



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, December 8, 2022

CLOSED SESSION

3:45 p.m.

H.R. Conference Room, Building B

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 – 2022

PERSONNEL COMMISSION:

Bob Ewing, Chair
Lance Bidnick, Vice-Chair
Daniel P. Gooch, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW SCHOOL DISTRICT

THURSDAY, DECEMBER 8, 2022

CLOSED SESSION

3:45 p.m.

H.R. CONFERENCE ROOM, BUILDING B

REGULAR MEETING

4:30 p.m.

BOARD ROOM, BUILDING A

1. CLOSED SESSION
CALL TO ORDER

TIME: _____ p.m.

2. ROLL CALL

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of November 17, 2022.

ACTION
Pages 1

Moved: _____
Second: _____
Vote: _____

INFORMATION – DISCUSSION – ACTION ITEMS

4. THE PERSONNEL COMMISSION WILL MEET IN CLOSED SESSION TO DISCUSS:

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Director, Classified Personnel evaluation

5. ADJOURNMENT

TIME: _____ p.m.

ACTION

Moved: _____
Second: _____
Vote: _____

6. RECONVENE TO OPEN SESSION
CALL TO ORDER

TIME: _____ p.m.

7. PLEDGE OF ALLEGIANCE

8. ROLL CALL

9. **ELECTION OF OFFICERS:** In accordance with Merit System Rule 2.1.6, the Personnel Commission shall elect one of its members as Chair and another as Vice-Chair.

ACTION

Chair: Nominee: _____

Moved: _____
Second: _____
Vote: _____

Elected: _____

ELECTION OF OFFICERS CONTINUED:

| | | |
|------------|----------------|---------------|
| Vice-Chair | Nominee: _____ | Moved: _____ |
| | | Second: _____ |
| | Elected: _____ | Vote: _____ |

10. REPORT OUT OF CLOSED SESSION

11. **PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. If you wish to address an item on the agenda, please indicate when, at this point, or at the time the agenda item is discussed.

- | | |
|--|---|
| 12. APPROVAL OF MINUTES: The Personnel Commission will receive the minutes of the November 17, 2022, Regular Personnel Commission meeting for approval. | ACTION Pages 2-8 Moved: _____ Second: _____ Vote: _____ |
|--|---|

COMMISSION BUSINESS

- | | |
|---|---|
| 13. CONSENT CALENDAR: The Personnel Commission will receive the following items on the Consent Calendar: | ACTION Page 9-10 Moved: _____ Second: _____ Vote: _____ |
|---|---|
- A. JOB DESCRIPTION REVIEWS/REVISIONS:**

There are no job description reviews or revisions requiring approval at this time.

B. RECRUITMENT AND TESTING:

ELIGIBILITY LIST(S): The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists.
(*Eligibility lists provided to Commissioners only.*)

- 2022-07 Food Service Worker (Corrected)
- 2022-24 Food Service Worker (Corrected)
- 2022-42 Noon Duty Supervisor
- 2022-43 Instructional Assistant – ABA
- 2022-44 Food Service Worker
- 2022-45 Speech and Language Assistant
- 2022-46 School Health Technician
- 2022-47 Universal Instructional Assistant

- | | |
|--|--|
| 14. CLASSIFIED PERSONNEL ACTIVITY LISTS: The Personnel Commission will receive for information the following Classified Personnel Activity List received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meeting of November 15, 2022. | INFORMATION Pages 11-13 |
| 15. CLASSIFIED PERSONNEL RECRUITMENT LIST: The Personnel Commission will receive for information the current list and status of classified recruitments. | INFORMATION Pages 14-19 |

AGENDA FOR THE PERSONNEL COMMISSION MEETING – DECEMBER 8, 2022 – PAGE 3

- | | |
|---|---|
| <p>16. REMOVAL OF NAME FROM ELIGIBILITY LIST: The Personnel Commission will receive the Director's recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. <i>(Copy of letter provided to Commissioners only.)</i></p> | <p>ACTION Pages 20-21 Moved: _____ Second: _____ Vote: _____</p> |
| <p>17. 2023 CSPCA ANNUAL CONFERENCE: The Personnel Commission will receive the Director's recommendation to approve the attendance of the Director, Classified Personnel and Personnel Technician at the 2023 CSPCA Annual Conference.</p> | <p>ACTION Pages 22-25 Moved: _____ Second: _____ Vote: _____</p> |

COMMUNICATIONS

18. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
 19. **COMMISSIONER REPORTS**
 20. **DIRECTOR AND STAFF REPORTS**
 21. **ADJOURNMENT**

TIME: _____ p.m.

ACTION

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, www.ovsd.org.

Agenda items must be submitted in writing to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

Safety protocol reminders when attending Personnel Commission meetings in person:

- *Before entering the building, please perform the self “wellness check” posted on the entrance. If you answer Yes to any of the questions, please do not enter the premises.*
- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wearing a face covering is highly recommended, but not required.*
- *Practice social distancing.*

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Closed Session Meeting of the Personnel Commission
November 17, 2022**

CALL TO ORDER The November 17, 2022, Regular Closed Session meeting of the Personnel Commission was called to order at 3:30 p.m.

ROLL CALL Commissioners Ewing, Gooch, and Bidnick were present. Director Vellanoweth was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the October 13, 2022, Regular Closed Session Meeting.

Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

COMMISSION BUSINESS

**INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding:

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Director, Classified Personnel evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the November 17, 2022, Closed Session Meeting at 4:28 p.m.

Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
November 17, 2022
4:30 p.m.

| | |
|-------------------------------------|---|
| CALL TO ORDER | Commissioner Ewing called the November 17, 2022, Regular Personnel Commission Meeting to order at 4:34 p.m. |
| PLEDGE OF ALLEGIANCE | Star View Principal, Paul Kraft, led the Pledge of Allegiance. |
| ROLL CALL | All Commissioners were present. |
| STAFF MEMBERS PRESENT | Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician. |
| REPORT OUT OF CLOSED SESSION | Commissioner Ewing reported that the Commissioners and Director, Classified Personnel met in closed session and there was nothing to report out. |
| FIRST PUBLIC COMMENTS | Phi Tran, CSEA liaison to the Personnel Commission, appreciated everyone in attendance for their interest in the Merit System. He commented on the conversations that have taken place the last few months at the Board meetings and Personnel Commission meetings. He stated that the Personnel Commission meetings are the place to have these conversations, resolve issues, and work together to improve how we hire the best employee for our students here at Ocean View School District. Two issues that have come up are communication and transparency. He pointed out the amount of impressive information that was contained in the agenda for the meeting today, and he believes it will be a good starting point for CSEA to work with the district on many of these issues. |
| APPROVAL OF MINUTES | <p>Motion by Commissioner Gooch to approve the minutes of the October 13, 2022, Regular Personnel Commission meeting.</p> <p>Seconded by Commissioner Bidnick and carried with a 3:0 vote.</p> |
| CONSENT CALENDAR | <p>The following job description reviews/revisions were received on the Consent Calendar:</p> <p>A. <u>Job Description Reviews/Revisions:</u></p> <p>There were no job description reviews or revisions submitted for approval.</p> <p>The following recruitment and testing – eligibility lists were received on the Consent Calendar:</p> <p>B. <u>Recruitment and Testing – Eligibility Lists:</u></p> <ul style="list-style-type: none">• 2022-30 Instructional Assistant – Special Education• 2022-31 Instructional Assistant – Severely Disabled• 2022-32 School Health Technician• 2022-33 Universal Instructional Assistant• 2022-34 ALC Attendant• 2022-35 Senior Clerk Typist• 2022-36 Noon Duty Supervisor• 2022-37 Instructional Assistant – ABA |

MINUTES OF THE NOVEMBER 17, 2022 PERSONNEL COMMISSION MEETING – PAGE 2

**CONSENT
CALENDAR
(CONTINUED)**

- 2022-38 Instructional Assistant – Severely Disabled
- 2022-39 Instructional Assistant – Special Education
- 2022-40 Field Service Technician
- 2022-41 Noon Duty Supervisor

Motion by Commissioner Bidnick to approve the Consent Calendar.

Seconded by Commissioner Gooch and carried with a 3:0 vote.

**CLASSIFIED
PERSONNEL
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Personnel Activity Lists that were presented for approval at the Board of Trustees meetings of October 11, 2022 and October 25, 2022.

**CLASSIFIED
PERSONNEL
RECRUITMENT LIST**

The Personnel Commission received for information only, the Classified Personnel Recruitment List that contains information and status of classified recruitments.

Commissioner Gooch stated for the public, this is the information that was mentioned previously that has been collaboratively agreed between the union, the administration, and the Personnel Commission. This item has evolved over the last four or five months. The reason it is presented in this fashion is so that anyone can look it over and find out where certain vacancies are in the hiring process.

**SALARY
ADJUSTMENT
REQUEST –
MAINTENANCE
HVAC MECHANIC**

Director Vellanoweth received a request from Assistant Superintendent Administrative Services, Keith Farrow, to review the salary placement of the Maintenance HVAC Mechanic classification. Mr. Farrow was interested in upgrading the salary of the classification due to the extreme difficulty the Personnel Commission has had in recruiting qualified candidates for these positions.

Based upon the survey data, Director Vellanoweth concluded that the current placement at Range 41 is, in fact, below the median and mean for both OVSD benchmark and all Orange County districts surveyed.

Director Vellanoweth recommended that the Personnel Commission recommend to the Board of Trustees, that the salary range for Maintenance HVAC Mechanic be reallocated from Salary Range 41 to Salary Range 45.

Commissioner Bidnick asked if there were any applicants in the current recruitment that is posted on Edjoin. Director Vellanoweth answered yes. The staff has been moving along any applicants that have been deemed qualified through the hiring process, and there are currently two candidates who are moving forward.

Commissioner Bidnick asked if we are still accepting applications for this recruitment. Director Vellanoweth answered yes, it is still posted on Edjoin. Mr. Bidnick asked if this salary adjustment is approved, how would that affect the two current applicants going through the process, and how would it affect the recruitment.

Director Vellanoweth answered that the two current candidates, if they are successful throughout the recruitment, will be added to an eligibility list. The hiring supervisor is entitled to three rankings to interview for any one position, so even if the two current candidates are deemed successful, the hiring supervisor could interview and consider them but would not be required to make a selection.

**SALARY
ADJUSTMENT
REQUEST –
MAINTENANCE
HVAC MECHANIC
(CONTINUED)**

Mr. Bidnick then stated for clarification that the decision to hire the employees lies with the hiring manager. Director Vellanoweth concurred with his statement.

Commissioner Gooch reiterated that the continuing need to have job classifications updated in a timely fashion is critical. Many years ago, the Personnel Commission decided that the job classifications should be updated on a cycle of every three years. To provide the public with an idea of how long each job description update takes, he shared that they are reviewed not only by the Personnel Commission staff, but are then also sent for review and input to the union, the supervisors, and the incumbents. He asked Director Vellanoweth for an estimate on how long this process could typically take. Director Vellanoweth answered it could take anywhere from 30 days or more. Commissioner Gooch stated that when job descriptions are not current and have to be updated individually as vacancies arise, it can be seen how this could slow up the hiring process.

Motion by Commissioner Gooch to approve the Salary Adjustment Request – Maintenance HVAC Mechanic.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, shared that CSEA Chapter 375 is currently holding executive board elections for the next two year term. Rob Feckner, past CSEA state president, CalPERS board member for over 25 years, and employee of Napa Valley Unified School District will be retiring and stepping down from the CalPERS board. The hall where they meet has been renamed the Feckner Auditorium. There is a run-off election currently happening for the open retiree seat on the CalPERS board. Wishes for a happy Thanksgiving were expressed.

Assistant Superintendent, Human Resources, Reagan Headrick, shared that on November 3, 2022, a productive and collaborative meeting took place with Phi Tran, Director Vellanoweth, Commissioner Ewing, and herself, where they took a look at how communication and transparency could be improved upon. In the meeting they looked at another district's eligibility and recruitment list. She is happy to see the updates to the Personnel Commission agenda in order to improve communication.

She also mentioned that on Wednesday, November 16, 2022, she met with Superintendent Conroy, and Director Vellanoweth, to discuss steps moving forward on transparency and improving the communication between both departments.

**COMMISSIONER
REPORTS**

Commissioner Bidnick stated that since the last Personnel Commission meeting he has been involved in several meetings with Assistant Superintendent Headrick, Superintendent Conroy, and Board President Gina Clayton-Tarvin. These have been positive, collaborative meetings discussing the feedback that was heard from the public at the last Personnel Commission meeting.

Commissioner Bidnick expressed that he is extremely disappointed in the no-vote by the Board of Trustees for the consulting agreement for our classification and job study. School districts across the state received some one time funds. The Personnel Commission had met with the district and told them we needed help to update these studies as it would help streamline future recruitments and make our recruitment efforts better. We had district support and the Board voted 3-2 against it.

**COMMISSIONER
REPORTS
(CONTINUED)**

Commissioner Bidnick commented that there were several efforts from Trustee John Briscoe at the last Board meeting to get Director Vellanoweth to state that we discriminate in this district in our hiring practices. This was absolutely reprehensible, uncalled for, and out of line. He is very proud that Director Vellanoweth stood her ground and commended her for not giving in to Trustee Briscoe's attempts to get a response from her. To make it very clear, we do not discriminate against anyone in this district.

Commissioner Bidnick also informed everyone that the issue with the lack of instructional aides is a big issue with every single school district in the state of California. It is not unique to Ocean View School District. We are not the only school district that is having to contract out for these services or having difficulty hiring for these positions. California Teachers Association has identified the lack of special education aides as one of the number one concerns facing education right now. All of our neighboring districts are also going through the same difficulties and having to contract out for these services. It is very important that it be pointed out that we are not unique in this matter. Commissioner Bidnick would like to work on obtaining more on the background of this issue so he can share it back out at a future meeting, and work with district staff, to ensure we are clear in our communication and have a better understanding of this issue.

Commissioner Gooch had several items he wished to bring up and in order to make them clear to everyone, he asked the staff to put them on slides. The following are Commissioner Gooch's responses to comments that he noted were made at the last Board meeting.

Dr. Conroy's response to the Board's question as to the difference between a merit system school district and a non-merit school district were less than accurate and in some cases disrespectful to the Personnel Commission and staff. He stated that the merit system works if there is fidelity in the process, alluding that the Personnel Commission and staff do not work with fidelity. He stated that there is a lack of flexibility and open transparency from the Personnel Commission and staff. He stated that former Assistant Superintendent Felix Avila informed him that he had tried to talk to the Commissioners without success. Commissioner Gooch asked each of the Commissioners if Mr. Avila had ever tried to speak to them or asked for information from them and been refused, and they answered no. Commissioner Gooch stated that he too never refused to speak to Mr. Avila, and had in fact spoken to him on many occasions, and had always made himself available to Mr. Avila.

Dr. Conroy also said that it should not take a crisis to get us to this point and that communications are not there. Commissioner Gooch replied that the Personnel Commission has been asking for additional resources for five years in order to be able to accomplish the duties that are established as our number one goals. Our budget has been steadily reduced, above our objections, despite our comments about what was going to happen if we did not receive the additional resources.

Assistant Superintendent Reagan Headrick was asked if she thought a three month hiring time frame was acceptable and she replied, "I do not." Commissioner Gooch responded that this reply was limited in that no one feels that this is a preferred time frame but with limited resources and unheeded requests for additional help, along with the extreme job market difficulties, a more detailed response would have been clearer.

**COMMISSIONER
REPORTS
(CONTINUED)**

The Board of Trustees were shocked to learn that the Personnel Commission and their staff did not report to them. The Board of Trustees even posed the question to Director Vellanoweth if she was an employee of the district. They questioned the background and experience of Director Vellanoweth. They questioned how the Commissioners could evaluate her performance when they were only at the District Office one day per month, even though the Board members are only at the District Office twice per month and faced with the same type of performance review for the Superintendent. The Board of Trustees expressed shock that some of the job specifications had not been updated in 5-8 years. Commissioner Gooch again explained this was due to the additional resources that have been consistently asked for not being provided.

Trustee Singer stated that she had been contacted by four individuals who have either been rejected for a position, or have been waiting approximately three months for confirmation of their status in the hiring process. She further stated she was not going to mention who these individuals were, but rather would be tracking them to see how it goes. Commissioner Gooch responded and said if there is a problem that anyone in the district feels needs immediate attention, it should be brought to the responsible party for correction. If no reasonable explanation is given as to why the matter cannot be corrected, it should be immediately brought to the attention of the Personnel Commissioners.

This is not a game of "Gotcha". This is a serious situation of trying to provide the administrators, principals, and supervisors with qualified employees to get the job done.

Trustee Briscoe's tone and demeanor when asking for information from Director Vellanoweth was less than courteous and bordered on insulting. There is no reason to take that tone in an open public meeting on a director.

Commissioner Gooch continued and stated that for the past five years, the Personnel Commission has expressed its need for additional resources to complete its mission, especially in conducting timely reviews of the job descriptions, without success. During the last budget cycle funds were set aside to assist the Personnel Commission with obtaining the services of an outside contractor to help conduct these studies and catch up, which would have sped up the hiring process. This contract was voted down by the Board of Trustees at the last Board meeting. It must be noted that when job descriptions are not current, the Director and staff must take time to update the specifications, which further delays other duties of the staff.

The current hiring difficulties are not the result of actions that have taken place over the last two to three months. Rather they stem from inaction by the previous administration in not listening or responding to the Commission's repeated notices that help was needed and that actually predicted the situation we are currently facing.

Commissioner Gooch shared some videos of some of the Trustee's comments at the Board meeting.

In the first video from the Board of Trustees meeting, Trustee Norm Westwell made a comment to Director Vellanoweth that he would like to look at every possibility to streamline the process and see the hiring timeline shortened to within thirty days.

**COMMISSIONER
REPORTS
(CONTINUED)**

Trustee Westwell further stated that the Board is looking for answers from the Personnel Commission to let the Board know what is needed because they can more than likely make it happen.

Commissioner Gooch stated that it was just heard by Trustee Westwell that the Personnel Commission needs to tell the Board of Trustees what it is that we need. The Personnel Commission did just that in its budget preparation for this school year, wherein the district set funds aside to specifically use to contract out for assistance with job description updates. The Board of Trustees then voted against the agenda item for this contract.

In the second video from the Board of Trustees meeting, Director Vellanoweth explained why up-to-date job descriptions are so important. Trustee Singer asked how often job descriptions are updated. Director Vellanoweth answered that the Commissioners would like to see them updated every three years. However, the job description updates have not been able to be addressed in approximately eight years, due to lack of resources. Trustee Singer asked what additional resources were needed and whether we had enough staff to accomplish the task. Director Vellanoweth answered that there was not enough staff at the current time to address job description updates.

Commissioner Gooch stated that this is the second time it was asked what additional resources the Personnel Commission needed. Then subsequently in the same Board meeting, the Board of Trustees voted no on the contract that had district support and would have helped address the need for up-to-date job descriptions.

In the third video from the Board of Trustees meeting, Trustee John Briscoe commented that the district is spending hundreds of thousands of dollars to make up for its failure to find people to come work for us. He then stated he would be in favor of and in support of hiring consultants in this particular area.

Commissioner Gooch commented that after all the discussion about what our needs are with regard to the job specifications, Trustee Briscoe said at the Board meeting, if things are proving difficult due to the economy or the job market, he would be in favor of hiring a consultant.

Commissioner Gooch recommended to the Chairman that at the next collaborative meeting between the Personnel Commission staff and the administration, they come together and reaffirm the need for the funds that were previously set aside and move forward with a contract for an outside consultant to help us hire qualified employees.

Commissioner Ewing concurred with the comments of Commissioner Bidnick and Commissioner Gooch. He also announced that the next meeting of the Personnel Commission is scheduled for December 8, 2022.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked the Board of Trustees for the opportunity to share the presentation about the Human Resources and Personnel Commission departments with them. She congratulated Commissioner Ewing on his reappointment as CSEA's appointee to the Commission. She thanked the Commissioners for their comments about the job description reviews and for their support in possibly revisiting the option of obtaining a consultant to assist with this.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Director Vellanoweth pointed out that securing assistance to update job descriptions will help expedite the recruitment process and provide us the tools necessary to identify qualified candidates. However, in her opinion, a consultant is not needed to tell us how to do our work. We have had great operations here at Ocean View and we have an outstanding team who works hard every single day, doing the best they can with the resources they have. Rather, we need resources. Not with just a job description review consultant, but with extra, consistent, trained, staff support in our department to do the job we know needs to be done.

Director Vellanoweth thanked the Commissioners for approving the salary range reallocation for the HVAC Mechanic. This should help attract qualified candidates. She thanked the PTA/PTO group for welcoming her to their meeting last week and having the opportunity to collaborate with them in helping to publicize our recruitments. She thanked Commissioner Ewing, Assistant Superintendent Headrick, and Phi Tran for the opportunity to meet and follow up with the CSEA/OVSD Joint Communication meeting.

Director Vellanoweth was happy to report that after the BEAM contract that provided outside services for special education aide support was approved by the Board of Trustees, we have been able to hire six ABA aides, two severely disabled aides, and five special education aides. In addition, there are currently seven openings for ABA aides with seven candidates going to final interviews tomorrow.

She shared that she and the Personnel Commission staff had been able to attend some valuable conferences which are great forums to interact and connect with fellow directors and personnel staff. These conferences also allow for us to learn about and hear great ideas on how to improve our services. Additionally, it helped them realize that Ocean View School District is not alone with the struggles we are facing in hiring classified employees.

Director Vellanoweth attended the Vista View reopening ceremony. Nominations are being accepted for the Classified School Employee of the Year. Director Vellanoweth thanked the Personnel Commission staff for being hardworking, dedicated, and loyal. They know their stuff, work hard every day, and she is very proud of them. She wished everyone a happy Thanksgiving, and since we did not have an opportunity to observe Veteran's Day she thanked all veterans for their faithful service and bravery.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 5:18 p.m.

Michelle Vellanoweth, Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION**

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 8, 2022

SUBJECT: Agenda Item No. 13B.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are being forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. The information below is being shared to provide the District administration and staff with data on classified recruitment and testing statistics. *(Confidential eligibility lists provided to Commissioners only.)*

| List No. | Classification | Recruitment and Testing Statistics | | No. of Ranks | No. of New/ Merged Eligibles | List Type |
|----------|-------------------------------|------------------------------------|---------------------------------|--------------|------------------------------|----------------------------|
| 2022-42 | Noon Duty Supervisor | No. of Applicants | 11 | 2 | 6 | Open, Promotional, & Merge |
| | | Screened Out | 2 | | | |
| | | Written Exam Test Dates | 10/21/22 11/8/22 11/14/22 | | | |
| | | No Show/ Withdrew | 3 | | | |
| | | Did Not Qualify | 1 | | | |
| | | Oral Exam Test Dates | N/A | | | |
| | | No Show/ Withdrew | N/A | | | |
| | | Did Not Qualify | N/A | | | |
| | | | | | | |
| 2022-43 | Instructional Assistant - ABA | No. of Applicants | 9 | 5 | 7 | Open & Promotional |
| | | Screened Out | 0 | | | |
| | | Written Exam Test Dates | 10/24/22 11/8/22 | | | |
| | | No Show/ Withdrew | 1 | | | |
| | | Did Not Qualify | 1 | | | |
| | | Oral Exam Test Dates | 11/14/22 | | | |
| | | No Show/ Withdrew | 0 | | | |
| | | Did Not Qualify | 0 | | | |
| | | | | | | |
| 2022-44 | Food Service Worker | No. of Applicants | 8 | 5 | 5 | Open, Promotional, & Merge |
| | | Screened Out | 1 | | | |
| | | Written Exam Test Dates | 10/21/22 11/10/22 | | | |
| | | No Show/Withdrew | 3 | | | |
| | | Did Not Qualify | 4 | | | |
| | | Oral Exam Test Dates | N/A | | | |
| | | No Show/ Withdrew | N/A | | | |
| | | Did Not Qualify | N/A | | | |
| | | | | | | |

| List No. | Classification | Recruitment and Testing Statistics | | No. of Ranks | No. of New/ Merged Eligibles | List Type |
|----------|-----------------------------------|------------------------------------|----------------------|--------------|------------------------------|---------------------------|
| 2022-45 | Speech and Language Assistant | No. of Applicants | 1 | 1 | 1 | Open & Promotional |
| | | Screened Out | 0 | | | |
| | | Written Exam Test Dates | Had B.A. No exam | | | |
| | | No Show/ Withdrew | 0 | | | |
| | | Did Not Qualify | 0 | | | |
| | | Oral Exam Test Dates | 11/18/22 | | | |
| | | No Show/ Withdrew | 0 | | | |
| | | Did Not Qualify | 0 | | | |
| 2022-46 | School Health Technician | No. of Applicants | 5 | 3 | 3 | Open, Promotional & Merge |
| | | Screened Out | 1 | | | |
| | | Written Exam Test Dates | 10/28/22 10/31/22 | | | |
| | | No Show/ Withdrew | 1 | | | |
| | | Did Not Qualify | 0 | | | |
| | | Oral Exam Test Dates | 11/18/22 | | | |
| | | Screened Out | 1 | | | |
| | | No Show/ Withdrew | 1 | | | |
| | | Did Not Qualify | 0 | | | |
| 2022-47 | Universal Instructional Assistant | No. of Applicants | 11 | 6 | 11 | Open, Promotional & Merge |
| | | Screened Out | 0 | | | |
| | | Written Exam Test Dates | 10/31/22 11/8/22 | | | |
| | | No Show/Withdrew | 2 | | | |
| | | Did Not Qualify | 1 | | | |
| | | Oral Exam Test Dates | 11/30/22 | | | |
| | | No Show/Withdrew | 2 | | | |
| | | Did Not Qualify | 0 | | | |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2022-42 through 2022-47.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 8, 2022

SUBJECT: **Agenda Item No. 14: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity List(s) for approval at the regular Board Meeting of November 15, 2022, (Exhibit A).

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of November 15, 2022.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 15, 2022

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

| <u>NAME</u> | <u>POSITION HIRED INTO</u> | <u>SITE</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|-----------------------|--|--------------------|----------------------|-------------------------------|----------------------------------|
| Berber, Isalia | School Office Clerk | Marine View | \$21,690 hourly | 28.1 | 10/12/2022 |
| Dauncey, Lori | ALC Attendant | Vista View | \$17,353 hourly | 19.1 | 10/31/2022 |
| Dinh, Dung | Instructional Assistant – Physical Education | Multiple Sites | \$20,132 hourly | 25.1 | 10/20/2022 |
| Eisnaugle, Trevor | Instructional Assistant – Special Education | Vista View | \$19,644 hourly | 24.1 | 10/31/2022 |
| Esquivel, Gloria | Noon Duty Supervisor | Vista View | \$16,50 hourly | 1.1* | 10/10/2022 |
| Galloway, Melvin | Instructional Assistant – ABA | Lake View | \$21,690 hourly | 28.1 | 10/31/2022 |
| Gibbs, Tracy | Instructional Assistant – ABA | Lake View | \$21,690 hourly | 28.1 | 10/26/2022 |
| Keel, Kirsten | School Library Specialist | Westmont | \$21,151 hourly | 27.1 | 11/03/2022 |
| Lavigne, Sara | Instructional Assistant – ABA | Hope View | \$21,690 hourly | 28.1 | 10/31/2022 |
| McNeill, Ashley | Instructional Assistant – Physical Education | Multiple Sites | \$20,132 hourly | 25.1 | 10/21/2022 |
| Pendergraph, Khadijah | Instructional Assistant – ABA | Westmont Preschool | \$21,690 hourly | 28.1 | 10/31/2022 |

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

| <u>NAME</u> | <u>POSITION HIRED INTO</u> | <u>STATUS</u> | <u>SALARY</u> | <u>RANGE/ STEP</u> | <u>EFFECTIVE DATE</u> |
|--------------------|--|----------------------|----------------------|-------------------------------|----------------------------------|
| Aguirre, Jenny | District Receptionist | Substitute | \$23,341 hourly | 31.1 | 10/20/2022 |
| Aguirre, Jenny | Intermediate Clerk Typist | Substitute | \$21,690 hourly | 28.1 | 10/20/2022 |
| Aguirre, Jenny | School Office Clerk | Substitute | \$21,690 hourly | 28.1 | 10/20/2022 |
| Corrales, Isaac | Delivery Worker | Substitute | \$23,341 hourly | 31.1 | 11/04/2022 |
| Deyden, Mary | District Receptionist | Substitute | \$23,341 hourly | 31.1 | 10/04/2022 |
| Deyden, Mary | Intermediate Clerk Typist | Substitute | \$21,690 hourly | 28.1 | 10/04/2022 |
| Deyden, Mary | School Office Clerk | Substitute | \$21,690 hourly | 28.1 | 10/04/2022 |
| Garcia, Guizel | District Receptionist | Substitute | \$23,341 hourly | 31.1 | 10/04/2022 |
| Garcia, Guizel | Intermediate Clerk Typist | Substitute | \$21,690 hourly | 28.1 | 10/04/2022 |
| Garcia, Guizel | School Office Clerk | Substitute | \$21,690 hourly | 28.1 | 10/04/2022 |
| Gibbs, Tracy | Instructional Assistant – Physical Education | Substitute | \$20,132 hourly | 25.1 | 10/20/2022 |
| Gibbs, Tracy | Instructional Assistant – Adapted Physical Education | Substitute | \$21,151 hourly | 27.1 | 10/20/2022 |
| Gwynn, Catherine | Bus Driver/Utility Worker Trainee | Trainee | \$16,50 hourly | 1.1* | 09/23/2022 |
| Lopez, Jadira | Translator/Interpreter | Substitute | \$24,523 hourly | 33.1 | 09/07/2022 |
| Merina, Monica | District Receptionist | Substitute | \$23,341 hourly | 31.1 | 10/04/2022 |
| Merina, Monica | Intermediate Clerk Typist | Substitute | \$21,690 hourly | 28.1 | 10/04/2022 |
| Merina, Monica | School Office Clerk | Substitute | \$21,690 hourly | 28.1 | 10/04/2022 |
| Quinn, Jacqueline | Bus Driver/Utility Worker Trainee | Trainee | \$16,50 hourly | 1.1* | 09/23/2022 |
| Reyes, Jose | Parent/Teacher Conference Interpreter | Substitute | \$16,50 hourly | 1.1* | 09/07/2022 |
| Thompson, Steve | Delivery Worker | Substitute | \$23,341 hourly | 31.1 | 11/04/2022 |
| Valencia, Jessica | Noon Duty Supervisor | Substitute | \$16,50 hourly | 1.1* | 10/28/2022 |
| Vaughan, Sandra | Department Secretary | Substitute | \$32,184 hourly | 36.5 | 10/13/2022 |
| Via, Susan | Universal Instructional Assistant | Substitute | \$18,693 hourly | 22.1 | 09/27/2022 |

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 15, 2022

| <u>APPROVE PROMOTION</u> | | | |
|--|---|---------------------|---------------------------|
| <u>In accordance with Merit System Rule 7.2.4:</u> | | | |
| <u>NAME</u> | <u>POSITION PROMOTED TO</u> | <u>SITE</u> | <u>SALARY</u> |
| Gruber, Leo | Instructional Assistant – Special Education | Oak View | \$19,644 hourly |
| <u>APPROVE LATERAL TRANSFER</u> | | | |
| <u>In accordance with Merit System Rule 8.2.1.A:</u> | | | |
| <u>NAME</u> | <u>POSITION LATERALLY TRANSFERRED INTO</u> | <u>SITE</u> | <u>SALARY</u> |
| Hernandez, Ariana | Universal Instructional Assistant | Golden View | \$22,774 hourly |
| <u>APPROVE RETIREMEMENT</u> | | | |
| <u>NAME</u> | <u>POSITION RETIRED FROM</u> | <u>SITE</u> | <u>RATIONALE</u> |
| Blythe, Kathleen | Preschool Educator | Oak View Preschool | Retiring |
| <u>APPROVE SEPARATION</u> | | | |
| <u>In accordance with Merit System Rules 8.4.3:</u> | | | |
| <u>NAME</u> | <u>POSITION SEPARATED FROM</u> | <u>SITE</u> | <u>RATIONALE</u> |
| Aguilar, Nhilce | Child Care Attendant | Circle View | Resignation – Another Job |
| Boucher, Jonathan | Lead Behavior Instructional Assistant | Multiple Sites | Resignation - Relocating |
| Chhun, Sophia | Instructional Assistant – Special Education | Star View | Resignation - Relocating |
| Falcone, Stephenie | Noon Duty Supervisor | Mesa View | Resignation - Another Job |
| Harding, Maria | Instructional Assistant – English Learner | Hope View/ Westmont | Resignation – Another Job |
| Miller, Lauren | Instructional Assistant – ABA | Westmont Preschool | Resignation – Relocating |
| Ortega, Karina | Instructional Assistant – Special Education | Spring View | Resignation - Another Job |
| <u>APPROVE PROMOTION</u> | | | |
| <u>In accordance with Merit System Rule 7.2.4:</u> | | | |
| <u>NAME</u> | <u>POSITION PROMOTED TO</u> | <u>SITE</u> | <u>SALARY</u> |
| Gruber, Leo | Instructional Assistant – Special Education | Oak View | \$19,644 hourly |
| <u>APPROVE LATERAL TRANSFER</u> | | | |
| <u>In accordance with Merit System Rule 8.2.1.A:</u> | | | |
| <u>NAME</u> | <u>POSITION LATERALLY TRANSFERRED INTO</u> | <u>SITE</u> | <u>SALARY</u> |
| Hernandez, Ariana | Universal Instructional Assistant | Golden View | \$22,774 hourly |
| <u>APPROVE RETIREMEMENT</u> | | | |
| <u>NAME</u> | <u>POSITION RETIRED FROM</u> | <u>SITE</u> | <u>RATIONALE</u> |
| Blythe, Kathleen | Preschool Educator | Oak View Preschool | Retiring |
| <u>APPROVE SEPARATION</u> | | | |
| <u>In accordance with Merit System Rules 8.4.3:</u> | | | |
| <u>NAME</u> | <u>POSITION SEPARATED FROM</u> | <u>SITE</u> | <u>RATIONALE</u> |
| Aguilar, Nhilce | Child Care Attendant | Circle View | Resignation – Another Job |
| Boucher, Jonathan | Lead Behavior Instructional Assistant | Multiple Sites | Resignation - Relocating |
| Chhun, Sophia | Instructional Assistant – Special Education | Star View | Resignation - Relocating |
| Falcone, Stephenie | Noon Duty Supervisor | Mesa View | Resignation - Another Job |
| Harding, Maria | Instructional Assistant – English Learner | Hope View/ Westmont | Resignation – Another Job |
| Miller, Lauren | Instructional Assistant – ABA | Westmont Preschool | Resignation – Relocating |
| Ortega, Karina | Instructional Assistant – Special Education | Spring View | Resignation - Another Job |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 8, 2022

SUBJECT: Agenda Item No. 15: CLASSIFIED PERSONNEL RECRUITMENTS LIST

Background Information

The following is a list of classified personnel recruitments that are currently in progress. This list is provided to the Personnel Commissioners, District administration, and staff, to communicate and share the status of current classified vacancies throughout the recruitment and hiring process.

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Recruitments List for information.

Substitute and Future Vacancy Recruitment Status & Update for FY 22/23

| # | REQ | Position | School/ Department | Hours | Recruitment Status (Times) | Recruitment Open/Close | Written Exam Dates (# of past test dates as of 7/2022) | Oral Technical Exam Date | Final Interview | Status (pick from drop down menu) | Employee Start Date | Reason for Vacancy |
|----|------|--------------------------------|--------------------|-------|----------------------------|---|--|---------------------------------------|-----------------|---|---------------------|------------------------------------|
| 1 | 3051 | ALC Attendant | Vista View | 29.75 | Reposted (8) | 10/26/2022-11/17/2022 | Number of past test dates: 2, TBD | Number of past test dates: 1, TBD | TBD | Recruitment in progress | | New Position |
| 2 | 2680 | Bus Driver/Utility Worker | Transportation | 30 | Continuous | 1/4/2022-1/4/2023 | Number of past test dates: 2, as applicants apply | Number of past test dates: 1, 12/2/22 | TBD | Recruitment in progress | | New Position |
| 3 | 2679 | Bus Driver/Utility Worker | Transportation | 30 | Continuous | 1/4/2022-1/4/2023 | Number of past test dates: 2, as applicants apply | Number of past test dates: 1, 12/2/22 | TBD | Recruitment in progress | | New Position |
| 4 | 2681 | Bus Driver/Utility Worker | Transportation | 30 | Continuous | 1/4/2022-1/4/2023 | Number of past test dates: 2, as applicants apply | Number of past test dates: 1, 12/2/22 | TBD | Recruitment in progress | | New Position |
| 5 | 2682 | Bus Driver/Utility Worker | Transportation | 30 | Continuous | 1/4/2022-1/4/2023 | Number of past test dates: 2, as applicants apply | Number of past test dates: 1, 12/2/22 | TBD | Recruitment in progress | | New Position |
| 6 | 2683 | Bus Driver/Utility Worker | Transportation | 30 | Continuous | 1/4/2022-1/4/2023 | Number of past test dates: 2, as applicants apply | Number of past test dates: 1, 12/2/22 | TBD | Recruitment in progress | | New Position |
| 7 | 2939 | Child Care Program Facilitator | Mesa View | 19.75 | Repost (5) | 11/18/2022 - 12/9/2022 | Number of past test dates: 5, | Number of past test dates: 1, TBD | TBD | 1 applicant going forward, applicants did not meet minimum requirements, reposted | | New Position |
| 8 | 2937 | Child Care Program Facilitator | Star View | 20.75 | Repost (5) | 11/18/2022 - 12/9/2022 | Number of past test dates: 5, | Number of past test dates: 1, TBD | TBD | 1 applicant going forward, applicants did not meet minimum requirements, reposted | | New Position |
| 9 | 2282 | Child Care Program Facilitator | TBD | 20.75 | Repost (5) | 11/18/2022 - 12/9/2022 | Number of past test dates: 5, | Number of past test dates: 1, TBD | TBD | 1 applicant going forward, applicants did not meet minimum requirements, reposted | | New Position |
| 10 | 2938 | Child Care Program Facilitator | Westmont | 20.75 | Repost (5) | 11/18/2022 - 12/9/2022 | Number of past test dates: 5, | Number of past test dates: 1, TBD | TBD | 1 applicant going forward, applicants did not meet minimum requirements, reposted | | New Position |
| 11 | 3416 | Cook | Central Kitchen | 25 | Posted | 11/18/2022 - 12/13/2022 | 12/19/2022 | | TBD | Recruitment in progress | | New Position |
| 12 | 3417 | Cook | Central Kitchen | 25 | Posted | 11/18/2022 - 12/13/2022 | 12/19/2022 | | TBD | Recruitment in progress | | New Position |
| 13 | 3418 | Cook | Central Kitchen | 25 | Posted | 11/18/2022 - 12/13/2022 | 12/19/2022 | | TBD | Recruitment in progress | | New Position |
| 14 | 3419 | Cook | Central Kitchen | 25 | Posted | 11/18/2022 - 12/13/2022 | 12/19/2022 | | TBD | Recruitment in progress | | New Position |
| 15 | 3420 | Cook | Central Kitchen | 25 | Posted | 11/18/2022 - 12/13/2022 | 12/19/2022 | | TBD | Recruitment in progress | | New Position |
| 16 | 3363 | Custodian | Hope View | 25 | Repost (4) | 7/6/2022, 11/8/2022 - 11/22/2022 | Number of past test dates: 1, 12/1/2022 | Number of past test dates: 1, TBD | TBD | Recruitment in progress | | New Position |
| 17 | 3364 | Custodian | Lake View | 25 | Repost (4) | 6/15/2022, 7/6/2022, 11/8/2022 - 11/22/2022 | Number of past test dates: 1, 12/1/2022 | Number of past test dates: 1, TBD | TBD | Recruitment in progress | | New Position |
| 18 | 3321 | Custodian | Oak View | 28.75 | Repost (4) | 6/15/2022, 7/6/2022, 11/8/2022 - 11/22/2022 | Number of past test dates: 1, 12/1/2022 | Number of past test dates: 1, TBD | TBD | Complete | 11/16/2022 | Replacing Employee - Zach Show |
| 19 | 3236 | Custodian | Spring View | 25 | Repost (4) | 11/8/2022 - 11/22/2022 | Number of past test dates: 1, 12/1/2022 | Number of past test dates: 1, TBD | TBD | Recruitment in progress | | Replacing Employee - Anthony Salas |

| # | REQ | Position | School/ Department | Hours | Recruitment Status (Times) | Recruitment Open/Close | Written Exam Dates (# of past test dates as of 7/2022) | Oral Technical Exam Date | Final Interview | Status (pick from drop down menu) | Employee Start Date | Reason for Vacancy |
|----|------|---|-----------------------|-------|-------------------------------|--|--|---|---------------------------------------|---|--------------------------------|--|
| 20 | 3365 | Custodian | Star View | 25 | Repost (4) | 6/15/2022 - 7/6/2022 - 11/8/2022 - 11/22/2022 | Number of past test dates: 1, 12/1/2022 | Number of past test dates: 1, TBD | TBD | Recruitment in progress | | New Position |
| 21 | 3385 | Early Learning Educator | Oak View Preschool | 40 | Pending Posting | | | | TBD | Hold posting per hiring manager | | Replacing Employee - Kathleen Blythe |
| 22 | 2392 | Early Learning Educator | Westmont Preschool | 17.5 | Pending Posting | | | | TBD | Hold posting per hiring manager | | New Position |
| 23 | 3387 | Early Learning Instructional Assistant | College Preschool | 18.75 | Posted | 11/16/2022 - 12/1/2022 | 12/7/2022 | TBD | TBD | Recruitment in progress | | Replacing Employee - Ariana Hernandez |
| 24 | 3295 | Early Learning Instructional Assistant | College Preschool | 17.5 | Posted | 11/16/2022 - 12/1/2022 | 12/7/2022 | TBD | TBD | Recruitment in progress | | Replacing Employee - Ruth Ocampo |
| 25 | 3291 | Early Learning Instructional Assistant | Oak View Preschool | 40 | Posted | 11/16/2022 - 12/1/2022 | 12/7/2022 | TBD | 10/7/2022 | Complete | Tentative start date 1/1/23 | New Position |
| 26 | 3294 | Early Learning Instructional Assistant Bilingual | Oak View Preschool | 18.75 | Posted | 11/16/2022 - 12/1/2022 | 12/7/2022 | TBD | TBD | Recruitment in progress | | Replacing Employee - Victoria Gonzalez |
| 27 | 3293 | Early Learning Instructional Assistant Bilingual | Oak View Preschool | 18.75 | Posted | 11/16/2022 - 12/1/2022 | 12/7/2022 | TBD | TBD | Recruitment in progress | | Replacing Employee - Luz Elena Joya |
| 28 | 3084 | Food Service Worker | Circle View | 12 | Repost (5) | 11/17/2022 - 12/2/2022 | Number of past test dates: 8, 12/2/2022 | N/A | 11/29/2022 | 8 applicants, 3 shows to exams, 4 DNO's, reposted | | Promotion - Annika Martinez |
| 29 | 3085 | Food Service Worker | Lake View | 12 | Repost (5) | 11/17/2022 - 12/2/2022 | Number of past test dates: 8, 12/2/2022 | N/A | 11/29/2022 | 8 applicants, 3 shows to exams, 4 DNO's, reposted | | Replacing Employee - Colleen Morreale |
| 30 | 3087 | Food Service Worker | Spring View | 12.5 | Repost (5) | 11/17/2022 - 12/2/2022 | Number of past test dates: 8, 12/2/2022 | N/A | 11/29/2022 | 8 applicants, 3 shows to exams, 4 DNO's, reposted | | Transfer - Juning Chang |
| 31 | 3230 | Food Service Worker | Spring View | 18.75 | Repost (5) | 11/17/2022 - 12/2/2022 | Number of past test dates: 8, 12/2/2022 | N/A | 11/29/2022 | 8 applicants, 3 shows to exams, 4 DNO's, reposted | | Promotion - Julie Kerr |
| 32 | 3194 | Instructional Assistant - ABA | College Preschool | 29.75 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Complete | 11/10/2022 | Replacing Employee - Autumn Arnett |
| 33 | 3140 | Instructional Assistant - ABA | Hope View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Pending Pre- employment | Tentative 1/6/2022 | Replacing Employee - Kylie Cosatta |
| 34 | 3347 | Instructional Assistant - ABA | Hope View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Jennifer Marshal |
| 35 | 3239 | Instructional Assistant - ABA | Lake View | 29.75 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Tommy Umama |
| 36 | 3310 | Instructional Assistant - ABA | Lake View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Denise Ramirez |
| 37 | 3412 | Instructional Assistant - ABA | Oak View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Pending Pre- employment | | New Position |
| 38 | 3127 | Instructional Assistant - ABA | Star View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Pending Pre- employment | | New Position |
| 39 | 3116 | Instructional Assistant - ABA | Star View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Danielle Sansborn |
| 40 | 3415 | Instructional Assistant - ABA | Village View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Pending Pre- employment | | New Position |
| 41 | 3328 | Instructional Assistant - ABA | Vista View | 29.75 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Eddie Laris |

| # | REQ | Position | School/ Department | Hours | Recruitment Status (Times) | Recruitment Open/Close | Written Exam Dates (# of past test dates: as of 7/2022) | Oral Technical Exam Date | Final Interview | Status (pick from drop down menu) | Employee Start Date | Reason for Vacancy |
|----|------|--|-----------------------|-------|-------------------------------|----------------------------|---|---|---------------------------------------|--------------------------------------|------------------------|--------------------------------------|
| 42 | 3348 | Instructional Assistant - ABA | Westmont Preschool | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Complete | 10/31/2022 | Replacing Employee - Lauren Miller |
| 43 | 3374 | Instructional Assistant - ABA | Westmont Preschool | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Pending Pre- employment | | Replacing Employee - Christie Warren |
| 44 | 2736 | Instructional Assistant - Severely Disabled | Village View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Complete | 11/28/2022 | Replacing Employee - Rania Tadrous |
| 45 | 3254 | Instructional Assistant - Severely Disabled | Vista View | 29.75 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Sonia Segura |
| 46 | 3186 | Instructional Assistant - Special Education | Circle View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Eden Aleman |
| 47 | 3251 | Instructional Assistant - Special Education | Golden View | 27 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Gina Scott |
| 48 | 3253 | Instructional Assistant - Special Education | Marine View | 27.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Replacing Employee - Melissa Barris |
| 49 | 3188 | Instructional Assistant - Special Education | Marine View | 27.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | Retired - Maria Condon |
| 50 | 3325 | Instructional Assistant - Special Education | Spring View | 29.75 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Complete | 10/10/2022 | New Position |
| 51 | 3129 | Instructional Assistant - Special Education | Village View | 26.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | New Position |
| 52 | 3329 | Instructional Assistant - Special Education | Vista View | 29.75 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Recruitment in progress | | New Position |
| 53 | 3255 | Instructional Assistant - Special Education | Vista View | 25 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Complete | 10/31/2022 | Replacing Employee - Silvia Beck |
| 54 | 3119 | Instructional Assistant - Special Education | Westmont | 25 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 11, 12/7/2022 | Number of past test dates: 6, 12/13/2022 | 11/18/2022, 12/1/22, 12/19/2022 | Complete | 11/10/2022 | Replacing Employee - Rachel Morgan |
| 55 | 3173 | Instructional Assistant Computer Technician - 1 | Harbour View | 20 | Posted | 9/23/22 - 10/14/22 | 10/21/2022, 10/24/22 | 12/6/2022 | TBD | Recruitment in progress | | Replacing Employee - Nancy Dalebout |
| 56 | 3344 | Lead Behavioral Instructional Assistant | District Wide | 35 | Posted | 10/27/222 - 11/17/22 | Number of past test dates: 1, 11/29/2022 | TBD | TBD | Recruitment in progress | | Replacing Employee - Jon Boucher |
| 57 | 2830 | Lead Evening Custodian | Maintenance | 30 | Reposted (5) | 7/14/22 - 8/4/22 | 8/16/2022 | TBD | | Hold | | Replacing Employee-Victor Martinez |
| 58 | 2866 | Maintenance Carpenter/Cabinet Maker | Facilities | 40 | Reposted (2) | 6/15/22 - 7/6/22, | 7/19/2022 & 7/29/2022 | TBD | TBD | Recruitment in progress | | Retired - David Jordan |
| 59 | 1940 | Maintenance HVAC Mechanic | Maintenance | 40 | Reposted (4) | 10/10/2022 - 11/18/2022 | Number of past test dates: 4, TBD | 11/18/2022 | TBD | Pending eligibility list | | Probationary Release - Javier Zavala |
| 60 | 3169 | Maintenance Worker | Maintenance | 40 | Posted | 6/16/22 -7/7/22 | 7/20/2022 | | TBD | Complete | 11/18/2022 | Promotion - Scott Le |
| 61 | 2882 | Mechanic | Transportation | 40 | Posted | 6/23/22 - 7/28/22 | 9/22/2022 | TBD | | Recruitment in progress | | New Position |
| 62 | 2549 | Noon Duty Supervisor | Circle View | 6 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Complete | 11/29/2022 | New Position |
| 63 | 3386 | Noon Duty Supervisor | Circle View | 6 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Pending Pre- employment | | Replace Employee- Daisy Rodas |
| 64 | 3014 | Noon Duty Supervisor | College View | 7 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Hold | | Replacing Employee - Yolanda Ortiz |
| 65 | 3262 | Noon Duty Supervisor | Hope View | 7.32 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | Pending | Complete | 11/28/2022 | Replacing Employee - Sandra Roa |
| 66 | 3393 | Noon Duty Supervisor | Hope View | 7.32 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | | | Replacing Employee - Walt Bruyn |
| 67 | 2595 | Noon Duty Supervisor | Lake View | 5.5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Pending Pre- employment | | Promotion - Kristin Mix |

| # | REQ | Position | School/ Department | Hours | Recruitment Status (Times) | Recruitment Open/Close | Written Exam Dates (# of past test dates as of 7/2022) | Oral Technical Exam Date | Final Interview | Status (pick from drop down menu) | Employee Start Date | Reason for Vacancy |
|----|------|--|-----------------------|-------|-------------------------------|---|--|---|------------------------|---|---------------------------------|--|
| 68 | 2936 | Noon Duty Supervisor | Marine View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Complete | 11/28/2022 | New Position |
| 69 | 2475 | Noon Duty Supervisor | Mesa View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | 10/31/2022 | Complete | 11/28/2022 | New Position |
| 70 | 2474 | Noon Duty Supervisor | Mesa View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | 10/31/2022 | Complete | 11/28/2022 | New Position |
| 71 | 3182 | Noon Duty Supervisor | Mesa View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Yvonne Redford |
| 72 | 3201 | Noon Duty Supervisor | Mesa View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Pam Austin |
| 73 | 3200 | Noon Duty Supervisor | Mesa View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Kristy Huffman |
| 74 | 3221 | Noon Duty Supervisor | Mesa View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Linda Tait |
| 75 | 3340 | Noon Duty Supervisor | Oak View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Leo Grubler |
| 76 | 3340 | Noon Duty Supervisor | Oak View | 10 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Leo Grubler |
| 77 | 3338 | Noon Duty Supervisor | Star View | 7 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Complete | 11/28/2022 | Replacing Employee - Gina Walters |
| 78 | 2920 | Noon Duty Supervisor | Village View | 6 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | 12/6/2022 | Recruitment in progress | | Promotion- Patricia Tomlinson |
| 79 | 1701 | Noon Duty Supervisor | Village View | 5 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TTBDD | Recruitment in progress | | Replacing Employee - Judy Von Eps |
| 80 | 3318 | Noon Duty Supervisor | Vista View | 9 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Alicia Martin |
| 81 | 2975 | Noon Duty Supervisor | Westmont | 7 | Continuous | 11/15/2022 - 12/7/2022 | Number of past test dates: 9, 12/7/2022 | N/A | TBD | Recruitment in progress | | Replacing Employee - Dulce Zarate |
| 82 | 2902 | Parent Liaison Inst. Asst. Bilingual-Spanish | Spring / Mesa View | 20 | Repost (2) | 6/13/22 - 7/17/22; 7/21/22 - 8/11/22 | 7/14/2022, 8/17/22 | 12/8/2022 | TBD | Bilingual exam scheduled for 10/10/2022 | | New Position |
| 83 | 2903 | Parent Liaison Inst. Asst. Bilingual-Viet | Star / Vista View | 20 | Repost (2) | 6/14/22 - 7/17/22; 7/13/22 - 8/3/22 | 7/14/2022, 8/8/22 | 12/8/2022 | TBD | | | New Position |
| 84 | 2901 | Parent Liaison Inst. Asst. Bilingual-Spanish | Golden / Lake View | 20 | Repost (2) | 6/13/22 - 7/17/22; 7/21/22 - 8/11/22 | 7/14/2022, 8/17/22 | 12/8/2022 | | Bilingual exam scheduled for 10/10/2022 | | New Position |
| 85 | 3421 | Program Support Specialist | Special Education | 40 | Pending Posting | 11/7/2022 - 11/21/2022 | Number of past test dates: 3, 12/1/2022 | Number of past test dates: 2, TBD | | | | Replacing Employee - Stephanie Giles |
| 86 | 3162 | School Health Technician | Marine View | 25 | Repost (3) | 11/7/2022 - 11/21/2022 | Number of past test dates: 3, 12/1/2022 | Number of past test dates: 2, TBD | | 1 applicant | | Retired - Deborah Rosenlof |
| 87 | 3304 | School Health Technician | Oak View | 20 | Repost (3) | 11/7/2022 - 11/21/2022 | Number of past test dates: 3, 12/1/2022 | Number of past test dates: 2, TBD | | 1 applicant | | |
| 88 | 3369 | School Health Technician | Spring View | 25 | Repost (3) | 11/7/2022 - 11/21/2022 | Number of past test dates: 3, 12/1/2022 | Number of past test dates: 2, TBD | | 1 applicant | | Replacing Employee - Lara Kardos |
| 89 | 3414 | School Library Specialist | College View | 15 | Posted | 11/8/2022 - 11/22/2022 | 12/1/2022 | TBD | 12/15/2022 | | | Replacing Employee - Brytanya Le |
| 90 | 3330 | School Library Specialist | Hope View | 20 | Posted | 11/8/2022 - 11/22/2022 | 12/1/2022 | TBD | 10/28/2022 | Pending Pre-employment | | Replacing Employee - Harley Ferry |
| 91 | 3320 | School Library Specialist | Spring View | 20 | Posted | 11/8/2022 - 11/22/2022 | 12/1/2022 | TBD | 11/4/2022 | Complete | 12/12/2022 | Replacing Employee - Linda Benham |
| 92 | 2921 | Senior Clerk Typist | Teaching and Learning | 40 | Posted | 6/21/2022 - 7/22/2022 | 8/4/2022 | 10/14/2022 | 10/24/22 & 10/24/22 | Complete | Tentative start date 12/16/2022 | New Position (replacing Lila Bernardo's Intermediate Clerk Typist) |
| 93 | 2908 | Speech & Language Assistant | Vista View | 29.5 | Reposted (3) | 9/13/22 - 3/12/23 | Number of past test dates: 6, as applicants apply | Number of past test dates: 1, 11/18/2022 | TBD | 1 applicant | | Replacing Employee - Alle Thompson |
| 94 | 3095 | Universal Instructional Assistant | Golden View | 21 | Reposted (5) | 11/30/2022 - 12/13/2022 | Number of past test dates: 11, 12/20/2022 | Number of past test dates: 3, 11/30/2022 | 12/7/2022 | Valid eligibility list, eligibles not interested in these positions | | New Position |

| # | REQ | Position | School/ Department | Hours | Recruitment Status (Times) | Recruitment Open/Close | Written Exam Dates (# of past test dates as of 7/2022) | Oral Technical Exam Date | Final Interview | Status (pick from drop down menu) | Employee Start Date | Reason for Vacancy |
|----|------|-----------------------------------|-----------------------|-------|-------------------------------|----------------------------|--|---|-----------------|---|------------------------|--------------------|
| 95 | 3098 | Universal Instructional Assistant | Hope View | 17.5 | Reposted (5) | 11/30/2022 - 12/13/2022 | Number of past test dates: 11, 12/20/2022 | Number of past test dates: 3, 11/30/2022 | 12/7/2022 | Valid eligibility list, eligibles not interested in these positions | | New Position |
| 96 | 3101 | Universal Instructional Assistant | Mesa View | 12.5 | Reposted (5) | 11/30/2022 - 12/13/2022 | Number of past test dates: 11, 12/20/2022 | Number of past test dates: 3, 11/30/2022 | 12/7/2022 | Valid eligibility list, eligibles not interested in these positions | | New Position |
| 97 | 3308 | Universal Instructional Asst | College View | 10 | Reposted (5) | 11/30/2022 - 12/13/2022 | Number of past test dates: 11, 12/20/2022 | Number of past test dates: 3, 11/30/2022 | 12/7/2022 | Valid eligibility list, eligibles not interested in these positions | | New Position |
| 98 | 3099 | Universal Instructional Asst | Lake View | 8.75 | Reposted (4) | 11/30/2022 - 12/13/2022 | Number of past test dates: 11, 12/20/2022 | Number of past test dates: 3, 11/30/2022 | 12/7/2022 | Valid eligibility list, eligibles not interested in these positions | | New Position |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: December 8, 2022

SUBJECT: Agenda Item No. 16: Removal of Name from Eligibility List

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

Recently it was recommended by the Director, Classified Personnel that the following eligible be removed from an eligibility list for reasons outlined in Rule 6.1.8. This eligible is:

| | | |
|------------------------|---------|---------------------|
| EdJoin Applicant ID #: | 6884675 | |
| Eligibility List: | 2022-35 | Senior Clerk Typist |

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

Letter to eligible (*Commissioners only*)

- Applicant ID # 6884675 dated November 22, 2022

.....

Recommendation:

The Director, Classified Personnel recommends that EdJoin Applicant #6884675 be removed from Eligibility List 2022-35 in accordance with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

(Revised 01/16/03)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 8, 2022

SUBJECT: Agenda Item No. 17: 2023 CSPCA Annual Conference

Background Information

The Personnel Commission maintains an annual membership with the California School Personnel Commissioners Association (CSPCA).

The 2023 CSPCA Annual Conference is being held in Long Beach, California, from Sunday, January 22, through Tuesday, January 24, 2023.

The theme for this year's conference is Bridging the Gap with Merit: How Merit Systems Create Value Through Collaboration. Workshops will cover subjects pertaining to recruitment and retention, troubleshooting Personnel Commission meetings, Brown Act, legal updates, the Merit System and its limitations, and more.

Financial Implications

The cost of registration for the Director for the full 3 day conference is \$699.00. The last day of the conference, Tuesday, January 24, is a half-day session that is open to Personnel Commission staff, and the cost for this day is \$25.00 per staff member. Diana Flores, Personnel Technician, will be attending the workshop for the Personnel Commission staff.

The estimated cost for this conference, which includes registration fees, mileage, and parking for both the Director and staff, is approximately \$784.00.

Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of Michelle Vellanoweth, Director, Classified Personnel and Diana Flores, Personnel Technician, at the 2023 CSPCA Annual Conference.

**OCEAN VIEW SCHOOL DISTRICT
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

| | |
|---|--|
| NAME OF WORKSHOP/MEETING/CONFERENCE: CSPCA 2023 ANNUAL CONFERENCE | |
| SPONSORING ORGANIZATION: CALIFORNIA SCHOOL PERSONNEL COMMISSIONERS ASSOCIATION | |
| LOCATION: LONG BEACH, CA | DATE(S): JANUARY 22 - 24, 2023 (3 days) |
| TOTAL COST PER PERSON: <i>(Include Registration Fee, Transportation, Lodging, Meals, etc.)</i> | \$699.00 + \$45.00 mileage for Director \$25.00 + \$15.00 mileage for Personnel Tech. |

| NAME OF ATTENDEE(S): | DEPARTMENT/SCHOOL: | ACCOUNT TO CHARGE: |
|---------------------------------------|----------------------|--------------------|
| 1. Michelle Vellanoweth, Director | PERSONNEL COMMISSION | 01-443-130-74 5202 |
| 2. Diana Flores, Personnel Technician | PERSONNEL COMMISSION | 01-443-130-74 5202 |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |

☐ Additional attendee(s) listed on separate sheet is attached.

Purpose of Attendance (required):

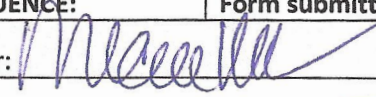
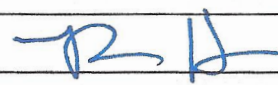
Bridging the Gap with Merit: How Merit Systems Create Value Through Collaboration.

Merit 101 includes the fundamentals of what the Merit System is and its limitations. This track outlines the purpose and mission of a Merit System and a Personnel Commission and the functions of its office and staff.

Merit 201 includes the subtleties of best practices for a successful Merit System. It includes in-depth discussions regarding leadership, networking, communication, collaborative decision making, and creating buy-in with all interested parties.

Technical includes the best practices for process and procedures of the technical work of the Personnel Commission staff. It details the procedural and analytical work of the Personnel Commission office.

| FUNDING | TOTAL COST | FUNDING SOURCE |
|------------------------|------------|----------------|
| General Funds: | \$ 784.00 | |
| Project or Restricted: | \$ | |
| Other: | \$ | |

| | | |
|--|--|---|
| AUTHORIZATION SEQUENCE: | | Form submitted by (name/site): Michelle Eifert ext. 1401 |
| Signature of Supervisor:  | | Date: 11/17/22 |
| Signature of Asst. Superintendent/Administrator:  | | Date: 11/18/22 |
| Signature of Superintendent: | | Date: |

Date of Board Meeting Approval: December 13, 2022

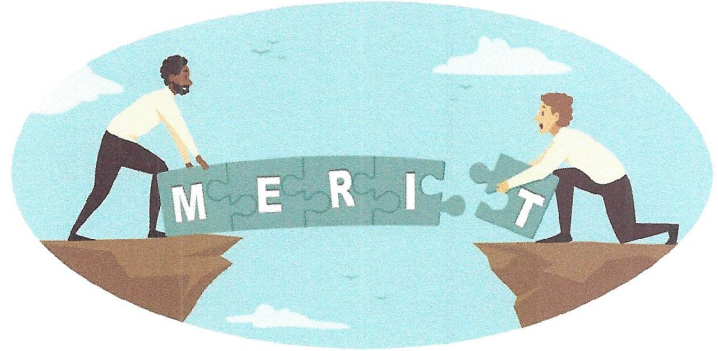
Revised 60614

2023 Annual CSPCA Conference

Sunday, January 22nd - Tuesday, January 24th

Westin Hotel in Long Beach 333 E Ocean Blvd, Long Beach, CA 90802

Bridging The Gap with Merit: How Merit Systems Create Value Through Collaboration



Keynote Speakers



Hilda Sugarman
Board Trustee
Fullerton SD



John Garcia, Ph.D.
Superintendent
Downey USD



Kristine Kwong, J.D.
Attorney
Musick Peeler

PRESENTATION TRACKS

Merit 101 - Includes the fundamentals of what the Merit System is and its limitations. This track outlines the purpose and mission of a Merit System and a Personnel Commission and the functions of its office and staff.

Merit 201 - Includes the subtleties of best practices for a successful Merit System. It includes in-depth discussions regarding leadership, networking, communication, collaborative decision-making, and creating buy-in with all interested parties.

Technical - Includes the best practices for process and procedures of the technical work of the Personnel Commission staff. It details the procedural and analytical work of the Personnel Commission office.

Peer Panel / Round Table Discussion - Serves to facilitate a guided discussion amongst colleagues and other partners of the Merit System.

Early Bird Registration: \$699 until December 16, 2022

Regular Registration : \$799

REGISTRATION IS OPEN TODAY AT: <https://www.eventcreate.com/e/cspcalongbeach>

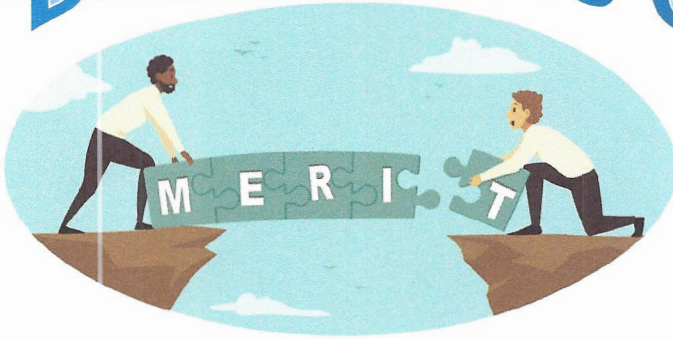


Hotel Reservations at the Westin Long Beach is [here](#).

Special Room Rates are available.



Bridging The Gap With Merit



California Schools Personnel Commissioners
Association (CSPCA)

2023 Annual Conference
January 22-24, 2023

Just Added!

New Workshops*!

- Recruitment and Retention
- Troubleshooting Personnel Commission meetings
- Brown Act Workshops
- Legal Updates
- What is negotiable for Merit System School Districts?

And much more!

Early Bird Registration: \$699
(until December 16, 2022)

Regular Registration : \$799

REGISTRATION IS OPEN TODAY AT:

<https://www.eventcreate.com/e/cspcalongbeach>

Hotel Reservations at the Westin Long Beach is
[here.](#)

Special Room Rates are available.

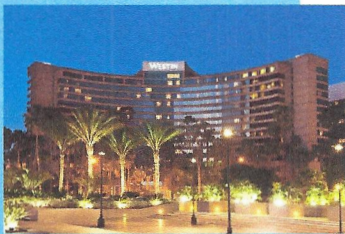
Staff Development Workshops — January 24th from 1:30 p.m. to 4:30 p.m.
\$25 for additional staff members and FREE for all Conference Participants:

Your Personnel Commission staff can join us for workshops dedicated to encourage them to actively participate in the conference and learn new techniques and tools to use in their workplace.

Topics include:*

Classification studies
Structed interviews and panel preparation

Essential examination statistics
Pass point considerations



Coming to the Westin Hotel in Long Beach, California

*Registration, program, and room reservation details are at the **CSPCA website***
<http://meritsystem.org>.

**Workshops and speakers may change without notice.*



Hosted by:
**The Personnel
Commissions
Association of Southern
California (PCASC)**