

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Regular Meeting AGENDA

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

August 25, 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, June 23, 2022**
(Attachment #1) *Action*
4. **Agenda, Regular Meeting of the Board of Trustees, August 4, 2022**
(Attachment #2) *Information*
5. **Minutes, Regular Meeting of the Board of Trustees, May 19, 2022**
(Attachment #3) *Information*
6. **Minutes, Regular Meeting of the Board of Trustees, June 16, 2022**
(Attachment #4) *Information*
7. **Minutes, Regular Meeting of the Board of Trustees, June 23, 2022**
(Attachment #5) *Information*
8. **Minutes, Special Meeting of the Board of Trustees, July 9, 2022**
(Attachment #6) *Information*

**9. Minutes, Special Meeting of the Board of Trustees,
July 28, 2022**
(Attachment #7) *Information*

10. Director's Report *Information*

11. Commissioner's Comments *Information*

12. 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

13. Eligibility Lists

**ESP Assistant, ESP Instructor, Instructional Assistant – Bilingual (Spanish),
Instructional Assistant – Bilingual (Vietnamese), Instructional Assistant —
Moderate/Severe, Library/Media Technician, and Plumber**

(Attachments #8 - #11)

Action

PERSONNEL

14. Job Announcements

(Attachments #12 - #22)

Information

FINANCIAL

15. Nothing at this time

Information

CLOSED SESSION

16. Closed Session

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

1. Personnel
2. Legal Advice

NEXT MEETING

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

**September 22, 2022
3:30 p.m.
Board Room**

ADJOURNMENT

18. 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 JUNE 23, 2022**

DATE: August 16, 2022

Attached for your approval are the minutes of the Personnel Commission regular meeting of June 23, 2022.

RECOMMENDATION

The Personnel Commission approve the minutes of the June 23, 2022 Personnel Commission regular meeting.

Attachment #1

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

REGULAR MEETING

MINUTES

June 23, 2022

3:30 p.m.

Mrs. Davis 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. Mr. Hastie 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

Mr. Joe Hastie, Ms. Rhonda Mello, and Mr. Talley, CSEA President, attended.

Introduction of Staff

Ms. Abdel, Ms. Johnson, Mr. Hastie and Mr. Talley were in attendance.

Minutes, Regular Meeting of the Personnel Commission, April 28, 2022

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

Minutes, Regular Meeting of the Personnel Commission, May 26, 2022

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

Agenda, Regular Meeting of the Board of Trustees, June 16, 2022

Presented as an information item only.

Director's Report

Mrs. Serna shared, since our last meeting, we had an amazing classified end of the year program. We were able to honor our employees, which she felt was needed after a hard year. It was a wonderful event for our classified employees. We have been very busy recruiting for the Extended Year Program, ESP Summer Camp, and the Intervention Program. We have over 500 students enrolled this summer in the Intervention Program. It is a great summer program. Some of the positions we have hired include Food Service Workers, Bus Drivers, Special Education Bus Aides, Recreation Leaders, Recreation Coordinators, Office Managers, Instructional Assistants, Instructional Assistants – Mild/Moderate, and Instructional Assistants - Moderate/Severe. Our regular postings and hirings are also continuing. Since our last meeting, we have hired an Instructional Assistant - Bilingual, Office Assistant and School Office Manager. We also have a recruitment in place for a Plumber for Maintenance and Operations. During this summer, we are also testing and creating eligibility lists to be utilized for the next school year. Mrs. Serna shared the background for the Instructional Assistant (Transitional Kindergarten). She stated there is a new law for Universal - TK that means the district is now

offering Transitional Kindergarten for those students who previously would have attended preschool. This school year we will have four of these classes and expect to have seven next year. The new law states the ratio is 24 students to two staff members. For this reason, the hours for these positions will need to be staffed at 28 hours. We have posted an interdepartmental transfer to any interested employees currently working as Instructional Assistants.

Mrs. Serna stated she attended Talbert Middle School for their promotion. It was an absolute joy and it was wonderful to see the excitement and all the families that attended.

Commissioners' Comments

Mr. Mullin stated he attended the Clap Out ceremony at Oka Elementary School. He felt the custodian did a wonderful job cleaning and setting everything up for the event. Mr. McCombs shared the classified employee recognition was a wonderful event and he enjoyed the pizza event held afterwards. He attended Talbert's promotion today. Ms. Adams did a wonderful job and everything went very smoothly. It brought back memories from when he was a Board Member attending the different schools.

Public Comments

Mr. Talley expressed his appreciation to Mrs. Serna for hosting the classified employee event. He felt she did a wonderful job. It is his favorite night of the year and the pizza event hosted by CSEA was a great success with a larger than normal turn out.

ADMINISTRATION

Reclassification of Maintenance and Operations Office Assistant to Administrative Assistant

After reviewing the information presented, Mr. McCombs made the motion to recommend the reclassification of the incumbent to Administrative Assistant. This recommendation includes the reclassification of the Maintenance and Operations Office Assistant, range 36, to Administrative Assistant, range 53, and reclassify the incumbent Rhonda Mello to this position due to the accretion of duties. She has been performing these duties for over 2 years as required by Education Code 45285 and Personnel Commission rule 309.1. Mr. Mullin seconded the motion. Motion carried

Eligibility Lists

Mr. Mullin moved to approve the eligibility lists for Instructional Assistant- Bilingual, Instructional Assistant-Mild/Moderate, and Instructional Assistant- Moderate/Severe. Mr. McCombs seconded the motion. Motion carried.

PERSONNEL

Job Announcements

The interdepartmental transfer job postings for Instructional Assistant, Office Assistant - School, Preschool Instructor, School Office Manager, and Recreation Leader were reviewed along with the dual certification posting for Plumber.

FINANCIAL

Personnel Commission Budget 2022-2023: Second Reading and Adoption

The Personnel Commission participated in the second reading and review of the proposed 2022-2023 budget. Mr. Mullin moved to approve the 2022- 2023 budget as presented. 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:
August 25 at 3:30 p.m.
Board Room**

ADJOURNMENT

The June 23, 2022, regular meeting of the Personnel Commission adjourned at 4:00 p.m.

Mrs. Carol Davis, Chairperson

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 REGULAR
MEETING OF AUGUST 4, 2022**

DATE: August 5, 2022

Attached for your information is the agenda of the Board of Trustees regular meeting of August 4, 2022.



Fountain Valley School District

BOARD OF TRUSTEES
REGULAR MEETING

AGENDA

10055 Slater Avenue
Fountain Valley, CA 92708

August 4, 2022

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

M _____
 2nd _____
 V _____

- PUBLIC COMMENTS

Speakers may address the Board of Trustees on Closed Session Items. Please comply with procedures listed on the Public Comment form titled *For Persons Wishing to Address the Board of Trustees*. The form is available for completion at the meeting. Completed forms should be given to the Executive Assistant prior to the close of Public Comments.

- 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.

- PLEDGE OF ALLEGIANCE

SPECIAL PRESENTATIONS

1. 45 DAY REVISION TO THE 2022-2023 DISTRICT BUDGET PRESENTATION

Assistant Superintendent, Business Services Christine Fullerton and Director, Fiscal Services Isidro Guerra will update the Board on the impact of the State enacted budget on the 2022-2023 Fountain Valley School District Budget.

BOARD REPORTS AND COMMUNICATIONS

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

Board Members 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

- 2. **BOARD POLICY 6144 CONTROVERSIAL ISSUES (FIRST READING)** M
 2nd
 V

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 has been updated to provide clarity regarding guidelines for administrators and teachers.

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.

- 3. **APPROVAL OF 45-DAY REVISION TO 2022-23 DISTRICT BUDGET** M
 2nd
 V

Based on review of the State Budget, the attached budget summary contains revisions to our budget based on Education Code section 42127(h). On June 27, 2022, Governor Gavin Newsom signed an on-time budget. The budget maintained several proposals that were included in the May Revision; however, many changes have been incorporated in the final state budget.

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the 45-day budget revision for fiscal year 2022-23.

- 4. **APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, PERSONNEL EXTENDING CONTRACT TO JUNE 30, 2026** M
 2nd
 V

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Personnel with Cathie Abdel, extending the term of the contract to June 30, 2026.

5. APPROVAL OF ADDENDUM TO EMPLOYMENT CONTRACT FOR ASSISTANT SUPERINTENDENT, BUSINESS SERVICES EXTENDING THE CONTRACT TO JUNE 30, 2026

M _____
2nd _____
V _____

Superintendent’s Recommendation: It is recommended that the Board of Trustees approves the addendum to the employment contract for the position of Assistant Superintendent, Business Services with Christine Fullerton, extending the term of the contact to June 30, 2026.

6. 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

- 6-A. Board Meeting Minutes from June 23rd regular meeting
- 6-B. Board Meeting Minutes from July 9th special meeting
- 6-C. Board Meeting Minutes from July 28th special meeting
- 6-D. Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- 6-E. Donations
- 6-F. Purchase Orders
- 6-G. Warrants

Consent Items

6-H. APPROVE THE AGREEMENT WITH CORINNE LOSKOT CONSULTING INC., IN ORDER TO ASSIST WITH OBTAINING STATE SCHOOL FACILITIES FUNDING

Superintendent’s Comments: It is recommended that the Board of Trustees approves the Agreement with Corinne Loskot Consulting, Inc. in order to assist the District in obtaining State School Facilities Funds.

6-I. APPROVE SCOPE AMENDMENT 1 TO THE ARCHITECTURAL SERVICE AGREEMENT WITH RACHLIN PARTNERS FOR PLAVAN ELEMENTARY SCHOOL

Superintendent's Comments: It is recommended that the Board of Trustees approves Scope Amendment 1 to the Master Architectural Service Agreement with Rachlin Partners for Plavan Elementary School.

6-J. APPROVE THE AGREEMENT FOR ARCHITECTURAL SERVICES FROM RACHLIN PARTNERS FOR A DISTRICT WIDE SECURITY STUDY, TRANSITIONAL KINDERGARTEN CLASSROOM STUDY AND POTENTIAL REFRESHMENT OF THE DISTRICT OFFICE RESTROOMS AND ENTRY

Superintendent's Comments: It is recommended that the Board of Trustees approves the Agreement with Rachlin Partners.

6-K. AMENDMENT NO. 1 - INDEPENDENT CONTRACTOR AGREEMENT FOR BEHAVIOR SOLUTIONS, INC.

Superintendent's Comments: It is recommended that the Board of Trustees approves this amendment to the Independent Contractor Agreement for Behavior Solutions, Inc. for the 2022-2023 and 2023-2024 school years.

6-L. APPROVE THE AGREEMENT FOR LANDSCAPE ARCHITECTURAL SERVICES WITH LYNN CAPOUYA, INC. LANDSCAPE ARCHITECTS FOR IRRIGATION/PLANTING ASSESSMENT AND ANALYSIS MASTER PLAN

Superintendent's Comments: It is recommended that the Board of Trustees approves the Agreement with Lynn Capouya, Inc. for Landscape Master Plan.

6-M. INCREASE THE AWARD OF RFO # 14 TO AMS.NET TO \$547,291.43 TO INCLUDE LABOR FOR THE INSTALLATION OF WIRELESS ACCESS POINTS DISTRICTWIDE

Superintendent's Comments: It is recommended that the Board of Trustees increases the award of RFO #14 to AMS.NET to supply Wireless Access Points in every classroom districtwide.

6-N. APPROVE THE ANNUAL AGREEMENT FOR FISCAL AND MANAGEMENT INFORMATION SERVICES WITH SCHOOL SERVICES OF CALIFORNIA, INC.

Superintendent's Comments: It is recommended that the Board of Trustees approves the Annual Agreement for Fiscal and Management Information Services with School Services of California, Inc.

6-O. AUTHORIZE THE USE OF THE GARDEN GROVE UNIFIED SCHOOL DISTRICT EXTENSION OFFER RFP: 2011 FROZEN, REFRIGERATED,

PROCESSED COMMODITY, DRY FOODS AND DISTRIBUTION FOR FOOD SERVICES

Superintendent’s Comments: It is recommended that the Board authorizes the Superintendent, or her designee, to approve the Garden Grove Unified School District RFP #201 (piggyback) 2022-2023 for Frozen, Refrigerated, Processed Commodity, Dry Foods and Distribution for Food Services.

6-P. SPECIAL EDUCATION SETTLEMENT AGREEMENT 2022-2023-A

Superintendent’s Comments: It is recommended that the Board of Trustees approves this Settlement Agreement 2022-2023-A.

6-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
Beacon Day School	N/A	7/1/22-6/30/23
Beacon Day School	\$177,660.29	7/1/22-6/30/23
Mardan School	N/A	7/1/22-6/30/23
Mardan School	\$46,264.00	7/1/22-6/30/23
Olive Crest Academy & Oliva Crest Acad. No.	N/A	7/1/22-6/30/23
Olive Crest Academy - North	\$54,132.00	7/1/22-6/30/23
Olive Crest Academy – North	\$54,132.00	7/1/22-6/30/23
Olive Crest Academy – North	\$54,132.00	7/1/22-6/30/23
Olive Crest Academy – North	\$55,594.40	7/1/22-6/30/23
Rossier Park Elementary	N/A	7/1/22-6/30/23
Rossier Park Elementary	\$55,187.40	7/1/22-6/30/23
Speech and Language Development Center	N/A	7/1/22-6/30/23
Speech and Language Development Center	\$100,347.72	7/1/22-6/30/23
Mardan School	\$245.81	4/26/22-6/30/22

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.

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

The next regular meeting of the Fountain Valley School District Board of Trustees is on Thursday, September 1, 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 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: **MINUTES, OF THE BOARD OF TRUSTEES REGULAR
MEETING OF MAY 19, 2022**

DATE: August 10, 2022

Attached for your information are the minutes of the Board of Trustees regular meeting of May 19, 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_iF7U9I7sSdON1QDLvINTSA

May 19, 2022

MINUTES

President Schultz called the special meeting of the Board of Trustees to order at 5:15pm. 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: Mr. Cunneen moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

There were no requests to address the Board prior to Closed Session. PUBLIC COMMENTS

Mrs. Schultz announced that the Board would retire into Closed Session. Action was 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.

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

**CLOSED SESSION
ANNOUNCEMENT**

Mrs. Schultz read the following announcement of Closed Session action:

The Board of Trustees, on the motion of Mr. Cunneen and the second of Mrs. Galindo, took action by a vote of 5-0 to approve the appointment of Dr. Gerald Gargus to the position of Assistant Superintendent, Educational Services for the Fountain Valley School District.

The Pledge of Allegiance was led by Mrs. Crandall

SPECIAL PRESENTATIONS

Superintendent, Dr. Katherine Stopp, joined the Board of Trustees in welcoming Dr. Jerry Gargus to his new role as Assistant Superintendent, Educational Services.

**INTRODUCTION OF
ASSISTANT
SUPERINTENDENT,
EDUCATIONAL
SERVICES, DR. JERRY
GARGUS**

It is an interest of the Board of Trustees to recognize students who display high achievement, improvement or extraordinary effort. The Board recognized seven outstanding students from Newland Elementary School: Ellie Roquemore (K), Casear (Louie) Silva (1st), Luna Farrelly (2nd), Helava (Lava) Sao (3rd), Aya Tran (4th), Anthony Johnson (5th) and Charlie Tripp (5th). The Board was joined by the Newland staff and students’ families in celebrating the outstanding accomplishments of these students.

**RECOGNITION OF
NEWLAND
ELEMENTARY
SCHOOL STUDENTS**

Following the recognition, the Board took a brief recess.

RECESS

BOARD REPORTS AND COMMUNICATIONS

Mr. Schultz’ activities since the last meeting included: robotics presentation at Tamura, Masuda Middle School band performance at Angels Stadium, FVSD Kindness award presentation to Talbert student, meeting with FVEA representatives, and the Annual District Art Show. He commended Dr. Stopp for her message during Certificated Appreciation Week and noted reaching out to elected officials regarding education funding.

Mrs. Crandall thanked Mrs. Johnson and Mrs. Montague for their work in preparing the Business and Personnel items included in this evening’s agenda. Her activities since the last meeting included: FVSD Kindness presentation at Talbert, Annual District Art Show, presentation by OCDE to Teacher of the Year finalist Jill Summerhays, Monster Concert, Tamura robotics presentation, FVSF meeting, Foundation fundraising event at The Recess Room, Classified BBQ, OCSBA webinar on May Revise and a zoom with six other Orange County school board members with Assemblywoman Cottie Petrie-Norris

Mrs. Galindo’s activities since the last meeting included: FVSF meeting where their new Board was elected, writing an article for School News in addition to writing to Senators Janet Nguyen and Tom Umberg and Classified BBQ,

Mr. Cunneen congratulated Dr. Gargus on his approval this evening. His activities since the last meeting included: 2021-2022 OCDE Teacher of the Year celebration at the Disneyland Hotel celebrating TOTYs Amy Jara and Kara Thomas-Shepard, Annual District Art Show, Annual HUC PTA Founders’ Luncheon at Mile Square honoring Elena MacDonald.

Mrs. Schultz noted enjoying the Foundation fundraising event at The Recess Room, sharing that funds raised through FVSF goes back to programs in our schools including music and robotics, Monster Concert, Annual District Art Show. She thanked her fellow trustees for their service this month.

PUBLIC HEARINGS

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the proposed agreement for the 2021-22 and 2022-23 school years between Fountain Valley School District and the Fountain Valley Educational Association. Public input was welcomed. There were no requests to address the Board of Trustees and the hearing was closed.

PUBLIC HEARING ON
TENTATIVE
AGREEMENT
BETWEEN FOUNTAIN
VALLEY SCHOOL
DISTRICT AND
FOUNTAIN VALLEY
EDUCATIONAL
ASSOCIATION
PUBLIC HEARING ON
TENTATIVE
AGREEMENT
BETWEEN FOUNTAIN
VALLEY SCHOOL

The Board of Trustees conducted a public hearing for the purpose of receiving public comment on the proposed agreement for the 2021-22 and 2022-23 school years between Fountain Valley School District and the California School Employees Association, Chapter #358. Public input was welcomed. There were no

requests to address the Board of Trustees and the hearing was closed.

DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 358

PUBLIC COMMENTS

There were thirteen requests to address the Board of Trustees. Three members of the community addressed the Board regarding curriculum and/or library content. One member of the community addressed the Board regarding college readiness. And nine staff members addressed the Board regarding negotiations.

PUBLIC COMMENTS

LEGISLATIVE SESSION

Motion: Mrs. Crandall moved to approve the public disclosure of collective bargaining agreement between Fountain Valley School District and Fountain Valley Education Association for 2021-22 and 2022-23 School years.

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT BETWEEN FOUNTAIN VALLEY SCHOOL DISTRICT AND FOUNTAIN VALLEY EDUCATION ASSOCIATION FOR 2021-22 AND 2022-23 SCHOOL YEARS

Second: Mr. Cunneen

Vote: 5-0

Motion: Mr. Cunneen moved to approve the agreement between Fountain Valley Education Association and Fountain Valley School District.

AGREEMENT BETWEEN FOUNTAIN VALLEY EDUCATION ASSOCIATION AND FOUNTAIN VALLEY SCHOOL DISTRICT

Second: Mrs. Galindo

Vote: 5-0

Motion: Mrs. Galindo moved to approve the public disclosure of collective bargaining agreement between Fountain Valley School District and California School Employees Association, chapter 358 for 2021-22 and 2022-23 school years.

PUBLIC DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT

Second: Mrs. Crandall

Vote: 5-0

BETWEEN
FOUNTAIN
VALLEY SCHOOL
DISTRICT AND
CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER 358 FOR
2021-22 AND 2022-
23 SCHOOL YEARS

Motion: Mr. Schultz moved to approve the agreement between California School Employees Association, Chapter 358 and Fountain Valley School District.

AGREEMENT
BETWEEN
CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION,
CHAPTER 358 AND
FOUNTAIN
VALLEY SCHOOL
DISTRICT

Second: Mr. Cunneen

Vote: 5-0

Motion: Mrs. Galindo moved to approve disclosure of Management and Confidential Employees salary increases.

DISCLOSURE OF
MANAGEMENT
AND
CONFIDENTIAL
EMPLOYEES
SALARY
INCREASES

Second: Mr. Schultz

Vote: 5-0

Motion: Mrs. Crandall moved to approve the employment contract for Assistant Superintendent, Educational Services.

APPROVAL OF
EMPLOYMENT
CONTRACT FOR
ASSISTANT
SUPERINTENDENT,
EDUCATIONAL
SERVICES

Second: Mr. Cunneen

Vote: 5-0

Motion: Mr. Cunneen moved to adopt Resolution 2022-20: Resolution to Establish the Process of Instituting Trustee Areas and Elections by Trustee Areas.

RESOLUTION 2022-
20: RESOLUTION
TO ESTABLISH
THE PROCESS OF
INSTITUTING
TRUSTEE AREAS
AND ELECTIONS
BY TRUSTEE
AREAS

Second: Mr. Schultz

Vote: Mrs. Schultz AYE
Mr. Cunneen AYE
Mrs. Galindo AYE

Mr. Schultz AYE
Mrs. Crandall AYE
5-0

Motion: Mrs. Galindo 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 April 21st regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Special Education Settlement Agreement 2021-2022-H
- Amendment No. 1 - Independent Contractor Agreement for Dr. Elizabeth Gendy-Shaker
- Approve Change Order #2 for the Newland Elementary School Measure O HVAC And Modernization Project
- Approve the Agreement for Professional Services with Dannis Woliver Kelly For The 2022-2023 And 2023-2024 School Years
- Accept and Award Contract to Learning Stream to Purchase Learning Stream Registration Management System
- Retainer Agreement for Legal Services In 2022-2023 School Year with The Law Offices of Margaret A. Chidester & Associates
- Comprehensive School Safety Plans
- Non-Public Agency Contracts

Non-public School/Agency	100% Contract Cost	Effective Dates
Mardan School	\$510.00	3/31/22-6/30/22
Crystal Bejarano dba Connect4Kids Psychological Services, Inc.	\$4,000.00	5/20/22-9/30/22
Abby Rozenberg	\$2,135.00	5/20/22-9/30/22

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Stopp Thanked everyone for being here this evening. She noted her hope that moving forward we can heal.

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 9:08PM.

Second: Mrs. Crandall

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 REGULAR
MEETING OF JUNE 16, 2022**

DATE: August 18, 2022

Attached for your information are the minutes of the Board of Trustees regular meeting of June 16, 2022.

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

June 16, 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: Mr. Schultz moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Crandall

Vote: 5-0

The Pledge of Allegiance was led by Mr. Schultz.

SPECIAL PRESENTATIONS

The Board of Trustees welcomed Orange County Department of Education Superintendent Dr. Al Mijares to celebrate Isojiro Oka Elementary School, recently named a National Blue Ribbon School. Dr. Stopp joined Principal Julie Ballesteros and Oka staff in accepting this recognition from Dr. Mijares.

CELEBRATION OF
NATIONAL BLUE
RIBBON SCHOOL
ISOJIRO OKA
ELEMENTARY
SCHOOL
RECOGNITION OF
SUPERINTENDENT
PARENT COUNCIL
PARENT
VOLUNTEERS

It is an interest of the Board of Trustees to recognize outstanding parent volunteers who give generously of their time and talents to our schools. From our Superintendent Parent Council, the Board recognized and thanked Petra Erlandson, Alina Newton, Elizabeth Hindman, James Hindman, Gen Maciel and Sherri Witcher, in addition to PTA/O Presidents Carrie Lustig, Kelly Shepherd, Kristi Hata, Marisa Winch, Ryan Beacham, Joelle Walton, Jessica Reed, Jamie Yeung, Laura Ehrlich, April Twenhafel and Lindsey Soderberg. The Board joined staff in expressing gratitude for the dedication of these fantastic volunteers.

The Board of Trustees joined staff and the community to honor Plavan Teacher, Jill Summerhays, celebrated this evening as Fountain Valley School District’s Teacher of the Year 2022.

CELEBRATION OF
FOUNTAIN VALLEY
SCHOOL DISTRICT
TEACHER OF THE
YEAR JILL
SUMMERHAYS

The Board of Trustees joined staff and the community to honor Bus Driver, Annie Reyes, celebrated this evening as Fountain Valley School District’s Classified Employee of the Year 2022.

CELEBRATION OF
FOUNTAIN VALLEY
SCHOOL DISTRICT
CLASSIFIED
EMPLOYEE OF THE
YEAR ANNIE REYES

It is an interest of the Board of Trustees to recognize dedication to the teaching profession and our students and therefore, the Board recognized the following teachers who have completed the Fountain Valley School District’s rigorous two-year Induction Program and are now eligible to receive their clear teaching credential: Brooke Elsasser, Heather Mishler, Hannah Lipman, Heather Spenser and Charles Vosough. In addition, the District recognizes their commitment and hard work as well as that of their mentors, Lauren Voss, Randi Hubbard, Kristi Manthorne, Alyssa Brignardello and Kathy Lewis, who supported them while they completed the program.

CELEBRATION OF
FVSD TEACHERS
COMPLETING TWO-
YEAR INDUCTION
PROGRAM

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Business, Christine Fullerton and Director, Fiscal Services, Isidro Guerra provided an update for the Board of Trustees on the State Budget and its effect on the Fountain Valley School District. Mrs. Fullerton and Mr. Guerra shared a State economic overview, details of the May Revise, 2022-2023 District budget and multi-year projections, in addition to a review of other District funds.

BUDGET UPDATE
(ORAL AND
WRITTEN)

BOARD REPORTS AND COMMUNICATIONS

Mr. Cunneen’s activities since the last meeting included: FV Rotary Teacher Celebration, Memorial Day Remembrance in Veteran’s Park and Induction Colloquium.

Mrs. Galindo’s activities since the last meeting included: Induction Colloquium and the Certificated Luncheon celebrating retiring teachers and certificated years of service. In addition, she reached out again to legislators regarding raising the base and increasing contributions to pension plans.

Mr. Schultz shared his thoughts as he addressed some health concerns in the past weeks, noting the number of elements involved in making a district successful, much like running a very busy hospital. Given this, he expressed thanks to every member of our team from classified to certificated for ensuring that our students are taken care of.

Mrs. Crandall expressed her thanks for all of those participating in end of the year meetings with reflection and planning ahead very much a focus. Her activities since the last meeting included: FV Rotary Teacher Celebration, OCSBA Budget workshop with Capitol Advisors, Classified Celebration, Certificated Luncheon celebrating retiring teachers and certificated years of service, Induction Colloquium, Talbert band concert, Masuda drama performance, Fulton symphonic and rock band concerts, combined Middle School Choir concert, Gisler Carnival, FVSF meeting and SPC meeting.

Mrs. Schultz’s activities included: Classified Celebration. She noted the impact of her recent injury on her participation in events. She thanked Mrs. Crandall for her assistance in getting her around, including to tonight’s meeting. She thanked her fellow trustees for their service this month.

PUBLIC HEARINGS

A public hearing was held for the purpose of discussing the Fountain Valley School District’s Local Control Accountability Plan for the year ending June 30, 2023. Public input was welcomed. There were no requests to address the Board of Trustees and the hearing was closed.

2022-2023 LOCAL
CONTROL
ACCOUNTABILITY
PLAN

A public hearing was held for the purpose of discussing the proposed 2022-2023 final budget prior to approval by the Board of Trustees. Public input was welcomed. There was one request to address the Board of Trustees. Following this, the hearing was closed.

PUBLIC HEARING
FOR 2022-2023
BUDGET

PUBLIC COMMENTS

There were three requests to address the Board of Trustees. Two members of the community addressed the Board regarding safety and one member of the community addressed the Board regarding the LCAP.

PUBLIC COMMENTS

LEGISLATIVE SESSION

- | | | |
|---------|--|--|
| Motion: | Mr. Cunneen moved to adopt Resolution 2022-21 Biennial Governing Board Election. | RESOLUTION 2022-21 BIENNIAL GOVERNING BOARD ELECTION |
| Second: | Mr. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mrs. Galindo 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 May 19th regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Purchase Order Listing
- Budget Transfers and Adjustments
- School-Based Medi-Cal Administrative Activities (SMAA) Participation Agreement
- Bio-Acoustical Corporation
- Educational Technologies Annual Renewals
- Appointment of Parents to the Community Advisory Committee (CAC) as Representatives for the Fountain Valley School District for the 2022-2023 School Year
- Authorize the Use of the Anaheim Union High School District Bid #2021-18 Milk and Dairy Products for the Purchase of Milk, Juice and Dairy Products
- Review of Investment Policy
- Award Bid #22-03 Asphalt Paving – Various Sites

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Mr. Schultz Shared interest in discussion of ethics and civics education for our middle schools; Lighthouse Leadership award from the Board; and homework.

Dr. Stopp Thanked Mrs. Fullerton, Mr. Guerra and their team for their amazing work in sharing the budget in such a digestible form. In addition, she thanked Mrs. Abdel, Mrs. Serna and the Personnel Department as the amount of work going on is truly remarkable as they hire so many new staff. Moreover, she commended Mrs. Green and the Child Care Department given the great impact

of Universal Prekindergarten (UPK) and the planning around this on our early childcare programs. And, she commended and thanked Dr. Christmas for her efforts in special education. Lastly, she thanked and commended Dr. Gargus as he is currently taking on two jobs. Dr. Stopp noted how much she has enjoyed meeting and working with the Board of Trustees over these last weeks. She shared that throughout her numerous meetings with parents, community members and staff, there has been great discussion regarding safety, noting the opportunity to share the many layers currently in place and needed going forward. She noted that while we welcome suggestions, she emphasized that we remain partners with our community, focused on student and staff safety. With the end of the school year approaching, Dr. Stopp noted her visits to every classroom to wish our students and staff a wonderful summer and thank our staff for everything that they do for our students and families. It has been a fantastic experience!

ADJOURNMENT

Mrs. Schultz announced that there was not a need for Closed Session.

ADJOURNMENT

Motion: Mrs. Crandall moved to adjourn the meeting at 8:51PM.

Second: Mr. Cunneen

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 REGULAR
MEETING OF JUNE 23, 2022**

DATE: August 17, 2022

Attached for your information are the minutes of the Board of Trustees regular meeting of June 23, 2022.

Fountain Valley School District
Superintendent's Office

REGULAR MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

June 23, 2022

MINUTES

President Schultz called the special meeting of the Board of Trustees to order at 5:32pm. **CALL TO ORDER**

The following board members were present: **ROLL CALL**

Lisa Schultz	President
Jeanne Galindo	Clerk
Steve Schultz	Member
Sandra Crandall	Member

Absent:
Jim Cunneen President Pro Tem

Motion: Mrs. Galindo moved to approve the meeting agenda with the addendum of Item 7-B Personnel: **AGENDA APPROVAL**

7-B. PERSONNEL ITEMS

- 1.6 Assistant Superintendent, Personnel requests approval of Katherine Pavidis, Elementary School Principal, effective 08/04/2022.
- 1.7 Assistant Superintendent, Personnel requests the approval of the following certificated job descriptions: Director, Special Education and Director of Student Services & Safety (see attachments).

Second: Mr. Schultz

Vote: 4-0 (Absent: Cunneen)

Mr. Cunneen arrived at 5:33PM

Mrs. Schultz announced that the Board would retire into Closed Session. Action was anticipated. The following was discussed: **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*
- 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.

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

PLEDGE OF ALLEGIANCE

Mrs. Schultz made the following announcement of Closed Session action:

In Closed Session, on the motion of Mr. Cunneen and the second of Mrs. Crandall, the Board of Trustees took action by a vote of 5 to 0 to approve the appointment of Dr. Kiva Spiratos to the position of Director, Educational Services; Katherine Pavidis to the position of Elementary Principal and Brandon LoMonaco to the position of Assistant Principal for the Fountain Valley School District.

The Pledge of Allegiance was led by Mr. Cunneen

SPECIAL PRESENTATIONS

Superintendent Dr. Katherine Stopp joined the Board of Trustees in welcoming the newest members of the FVSD Family, Dr. Kiva Spiratos and Brandon LoMonaco. Dr. Spiratos joins FVSD as Director, Educational Services and Mr. LoMonaco joins us as Assistant Principal. In addition, Dr. Stopp welcomed Katherine Pavidis, joining the district as Elementary Principal, who while unable to be here this evening, is also excited to join the FVSD Family.

INTRODUCTION OF KIVA SPIRATOS AND BRANDON LOMONACO

STAFF REPORTS AND PRESENTATIONS

Assistant Superintendent, Educational Services, Dr. Jerry Gargus reviewed the Local Performance Indicators and provided an update on the Local Control Accountability Plan for the Fountain Valley School District for the Board of Trustees. Dr. Gargus shared an overview of the California School Dashboard, in addition to an overview of local indicators. Moreover, Dr. Gargus shared each of the LCFF Priority Areas, all standards having been met by the district. Dr. Gargus also shared an overview of the

2022 CALIFORNIA DASHBOARD LOCAL INDICATOR REPORT

District's LCAP, including the development process and its historical and positive impact on FVSD. In closing, he shared highlights of the 2022-23 LCAP.

BOARD REPORTS AND COMMUNICATIONS

Mrs. Galindo's activities since the last meeting included: Promotion at Masuda, noting that it was a joyful event for all. She commended Ms. Morgan and the Masuda staff.

Mrs. Crandall commended our 6,000 students for completing another year in safe classrooms, noting that we will continue to address actionable items to further the safety of our campuses. Her activities since the last meeting included: Kindergarten Rainbow Connection performance at Courreges and Promotion at Masuda.

Mr. Cunneen noted his wish that everyone has an opportunity to relax and have the best summer ever. He noted that today, the last day of school, is a wonderful day and he expressed his hope that we all have a chance to reflect on this.

Mr. Schultz's activities since the last meeting included: Promotion at Talbert, writing the Board article for *School News* in which he commended the work of our eighth graders to welcome our incoming sixth graders to campus, and a professional development opportunity on Social Emotional Learning at UCI. In addition, he thanked Cabinet for their efforts navigating recent changes and shared a message for all to appreciate each moment.

Mrs. Schultz noted her upcoming recovery work as she continues to heal her ankle. She noted the work of staff over the summer and she thanked and commended staff for their efforts and hard work. In addition, she thanked her fellow trustees for their service since the last meeting.

PUBLIC COMMENTS

There were three requests to address the Board of Trustees. Two parents addressed the Board regarding student safety and one parent addressed the Board regarding personnel.

PUBLIC COMMENTS

LEGISLATIVE SESSION

- | | | |
|---------|---|---|
| Motion: | Mrs. Crandall moved to approve the 2022-23 Local Control Accountability Plan for Fountain Valley School District. | APPROVAL OF THE 2022-23 LOCAL CONTROL ACCOUNTABILITY PLAN FOR FOUNTAIN VALLEY SCHOOL DISTRICT |
| Second: | Mrs. Galindo | |
| Vote: | 5-0 | |
| Motion: | Mr. Cunneen moved to approve the CA Dashboard Local Performance Indicator Self-Reflection. | APPROVAL OF CA DASHBOARD LOCAL PERFORMANCE INDICATOR SELF-REFLECTION |
| Second: | Mr. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mrs. Galindo moved to approve the 2022-2023 District Budget. | APPROVAL OF 2022-23 DISTRICT BUDGET |
| Second: | Mr. Cunneen | |
| Vote: | 5-0 | |
| Motion: | Mrs. Crandall moved to approve the Declaration of Need. | DECLARATION OF NEED |
| Second: | Mr. Schultz | |
| Vote: | 5-0 | |
| Motion: | Mrs. Galindo moved to approve the Consent Calendar. | CONSENT CALENDAR/ ROUTINE ITEMS OF BUSINESS |
| Second: | Mr. Cunneen | |
| Vote: | 5-0 | |

The Consent Calendar included:

- Board Meeting Minutes from June 16th regular meeting
- Personnel Items (Employment Functions, Workshops/Conferences, and Consultants)
- Donations
- Warrants
- Contract with Dr. Carolyn Seaton
- Approve Consulting Agreement with The Simple Learning Company, Inc., In Order to Professional Development Related to Mathematics

- Resolution 2023-01: Authorization of Signatures on Replacement Warrants
- Resolution 2023-02: Appointment of Custodian of Revolving Cash Fund
- Resolution 2023-03: Authorization of Approval of Vendor Claims/Orders
- Resolution 2023-04: Authorization of Signatures
- Williams Uniform Complaint Quarterly Report (Quarter #4: April 1 – June 30, 2022)
- 2022-23 Mandate Block Grant
- Consolidated Application - Spring 2022 Release
- Approval of Agreement with Air Tutors, Inc.
- Authorization of Signatures – Facsimile Signatures (Bank of America)
- Approve the Contract with Catapultk12 Wetip2.0 For Anonymous Reporting
- Resolution 2023-05 Education Protection Account (EPA) Funding and Spending Determinations for the 2022-23 Fiscal Year
- Resolution 2023-06 Temporary Inter-Fund Transfers from Fund 40 In 2022-23 Fiscal Year
- Approval of OCDE Powerschool and Electronic Document Management System Agreements For 2022-23
- Agreement with Revenue Enhancement Group, Inc. For Assessment Refund Services
- Student Accident Insurance – 2022-23
- Permission to Utilize CMAS #1-22-23-20d to Purchase Vehicles and Large Equipment
- Permission to Utilize CMAS No. 4-22-03-1024 for the Purchasing of Playground Equipment
- Approval of the District’s Universal Prekindergarten Plan

SUPERINTENDENT’S COMMENTS/NEW ITEMS OF BUSINESS

Dr. Stopp Thanked everyone for joining us this evening and for those public comments shared. She shared her meetings this week regarding safety and personnel. She noted her opportunity to share in these meetings our work surrounding safety. Regarding personnel, she noted the high caliber of leadership that the district attracts, as evidenced by Mr. Mullin and Mr. Christensen. She reiterated that our desires for our students are the same, including principals that love kids and want kids to be safe. She noted the commitment to finding staff that are best for our students. In addition, she shared the opportunity to enjoy end of the year activities from our Kindergartners to our promoting eighth graders. She noted that we should all be proud of the work that we do for our students each day, sharing that she is honored to have the opportunity

to do this work with our trustees and staff. She wished everyone a good summer.

ADJOURNMENT

Mrs. Schultz announced that there was not a need for a second Closed Session.

ADJOURNMENT

Motion: Mrs. Crandall moved to adjourn the meeting at 7:40PM.

Second: Mr. Cunneen

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 JULY 9, 2022**

DATE: August 17, 2022

Attached for your information are the minutes of the Board of Trustees special meeting of July 9, 2022.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

July 9, 2022

MINUTES

President Schultz called the special meeting of the Board of Trustees to order at 9:30am.

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: Mr. Cunneen moved to approve the meeting agenda.

AGENDA APPROVAL

Second: Mrs. Crandall

Vote: 5-0

The Pledge of Allegiance was led by Mr. Cunneen

PLEDGE OF
ALLEGIANCE

PUBLIC COMMENTS

There were no requests to address the Board of Trustees.

PUBLIC COMMENTS

BOARD WORKSHOP

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

GOVERNANCE
WORKSHOP

ADJOURNMENT

Motion: Mr. Schultz moved to adjourn the meeting at 12:45PM.

ADJOURNMENT

Second: Mr. Cunneen

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 JULY 28, 2022**

DATE: August 17, 2022

Attached for your information are the minutes of the Board of Trustees special meeting of July 28, 2022.

Fountain Valley School District
Superintendent's Office

SPECIAL MEETING OF THE BOARD OF TRUSTEES

10055 Slater Avenue
Fountain Valley, CA 92708

July 28, 2022

MINUTES

President Schultz called the special meeting of the Board of Trustees to order at 5:30pm. 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: Mr. Schultz moved to approve the meeting agenda. AGENDA APPROVAL

Second: Mrs. Galindo

Vote: 5-0

Mrs. Schultz announced that the Board would retire into Closed Session. Action was anticipated. The following was discussed: 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.

The public portion of the meeting resumed at 6:14PM. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mrs. Galindo.

Mrs. Schultz read the following announcement of action taken in Closed Session: CLOSED SESSION ANNOUNCEMENT

The Board of Trustees, on the motion of Mr. Cunneen and second of Mrs. Crandall, took action by a vote of 5 to 0 to approve the appointment of Carolyn Hunter to the position of Director, Special

Education, Erin Bains to the position of Director, Student Services and Safety, Kerry Riccio Aguero to the position of Principal at Fulton Middle School and Lisa Tanita to the position of Principal at Courreges Elementary School.

SPECIAL PRESENTATIONS

Superintendent Dr. Katherine Stopp joined the Board of Trustees in welcoming the newest members of the FVSD Family, Carolyn Hunter, Kerry Riccio Aguero and Lisa Tanita. Ms. Hunter joins FVSD as Director, Special Education, Ms. Riccio Aguero joins as Principal at Fulton Middle School and Ms. Tanita joins as Principal at Courreges Elementary School. In addition, Dr. Stopp joined the Board in congratulating Erin Bains on her new role as Director, Student Services and Safety.

INTRODUCTION OF
CAROLYN HUNTER,
ERIN BAINS, KERRY
RICCIO AGUERO AND
LISA TANITA

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: Mr. Cunneen

Vote: 5-0

The Consent Calendar included:

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

ADJOURNMENT

Motion: Mr. Cunneen moved to adjourn the meeting at 6:31PM.

ADJOURNMENT

Second: Mrs. Crandall

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: August 17, 2022

Attached are the eligibility lists for:

ESP Assistant

ESP Instructor

Instructional Assistant – Bilingual (Spanish)

Instructional Assistant – Bilingual (Vietnamese)

Instructional Assistant – Moderate/Severe

Library/Media Technician

Plumber

RECOMMENDATION

The Personnel Commission approve the eligibility lists enumerated above.

Attachments #8-#11

ELIGIBILITY LIST
ESP Assistant
Merged (Updated 8-08-23)

RANK	NAME	EXPIRES
1	Natalie Reyes	8-08-23
2	Melanie Stinson	8-13-22
2	Elizabeth DePersis	8-13-22
3	Kathleen Musacchio	12-2-22
4	Peri Ito	8-13-22
5	Kelley Shiverdeck	8-13-22
6	Joshua Cortez	12-2-22
7	Kelly Ford	12-2-22
8	Diane Del Toro	12-2-22
9	Michelle Sampson	8-13-22
10	Reina Fuchigami	12-2-22
11	Melissa Hernandez	12-2-22
12	Kelly Lopez	12-2-22
13	Evan Daur	12-2-22

ELIGIBILITY LIST
ESP Instructor
Merged (Updated 8-04-22)

RANK	NAME	EXPIRES
1	Diana Cerda	3-09-23
2	Megan Ching	8-16-22
3	Monica Alexanians	8-16-22
3	Janae Juhala	8-26-22
4	Rylie McCobb	8-26-22
5	Nhi Mai	3-24-23
6	Tracie Wadsworth	8-04-23
7	Alyssa Escalante	8-26-22
8	Joshua Cortez	3-09-23

ELIGIBILITY LIST
IA Bilingual - Spanish
EXPIRES 8-17-23

RANK	NAME
1	Nalida Pedraza

ELIGIBILITY LIST
IA Bilingual - Vietnamese
EXPIRES 8-15-23

RANK	NAME
1	Huong Phan

ELIGIBILITY LIST
IA Moderate/Severe
Merged (Updated 8-09-22)

RANK	NAME	EXPIRES
1	Scott Poston	2-10-23
1	Chelsea Johnston	8-09-23
2	Vivienne Nguyen	1-21-23
3	Shaina Brewster	6-02-23
4	Christine Mercado	1-21-23

ELIGIBILITY LIST
Library/Media Technician
EXPIRES 8-12-23

RANK	NAME
1	Andrew Finney
2	Shiragi Bhatka
2	Erin Knox
3	Danielle Bonsignore

ELIGIBILITY LIST
PLUMBER
EXPIRES 7-14-23

RANK	NAME
1	Manuel Concepcion
2	Felix Jara

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director of Human Resources

SUBJECT: **JOB ANNOUNCEMENTS**

DATE: August 17, 2022

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

Interdepartmental

Instructional Assistant (Transitional Kindergarten)

Library/Media Technician

Office Assistant

Dual Certification:

Instructional Assistant – Bilingual (Spanish & Vietnamese)

ESP Assistant

Behavior Intervention Assistant

Instructional Assistant, Instructional Assistant Mild/Moderate, and Instructional Assistant Moderate/Severe

Health Assistant

Custodian

Executive Assistant/Public Information Officer

Library/Media Technician



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASSISTANT

(Transitional Kindergarten)

Interdepartmental Transfer Only

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

POSTING DATE:	July 18, 2022
CLOSING DATE:	July 26, 2022, at 3:30 p.m.
SALARY:	Current rate of pay
HOURS/TERM:	28.0 hours/day; M,T,W,F 8:00 a.m. – 2:15 p.m., TH 8:00 a.m. – 1:00 p.m.
TERM:	9.6 months per year, for the 2022-2023 school year
VACANCY:	Five Positions – One each at Courreges, Cox, Gisler, Newland & Tamura

THE JOB

Under the direction of a Principal, assist a certificated teacher in reinforcing instruction to individuals or small groups of students in a classroom, or other learning environment; assist teachers with the preparation of instructional materials; tutor students in assigned subject areas.

APPLICATION PROCEDURE

Present employees in the classification of Instructional Assistant wanting to transfer must send a written request to the Personnel Department or email to johnsond@fvsd.us asking to be considered for this position. The communication must contain information sufficient to indicate the employee is a “ready and willing” transfer eligible. Requests must be received by 3:30 p.m., Tuesday, July 26, 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 Instructional Assistant and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Instructional 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 will have the opportunity to become members of California School Employees Association.



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Library/Media Technician

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 Library/Media Technician or from the current list of “ready and willing” certified eligibles.

POSTING DATE:	July 26, 2022
CLOSING DATE:	August 9, 2022 @ 3:30 p.m.
SALARY:	Current Rate of Pay
HOURS:	20 hours/week (25 hours per week per CSEA MOU for the 2022-2023 school year), Hours to be determined
TERM:	9.6 mo/yr
VACANCIES:	Two Positions, one at Masuda & one at Talbert

THE JOB

Under the direction of the School Principal, the job of Library/Media Technician is done to:

- Provide support to the instructional program with specific responsibilities for maintaining the library collections at school sites
- Identify age appropriate resources for students and teachers utilizing library resources
- Select appropriate items in support of classroom instruction
- Perform clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks

APPLICATION PROCESS

Present employees wanting to transfer must send a written request to the Personnel Department or e-mail to sernac@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 3:30 p.m., Tuesday, August 9, 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 Library/Media Technician and, if necessary, the top three ranks of “ready and willing” certified eligibles on the Library/Media Technician eligibility list.

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

OFFICE ASSISTANT - SCHOOL

Interdepartmental Transfer Only

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

POSTING DATE:	August 11, 2022
CLOSING DATE:	August 17, 2022 at 3:30 p.m.
SALARY:	Current rate of pay
HOURS:	28.75 hours per week: Monday - Friday, 10:15 a.m. – 4:00 p.m.
TERM:	10.48 months per year
VACANCIES:	One position at Fulton

THE JOB

Under the direction of the assigned administrator, the job of Office Assistant - School 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@fvds.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 3:30 p.m., Thursday, June 2, 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.

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY BEHAVIOR INTERVENTION ASSISTANT *Dual Certification (Open and Promotional)*

POSTING DATE:	August 11, 2022
CLOSING DATE:	August 31, 2022
SALARY:	\$24.33 per hour - \$29.57 per hour (Range 44, 5 steps) *Per CSEA contract, hiring may be made up to step 3
HOURS:	28.75 hours per week – Hours to be determined
TERM:	9.55 months per year
VACANCIES:	Three positions

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

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

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

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

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

EDUCATION AND EXPERIENCE REQUIREMENTS:

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

CERTIFICATION/LICENSE:

Current CPR and First Aid certification

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

APPLICATION PROCESS:

All applications and application materials must be submitted through Ed Join or through our website at www.fvsd.us. . All application materials must be submitted through EdJoin by 3:30 p.m., August 31, 2022.

EXAMINATION PROCESS

The examination process will consist of a technical interview to be held on September 6, 2022. All applicants who meet the above requirements will be invited to attend the technical interview.

Relative weight of examination process:

Technical Interview (100%)Tentatively Scheduled for the morning of September 6, 2022

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

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

APPOINTMENT/ CERTIFICATION

Final selection of appointees 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

CUSTODIAN

Dual Certification (Open and Promotional)

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

POSTING DATE:	July 26, 2022
CLOSING DATE:	August 15, 2022
SALARY:	Custodian - \$23.14 - \$28.12 per hour (Range 39, 5 steps) *Per CSEA contract, hiring may be made up to step 3 (subs paid at step 1)
HOURS	Range from 15.0 to 27.5 hours per week, shifts start around 3:00 p.m.
VACANCY:	Six at various sites

ESSENTIAL FUNCTIONS

- Cleans assigned facilities and/or grounds and keeps them maintained in an attractive and clean condition
- Inspects facilities to ensure the site is suitable for safe operations
- Identifies necessary repairs to facilities and/or equipment, etc.
- Maintains supplies and equipment
- Performs minor, job-related, maintenance on custodial equipment, classroom furniture, and fixtures
- Prepares site for daily operations and assures the security of school
- Responds to inquiries from staff, students, parents, and/or visitors. Responds to immediate safety and/or operational concerns
- Secures facilities and grounds during assigned hours

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.
- Operate equipment and materials used in industrial maintenance and adhere to safety practices
- Prepare and maintain accurate records and/or present information to others.
- Perform basic math, including calculations using fractions, percents, and/or ratios and read a variety of manuals
- Write documents following prescribed formats, and understand complex, multi-step written and oral instructions
- Use methods of industrial cleaning including floor and carpet and basic tools for minor repairs along with safety practices and procedures

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

- Collate data; and consider a number of factors when using the equipment.
- Flexibility is required to work with a diversity of individuals in a variety of circumstances
- Identify issues and select action plans.
- Adapt to changing work priorities and meet deadlines and schedules.

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

EDUCATION AND EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

All applications and application materials must be submitted through Ed Join or 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 written test.

EXAMINATION PROCESS

The examination process will consist of a written and performance test to be on a date to be determined. All applicants are invited to attend the written test. Applicants who successfully complete the written test will be scheduled for the performance test, which will take place at the FVSD District Office.

Written test (50%)	August 16, 2022 at 1:30 p.m.
Oral Interview/Performance Test (50%)	August 23, 2022
<i>Exam parts will be held at the Fountain Valley School District Office</i>	

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

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Extended School Program Assistant

Dual Certification – (Open and Promotional)

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

POSTING DATE:	July 6, 2022
CLOSING DATE:	Open until filled
SALARY:	\$17.86 - \$21.71/hour (Range 13, 5 Steps)
HOURS:	Positions work 12 – 20 hours/week in the afternoons, generally between 2 – 5 p.m. and/ Or 5 hours/week in the morning, generally between 7 - 8 a.m.
TERM:	9.6 months a year

ESSENTIAL FUNCTIONS

- Administers immediate first aid, scheduled prescriptions and over the counter medication.
- Provides medical assistance as instructed by a health care professional.
- Assists with planning and implementing a variety of activities.
- Maintains a variety of records, reports and program materials.
- Manages student behavior on site, field trips, bus loading/unloading, etc.
- Models appropriate behavior for children.
- Provides assistance for physical, personal hygiene and self image needs of students.
- Provides instruction to students in a safe, nurturing environment in curriculum-based activities.
- Provides guidance and encouragement in a patient, caring and sensitive manner.
- Reports incidents and supports a clean, safe and orderly environment.

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

- Possess skills required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.
- Adapt to changing work priorities; applying pertinent laws, codes, policies, and/or regulations; coordinating activities with other schools, districts and/or agencies; and facilitating department goals.
- Perform basic math, including calculations using fractions, percents, and/or ratios.
- Administer first aid and/or prescribed medications.
- Understand written procedures, write routine documents, speak clearly, and understand complex, multi-step written and oral instructions.
- Possess knowledge of curriculum, instruction, and subjects of assignment; pertinent laws, codes, policies, and/or regulations; public relations protocols; understanding of nutritional guidelines; stages of child development for children with special needs; and classroom management techniques and relevant professional standards and practices.

(SEE OTHER SIDE)

Skills, Knowledge and Abilities are required to (continued)

- Schedule activities, collate data, and use basic, job-related equipment.
- Problem solving with data may require independent interpretation.
- Communicate with persons of varied educational and cultural backgrounds; meet deadlines and schedules; providing leadership, direction, and team building; providing opportunities for the exchange of ideas; and setting priorities.

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](#)

EXPERIENCE AND EDUCATION

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

APPLICATION PROCESS

All application materials will be screened and 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 will be invited to the oral interview.

EXAMINATION PROCESS

The examination process will consist of a written test and oral interview, to be weighted as shown. All applicants are invited to the written test. Applicants who successfully complete the written test will be scheduled for the qualifications appraisal interview.

Relative Weights of the Exam:

Written test (40%).....	Date to be determined
Qualifications Appraisal Interview (60%).....	Date to be determined

Testing/interview will be conducted at the Fountain Valley School District Office

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

APPOINTMENT/CERTIFICATION

Final selection of appointees will be made from the top three ranks of “ready and willing” certified eligibles on the list, along with “ready and willing” transfer eligibles. Promotional candidates will receive seniority credit 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 a tuberculosis screening.

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED MANAGEMENT EMPLOYMENT OPPORTUNITY Executive Assistant/Public Information Officer

(Open and Promotional)

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

OPENING DATE:	August 8, 2022
CLOSING DATE:	August 22, 2022 at 4:30 p.m.
SALARY:	\$7,753 - \$9,867 per month (Range 12, 6 steps on Management salary schedule)
WORK SCHEDULE:	40 hours per week, 12 months per year
VACANCY:	Superintendent’s Office

PURPOSE

The job of Executive Assistant/Public Information Officer is done for the purpose of planning, coordinating and implementing a comprehensive public and staff information program, assisting the Superintendent and Board of Trustees in the daily operations of the district, and providing a wide variety of complex and confidential administrative and secretarial support. This position reports to the Superintendent.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor’s degree in job-related area.
- Job-related experience with increasing levels of responsibility.
- Experience in educational setting preferred.
- Leadership and PIO experience desirable.

APPLICATION PROCESS

Applicants **must submit a completed application through Ed Join by 4:30 p.m. on August 22, 2022** and must include the following:

- Letter of Interest
- Current Resume
- Three current letters of Recommendation

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

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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

HEALTH ASSISTANT

Dual Certification (*Open and Promotional*)

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

POSTING DATE:	August 11, 2022
CLOSING DATE:	Open until filled
SALARY:	\$21.18 - \$25.73 per hour (Range 30, 5 steps) *Per CSEA contract, hiring may be made up to step 3 (Subs paid at step 1)
VACANCY:	None at this time

ESSENTIAL FUNCTIONS

- Provides support to the school site operations under the direction of the school nurse
- Responsible for administering first aid and dispensing prescribed medications under the direction of a health care professional
- Coordinates with other personnel in supporting students with special needs
- Documents activities in accordance with established guidelines and/or regulatory requirements
- Assists health care professionals in scheduling prescribed health screenings and services

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS :

Skills, Knowledge, and Abilities are required to

- Administers emergency first aid, scheduled prescriptions and over the counter medication to students under the direction of a health professional
- Advises assigned administrator and nurse of observations involving students' safety, abuse and other health-related issues
- Assists nurse in completing health screenings
- Attends meetings, workshops and trainings
- Communicates with parents, students and school staff
- Distributes information on a variety of health subjects
- Compiles list of students with medical conditions and distributes as necessary
- Follows good health and safety practices and procedures for the purpose of assuring the health and safety of students and self
- Maintains inventory of medications, supplies and student health informational records and provides information required by regulatory requirements
- Monitors students referred to the health office to ensure their safety and/or referring to school nurse and/or a medical professional for review and/or services
- Reports suspected child or substance abuse to appropriate State agency

SEE OTHER SIDE

Skills, Knowledge, and Abilities are required to

- Perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions
- Administer first aid/CPR; handling body fluids and waste materials; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records
- Perform basic math, including calculations using fractions, percents, and/or ratios
- Ability to understand complex, multi-step written and oral instructions and procedures. Write routine documents, and speak clearly
- Specific knowledge based competencies required include: emergency first aid/CPR procedures; safety practices and procedures; health standards, reporting procedures and prioritization of cases
- Maintain confidentiality

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

EDUCATION AND EXPERIENCE REQUIREMENTS

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

CERTIFICATES AND LICENSES

- CPR/First Aid

APPLICATION PROCESS

All applications and application materials must be submitted through Ed Join or 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 written test.

EXAMINATION PROCESS

The examination process will consist of a written test and qualifications interview. The dates are to be determined. All applicants will be invited to attend the written test. Applicants who successfully complete the written test will be scheduled for the qualifications interview.

Written test (50%).....	TBD
Qualifications Appraisal Interview (50%)	TBD
<i>Exam parts will be held at the Fountain Valley School District Office</i>	

Applicants who may need a reasonable accommodation for testing 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.fvds.us

CLASSIFIED EMPLOYMENT OPPORTUNITY

INSTRUCTIONAL ASST., BILINGUAL (Spanish & Vietnamese)

Dual Certification (*Open and Promotional*)

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

POSTING DATE:	July 12, 2022
CLOSING DATE:	August 4, 2022 by 3:30 p.m.
SALARY:	\$20.75 - \$25.22 per hour* (Range 28, 5 steps) *(Per CSEA contract, hiring may be made up to step 3)
SCHEDULE:	Approx. 10-15 hours per week, Monday– Friday
TERM:	9.6 months/year
VACANCY:	Three positions (two Vietnamese & one Spanish)

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

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

SEE OTHER SIDE

Skills, Knowledge and Abilities are required to (continued)

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

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

EDUCATION AND EXPERIENCE REQUIREMENTS

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

APPLICATION PROCESS

Applicants must complete a District application obtained through our website at www.fvdsd.us. All application materials must be submitted through Ed Join by 3:30 p.m. on Thursday, August 4, 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. All applicants are invited to attend the written test. Applicants who successfully complete the written test will be scheduled for the interview.

Written test (pass/fail).....	August 5, 2022 at 9:00 a.m.
Performance test – bilingual written and oral (pass/fail).....	TBD
Oral Interview (100%).....	TBD
<i>Exam parts will be held at the Fountain Valley School District Office, 10055 Slater Avenue</i>	

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

APPOINTMENT/CERTIFICATION

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

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Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

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

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

POSTING DATE:	July 29, 2022
CLOSING DATE:	August 12, 2022
SALARY:	IA - \$19.36/hour - \$23.55/hour (Range 21, 5 steps) IA- Mild/Moderate - \$20.12/hour - \$24.44/hour (Range 25, 5 steps) IA- Moderate/Severe - \$21.18/hour - \$25.73/hour (Range 30, 5 steps) *Substitutes are paid at step 1; regular hires may be hired up to step 3 per CSEA Contract
TERM:	9.6 months per year
VACANCIES:	Four positions

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities are required to

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

(SEE OTHER SIDE)

Skills, Knowledge and Abilities are required to (continued)

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

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

EXPERIENCE AN EDUCATION

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

APPLICATION PROCESS:

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

EXAMINATION PROCESS

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

Relative weights of examination process:

Written test (pass/fail).....	To be Determined
Qualifications Appraisal Interview (100%).....	To be Determined

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

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

APPOINTMENT/ CERTIFICATION

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

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

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



Fountain Valley School District

Personnel Commission

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

CLASSIFIED EMPLOYMENT OPPORTUNITY

Library/Media Technician Dual Certification (*Open and Promotional*)

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

POSTING DATE: July 6, 2022
CLOSING DATE: July 26, 2022 at 3:30 p.m.
SALARY: \$22.91 - \$27.84 per hour (Range 38, 5 Steps) *Per CSEA contract, hiring may be made up to step 3
HOURS: 20.0 hours/week, Hours to be Determined
TERM: 9.6 months per year

ESSENTIAL FUNCTIONS

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

JOB REQUIREMENTS AND MINIMUM QUALIFICATIONS

Skills, Knowledge, And Abilities are required to

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

(SEE OTHER SIDE)

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

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

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

EXPERIENCE AND EDUCATION

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

APPLICATION PROCESS

Applicants must complete an online application, obtained through our website - www.fvds.us. All application materials must be submitted through EdJoin by 3:30 p.m., July 26, 2022.

EXAMINATION PROCESS:

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

Relative weights of the examination process:

Written test (40%)..... July 28, 2022 at 9:00 a.m.

Qualifications appraisal interview (60%) To be determined

Interviews will be conducted at the Fountain Valley School District Office located at 10055 Slater Avenue, Fountain Valley.

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

APPOINTMENT/CERTIFICATION

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