**

- 4. **APPROVAL OF ONE TIME SUPPLEMENT TO THE 2021-22 LOCAL CONTROL ACCOUNTABILITY PLAN**

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

On June 24, 2021, the FVSD Board of Trustees approved the 2021-22 Local Control Accountability Plan. As is typically the case, passage of the California Budget Act of 2021 occurred subsequent to the District’s approval of the LCAP. Unlike prior years, the California Budget Act provided additional funding for school districts that had not been accounted for in their adopted LCAP. Specifically, for the 2021-22 school year, there were additional funds allocated to school districts that receive LCFF Concentration Funds. As part of the requirements of Assembly Bill 130, districts are required to complete a supplement for the Annual Update for the 2021-22 LCAP that is to be reported to the Orange County Department of Education and California Department of Education prior to February 28, 2022.

Superintendent's Recommendation: It is recommended that the Board of Trustees approves the One-time Supplement to the 2021-22 Local Control Accountability Plan, including the revised Budget Overview for Parents, Mid-year Outcome Data Related to Metrics Identified in the 2021-22 LCAP, and Mid-year Expenditure and Implementation Data on all actions identified in the 2021-22 LCAP for the Fountain Valley School District.

**5. RESOLUTION 2022-12 ADOPTING STAFFING FLEXIBILITY MEASURES IN ACCORDANCE WITH GOVERNOR NEWSOM’S EXECUTIVE ORDER N-3-22** M \_\_\_\_

On January 11, 2022, Governor Gavin Newsom signed Executive Order (EO) N-3-22 which immediately enacted staffing flexibilities to help alleviate staffing issues due to the Omicron-driven rise in COVID-19 cases. The Governing Board of a school district may by Resolution utilize the temporary staffing flexibility in accordance with the EO to support the District in maintaining in-person services for students despite staffing shortages caused by the Omicron-driven rise in COVID-19 cases. 2<sup>nd</sup> \_\_\_\_  
V \_\_\_\_

Superintendent's Recommendation: It is recommended that the Board of Trustees adopts Resolution 2022-12 approving the temporary staffing flexibility.

**6. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS** M \_\_\_\_  
2<sup>nd</sup> \_\_\_\_  
V \_\_\_\_

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

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

**Routine Items of Business**

- 6-A. Board Meeting Minutes from January 13<sup>th</sup> regular meeting
- 6-B. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 6-C. Donations
- 6-D. Warrants
- 6-E. Purchase Order Listing

**Consent Items**

**6-F. CONTRACT WITH ORANGE COUNTY DEPARTMENT OF EDUCATION FOR CUSTOMIZED OUTDOOR CLASSROOM TRAINING FOR PRESCHOOL STAFF**

Superintendent’s Comments: It is recommended that the Board of Trustees approves the contract for customized outdoor classroom training with Orange County Department of Education.

**6-G. SINGLE PLANS FOR STUDENT ACHIEVEMENT**

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Plans for Student Achievement for Gisler, Newland, Oka, Plavan, and Tamura. The 2021-22 School Plans for Fulton, Masuda, Talbert, Courreges, and Cox were approved as part of the January 13, 2022 Board Meeting.

**6-H. SCHOOL ACCOUNTABILITY REPORT CARDS (SARCS)**

Superintendent's Comments: It is recommended that the Board of Trustees approves the School Accountability Report Cards (SARCs) for all ten schools in Fountain Valley School District.

**6-I. CONSOLIDATED APPLICATION - WINTER RELEASE 2021**

Superintendent's Comments: It is recommended that the Board of Trustees approves transmittal of the Consolidated Application Winter Release 2021 Data Collection to the California State Department of Education.

**6-J. APPROVE THE CONTRACT WITH INCOTECHNIC, INC FOR THE SITE WORK ASSOCIATED WITH THE TALBERT SCIENCE BUILDINGS COMPLETE AND AUTHORIZE STAFF TO FILE THE APPROPRIATE NOTICES OF COMPLETION**

Superintendent's Comments: It is recommended that the Board of Trustees approves the contract with Incotechnic, Inc, for the site work associated with the Talbert Science Buildings complete, and authorize the Superintendent or his designee to file the appropriate Notice of Completion on behalf of the District.

**6-K. APPROVE AGREEMENT FOR STUDENT TRANSPORTATION SERVICES BETWEEN THE ORANGE COUNTY SCHOOL DISTRICTS**

Superintendent's Comments: It is recommended that the Board of Trustees approves the Agreement for Student Transportation Services between the Orange County School Districts.

**6-L. APPROVE CHANGE ORDER #2 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 #2 for the Oka Elementary School Measure O HVAC and Modernization Project.

**6-M. MEMORANDUM OF UNDERSTANDING BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION**

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

**6-N. MEMORANDUM OF UNDERSTANDING BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS' CHAPTER #358**

Superintendent's Comments: It is recommended that the Board of Trustees approves the Memorandum of Understanding between Fountain Valley School District and California School Employees Association, Chapter #358.

**6-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
Rossier Park Elementary	N/A	1/18/22-6/30/22
Rossier Park Elementary	\$24,355.56	1/18/22-6/30/22

**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 next regular meeting of the Fountain Valley School District  
Board of Trustees is on Thursday, March 10, 2022 at 6:30PM.**

*A copy of the Board Meeting agenda is posted on the District's web site ([www.fvsd.us](http://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](mailto:luccheser@fvsd.us) or calling 714.843.3255 during normal business hours.*

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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 JANUARY 13, 2022**

DATE: February 17, 2022

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Attached for your information are the minutes of the Board of Trustees regular meeting of January 13, 2022.

**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\\_6wbD\\_L1iT6e3DxtPelVvmg](https://us02web.zoom.us/webinar/register/WN_6wbD_L1iT6e3DxtPelVvmg)

**January 13, 2022**

**MINUTES**

President Schultz called the special meeting of the Board of Trustees to order at 6:30pm. CALL TO ORDER

The following board members were present: ROLL CALL

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

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

**Second:** Mr. Cunneen

**Vote:** 5-0

The Pledge of Allegiance was led by Mrs. Galindo. PLEDGE OF ALLEGIANCE

**BOARD REPORTS AND COMMUNICATIONS**

Mr. Cunneen wished everyone a happy New Year. His activities since the last meeting included: virtual audit meeting for the District's financial reports with EideBailley and CSBA fiscal webinar. He thanked Dr. Hinman for taking on this job, noting that he looks forward to working with him.

Mrs. Galindo's activities since the last meeting included: CSBA fiscal webinar and FVSF meeting, noting the success of the Festival of the Trees and the planning for the upcoming Taste of Fountain Valley. She wished everyone a happy New Year, noting her hope that health comes to us all soon.

Mrs. Crandall thanked all of our staff, certificated and classified, for everything that they have done for our students and families since returning from winter break. Her activities since the last meeting included: FVSF meeting, installation of new FV Chamber of Commerce officers, ribbon cutting of Chop Shop, a new restaurant in Fountain Valley and CSBA fiscal webinar. In addition, she shared an update regarding the superintendent search process to date.

Mr. Schultz’s activities since the last meeting included: CSBA fiscal webinar, noting his reaction to the Governor’s budget.

Mrs. Schultz thanked Mr. Cuneen for attending the audit meeting on our behalf. In addition, she thanked Mrs. Crandall for her assistance preparing her for her first meeting as President. And she thanked Dr. Hinman for joining us. 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. Schultz moved to approve the Consent Calendar.

CONSENT  
CALENDAR/ROUTINE  
ITEMS OF  
BUSINESS

Second: Mrs. Crandall

Vote: 5-0

The Consent Calendar included:

- Board Meeting Minutes from December 16<sup>th</sup> annual organizational meeting
- Board Meeting Minutes from December 18<sup>th</sup> special meeting
- Board Meeting Minutes from January 3<sup>rd</sup> regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Williams Quarterly Report for Second Quarter 2021-22
- Approve Change Order #1 For the Newland Elementary School Measure O HVAC And Modernization Project
- Single Plans for Student Achievement

- Review and Approval Of 2020-21 Financial Audit
- Review and Approval Of 2020-21 Building Fund Measure O Financial and Performance Audit Report
- Approve District Use of CMAS Contract with Image2000 For Procurement of Risograph Digital Duplicators and Supplies
- Non-Public Agency Contracts

Non-public School/Agency	100% Contract Cost	Effective Dates
Olive Crest Academy/ Olive Crest Acad. N.	\$35,236.92	11/10/21-6/30/22
Mardan School	\$25,740.58	1/3/22-6/15/22

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

Dr. Hinman Noted his appreciation for the kind words shared this evening. He commended the fantastic job done by not just our Board of Trustees but also Dr. Johnson and Dr. Ecker in the staff that they have built in FVSD. He noted being hard pressed to find a better group to serve the children of Fountain Valley School District. In addition, he celebrated Mrs. Abdel for the extensive work and support she has given to the District focused on COVID-19, noting how blessed we are to have her. Moreover, he shared the great work being done by our certificated, classified and administrative staff as well. In closing, he noted that FVSD is a special place indeed.

**CLOSED SESSION**

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

CLOSED SESSION

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

- Threat to Public Safety or Facilities: *Government Code 54956.5*
- Consultation with Assistant Superintendent, Personnel, Assistant Superintendent, Business Services and Assistant Superintendent, Educational Services: *Government Code 54956.5*
- Public Employee Employment: *Government Code 54957.1*  
Title: Superintendent

### **ADJOURNMENT**

**Motion:** Mr. Cunneen moved to adjourn the meeting at 8:25PM.

**Second:** Mr. Schultz

**Vote:** 5-0

/rl

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **ELIGIBILITY LISTS**

DATE: February 17, 2022

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Attached are the eligibility lists for:

Food Services Worker

Groundskeeper

Instructional Assistant

Instructional Assistant – Mild/Moderate

Instructional Assistant –Moderate/Severe

Preschool Assistant

Speech/Language Pathology Assistant

Substitute Services Technician

**RECOMMENDATION**

The Personnel Commission approve the eligibility lists enumerated above.

**Attachments #5-#9**

**ELIGIBILITY LIST**  
**Food Service Worker**  
**Merged List (Updated 1/26/2022)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Vivian Molina	6-07-22
1	Abianet Betancourt	1-20-23
2	Christine Urinsco	1-26-23

**ELIGIBILITY LIST**  
**Groundskeeper**  
**EXPIRES 1-27-23**

<b>RANK</b>	<b>NAME</b>
1	Christian Ramirez
1	Garrett Walthers
2	Gabriel Arciga
3	Nicholas Gold
3	Scott Jones
3	Ricardo Ramirez
4	Gregory Brown
5	Alberto Pineda
6	Victor Martinez
7	Daniel Perez
8	Jeremiah Fimbres

**ELIGIBILITY LIST**  
**Instructional Assistant**  
**Merged List (Updated 1/24/2022)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Allie Nguyen	11-9-22
2	Maria Anderson	5-04-22
3	Armida Gruber	5-04-22
4	Julie Angus	5-04-22
5	Julia Matsumoto	2-10-23
6	Stephanie Kang	2-10-23
7	Nhi Mai	5-04-22
8	Julianna Carlego	1-24-22
8	Shaina Brewster	2-10-23
9	Laura Ledezma	5-04-22
10	Stacy Patriarca	5-04-22
11	Vivienne Nguyen	1-24-22

**ELIGIBILITY LIST**  
**Substitute Services Technician**  
**EXPIRES 2-08-23**

<b>RANK</b>	<b>NAME</b>
1	Angela Willhite
2	Crystal Armenta
3	Carlton Razo-Cervantes



**ELIGIBILITY LIST**  
**Instructional Assistant Mild/Moderate**  
**Merged List (Updated 2/10/2022)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Armida Gruber	5-24-22
2	Scott Poston	2-10-23
3	Mallory Lundkvist	2-10-23
3	Julie Angus	5-24-22
4	Alicia Barragan	5-24-22
4	Maria Cabral	3-09-22
5	Michael Dinh	5-24-22
6	Nhi Mai	5-24-22
7	Julianna Carlego	1-21-23
8	Allie Nguyen	5-24-22
8	Laura Ledezma	5-24-22
9	Stacy Patriarca	5-24-22
10	Ereny Hennawy	2-10-23
10	Adilene Mandujano	2-10-23

**ELIGIBILITY LIST**  
**IA Moderate/Severe**  
**Merged (Updated 2-10-23)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Armida Gruber	5-24-22
2	Mallory Lundkvist	2-10-23
3	Michael Dinh	5-24-22
4	Alicia Carrasco	2-10-23
4	Nhi Mai	5-24-22
5	Laura Ledezma	5-24-22
6	Stacy Patriarca	5-24-22
7	Vivienne Nguyen	1-21-23
8	Barbera Conroy	11-9-22
9	Jennifer Tran	11-9-22
10	Christine Mercado	1-21-23

**ELIGIBILITY LIST**  
**Preschool Assistant**  
**Merged (Updated 2/07/2022)**

<b>RANK</b>	<b>NAME</b>	<b>EXPIRES</b>
1	Lauren Fields	2-07-23
2	Patricia Medina	2-07-23
3	Griselda Perez	2-07-23
4	Peri Ito	8-13-22
5	Evan Daur	11-2-22

**ELIGIBILITY LIST**  
**Speech/Language Pathology Assistant**  
**EXPIRES 2-09-23**

<b>RANK</b>	<b>NAME</b>
1	Chanda Santana
2	Jennifer Smith
2	Kathleen (Katie) Hatcher
3	Lisa Linares
4	Priscilla Esparza
5	Nancy Soto
6	Arianna Diaz

**FOUNTAIN VALLEY SCHOOL DISTRICT**

**PERSONNEL DIVISION**

**MEMORANDUM**

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: February 18, 2022

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

**Interdepartmental**

Office Assistant – School

**Dual Certification:**

Instructional Assistant – Deaf and Hard of Hearing

Office Assistant

Purchasing Technician



# Fountain Valley School District

## Personnel Commission

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

<b>POSTING DATE:</b>	February 9, 2022
<b>CLOSING DATE:</b>	February 16, 2022 at 4:00 p.m.
<b>SALARY:</b>	Current rate of pay
<b>HOURS:</b>	27.5 hours per week: Monday – Friday, 7:30 a.m. – 1:00 p.m.
<b>TERM:</b>	10.48 months per year
<b>VACANCIES:</b>	One position at Newland

#### 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](mailto: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., Wednesday, February 16, 2022. 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.

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.fvzd.us

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## INSTRUCTIONAL ASST., DEAF AND HARD OF HEARING

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.

<b>POSTING DATE:</b>	February 16, 2022
<b>CLOSING DATE:</b>	March 8, 2022, by 4:00 p.m.
<b>SALARY:</b>	\$19.37 - \$23.54 per hour* (Range 28, 5 steps) *(Per CSEA contract, hiring may be made up to step 3)
<b>SCHEDULE:</b>	28.75 hours per week, Monday– Friday
<b>TERM:</b>	9.6 months/year
<b>VACANCY:</b>	One position

#### ESSENTIAL FUNCTIONS

- Work with deaf and hard of hearing students
- Translate oral or written English through simultaneous signing and oral communication
- Interpret for certificated staff when assisting a single or small group of mainstreamed deaf/hard of hearing
- Guide, instruct and/or provide examples to students
- Assist students to learn normal oral speech patterns
- Assist students to learn sign language
- Assist in preparing and utilizing a variety of instructional materials
- May be called upon to attend meetings
- Assist certificated staff with student supervision during classroom and outdoor
- Help students relate to others who are not disabled
- Perform routine office duties
- Consult with certificated staff regarding student progress and behavior
- Maintains clean and orderly environment

#### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

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

- Utilize methods in the instruction of deaf and hard of hearing students
- Interpret to students written and verbal
- Translate sign language
- Prepare and maintain accurate records
- Present information to others
- Understand complex, multi-step written and oral instructions

**SEE OTHER SIDE**

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

- Utilize concepts of grammar and punctuation in both English and Second Language
- Gather and/or collate data and use basic, job-related equipment
- Work with data utilizing defined but different processes

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

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Job related experience 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.fvsd.us](http://www.fvsd.us). All application materials must be submitted through Ed Join by 4:00 p.m. on March 8, 2022.

**EXAMINATION PROCESS**

The examination process will consist of a written test and performance interview to be held on the dates listed below. These dates are subject to change. All applicants are invited to attend the written test. Applicants who successfully complete the written test will be scheduled for the performance interview. Applicants who have passed the No Child Left Behind (NCLB) test will not need to retake the test but must contact Lisa at (714) 843-3225.

<p><b>Written test (pass/fail)..... March 9, 2022 at 9:00 a.m.</b>  <b>Oral Interview (100%)..... Date to be determined</b>  <i>Exam parts will be held at the Fountain Valley School District Office</i></p>
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*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

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

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## OFFICE ASSISTANT- DEPARTMENT/SCHOOL

*Dual Certification (Open and Promotional)*

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

<b>POSTING DATE:</b>	February 9, 2022
<b>CLOSING DATE:</b>	March 1, 2022, by 4:00 p.m.
<b>SALARY:</b>	\$20.93 - \$25.45 per hour (Range 36, 5 steps) *Per CSEA contract, hiring may be made up to step 3
<b>TERM:</b>	10.43 months a year
<b>VACANCY:</b>	One part-time vacancy

### ESSENTIAL FUNCTIONS

- Assists the assigned administrator in the coordination of daily activities for program or departmental operations
- Communicates with other school or department personnel and responds to questions from internal and external parties
- Monitors program budget allocations, expenditures, fund balances, and related financial activities
- Answers telephone and responds to inquiries and/or taking messages
- Assists various school and department personnel in completing a variety of clerical tasks and preparing a variety of documents
- Greets individuals entering the building and maintains reception area or departmental materials
- Monitors students, operates office equipment, and performs general clerical functions
- Administers emergency first aid, scheduled prescriptions and over the counter medications to students

### JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

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

- Perform multiple tasks and understand complex, multi-step written and oral instructions
- Prepare and maintain accurate records utilizing pertinent software applications
- Read a variety of manuals, write documents following prescribed formats, and/or present information to others
- Utilize business telephone etiquette
- Schedule activities, meetings, and/or events
- Gather, collate, and/or classify data

SEE OTHER SIDE



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

- Work and communicate with a diversity of individuals and/or groups in a wide variety of circumstances
- Work with a variety of data to identify issues, create action plans, and independently interpret guidelines
- Maintain confidentiality
- Work with frequent interruptions
- Display tact and courtesy.

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

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- High school diploma
- Job-related experience.

**CERTIFICATES AND LICENSES**

CPR/First Aid Certificate for Office Assistant- School classification.

**APPLICATION PROCESS**

Applicants must complete a District application obtained through our website at [www.fvsd.us](http://www.fvsd.us). All application materials must be submitted through Ed Join by 4:00 p.m. on March 1, 2022.

**EXAMINATION PROCESS**

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

<b>Written test (50%).....</b>	<b>The morning of March 2, 2022</b>
<b>Oral Interview (50%) .....</b>	<b>The week of March 7, 2022</b>
<i>The exam 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 lists 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.fvds.us

### CLASSIFIED EMPLOYMENT OPPORTUNITY

## Purchasing Technician

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

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

<b>POSTING DATE:</b>	February 3, 2022
<b>CLOSING DATE:</b>	February 23 at 4:00 p.m.
<b>SALARY:</b>	\$4,436 - \$5,392 per month (Range 56, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
<b>HOURS:</b>	40 hours per week
<b>TERM:</b>	12 months
<b>VACANCY:</b>	One position

### ESSENTIAL FUNCTIONS

- Assists with the physical inventory and compiles annual warehouse inventory catalogue
- Assists staff and/or vendors with ordering, purchasing procedures, and available funds
- Compiles data from a wide variety of sources and ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes
- Evaluates and negotiates with vendors to determine their capability for performing to established specifications
- Evaluates order and bid documentation
- Prepares and maintains purchasing information, files and records to ensure the availability of documentation and compliance with established policies and regulatory guidelines
- Manages a variety of purchasing functions including orders and inventory control for the district
- Monitors the account receivables from internal and external sources
- Processes purchasing-related information and updates and distributes information, authorizing action and/or complying with established accounting practices
- Researches contracts, suppliers, equipment and regulations
- Responds to inquiries from a variety of sources and provides information and/or referrals for addressing inquiries

### 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
- Ability to apply and adhere to federal, state and District policies and regulations
- Prepare and maintain accurate records utilizing pertinent software applications

**SEE OTHER SIDE**

**Skills, Knowledge, and Abilities are required to (cont.)**

- Apply Accounting/bookkeeping principles
- Apply pertinent codes including State Access Code Structure (SACS), policies, regulations and/or laws and quantity buying techniques
- Schedule activities, meetings, and/or events
- Ability to work and communicate with a significant diversity of individuals and/or groups in a variety of circumstances
- Gather, collate, and/or classify data to analyze issues and create action plans
- Apply independent interpretation of guidelines
- Maintain confidentiality

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

**EDUCATION AND EXPERIENCE REQUIREMENTS**

- Job-related experience 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 EdJoin or our website at [www.fvsd.us](http://www.fvsd.us). All application materials must be submitted through EdJoin by 4:00 p.m. on February 23, 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. All applicants are invited to the written test. Applicants who successfully complete the written test will be scheduled for a interview.

Written (50%).....	Morning of February 25, 2022
Interview (50%) .....	March 02, 2022
<i>Testing will be conducted 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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