



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, December 8, 2016

**REGULAR MEETING
4:30 p.m.
Board Room
Building A**

Classified Employees
in **PARTNERSHIP** with **EDUCATION**
Personnel Commission
1966 - 2016

PERSONNEL COMMISSION:
Bob Ewing, Chair
Dr. Allan Pogrund, Vice-Chair
Daniel Gooch, Member

A G E N D A
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

THURSDAY, DECEMBER 8, 2016
REGULAR MEETING
4:30 p.m.
BOARD ROOM, BUILDING A

1. **CALL TO ORDER**

TIME: _____ p.m.

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **ELECTION OF OFFICERS:** In accordance with Merit System Rule 2.1.16.
the Personnel Commission shall elect one of its members Chair and another
Vice-Chair.

ACTION

Chair	Nominee: _____	Moved: _____
		Second: _____
	Elected: _____	Vote: _____

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

5. **PUBLIC COMMENTS:** 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.

6. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes
of the October 13, 2016, Regular Personnel Commission Meeting for approval.

ACTION
Pages 1-2

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

- 7. CONSENT CALENDAR** - The Personnel Commission will receive the following items on the Consent Calendar:

**ACTION
Page 3**

A. JOB DESCRIPTIONS REVIEW/REVISIONS:

**Moved: _____
Second: _____
Vote: _____**

B. RECRUITMENT AND TESTING - ELIGIBILITY LISTS:

(Eligibility lists provided to Commissioners only.)

- | | | |
|-----|---------|----------------------------------------------|
| 1. | 2016-22 | Instructional Assistant – Sign Language |
| 2. | 2016-23 | Instructional Assistant – Special Education |
| 3. | 2016-24 | Instructional Assistant – Severely Disabled |
| 4. | 2016-25 | Bus Driver |
| 5. | 2016-26 | Speech and Language Assistant |
| 6. | 2016-27 | Child Care Attendant |
| 7. | 2016-28 | Instructional Assistant |
| 8. | 2016-29 | School Library Specialist |
| 9. | 2016-30 | Instructional Assistant – Physical Education |
| 10. | 2016-31 | Clerk Typist |

- 8. CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information, the following Classified Activity List(s) received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting(s) of:

**INFORMATION
Pages 4-11**

October 5, 2016 – (Exhibit A)
October 18, 2016 – (Exhibit B)
November 1, 2016 – (Exhibit C)
November 15, 2016 – (Exhibit D)

- 9. REMOVAL OF NAME FROM ELIGIBILITY LISTS:** The Personnel Commission will receive the Director's recommendation to remove the name of a candidate from two eligibility lists in accordance with Personnel Commission Rule 6.1.8. *(Letter provided to Commissioners only.)*

**ACTION
Pages 12-13**

**Moved: _____
Second: _____
Vote: _____**

COMMUNICATIONS

10. SECOND PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.

11. COMMISSIONER REPORTS

12. DIRECTOR AND STAFF REPORTS

13. ADJOURNMENT

TIME: _____ p.m.

ACTION

The Ocean View School District Personnel Commission meets on the 2nd 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 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. For information call (714) 847-2551, extension 1400 or 1401.

Moved: _____

Second: _____

Vote: _____

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission less than 72 hours prior to the meeting, and that are public record not otherwise exempt from disclosure, will be available for review at the Personnel Commission Office, 17200 Pinehurst Lane, Huntington Beach, California, 92647, during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.)

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 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
October 13, 2016**

CALL TO ORDER	Commissioner Ewing called the October 13, 2016, Regular Personnel Commission Meeting to order at 4:30 p.m.								
PLEDGE OF ALLEGIANCE	Commissioner Gooch led the pledge of allegiance.								
ROLL CALL	Commissioners Ewing, Gooch, and Pogrund were present. Director Vellanoweth was also present.								
STAFF MEMBERS AND GUESTS	Michelle Eifert; Yvonne Nguyen; Phi Tran								
PUBLIC COMMENTS	There were no comments from the public.								
MINUTES OF SEPTEMBER 8, 2016	<p>Motion by Commissioner Pogrund to approve the minutes of the September 8, 2016, Regular Personnel Commission meeting.</p> <p>Seconded by Commissioner Gooch, and carried with a 3:0 vote.</p>								
CONSENT CALENDAR	<p>The Personnel Commission received the following items on the Consent Calendar:</p> <p>A. <u>Recruitment and Testing – Eligibility Lists</u></p> <table><tr><td>1. 2016-18</td><td>Parent Liaison Instructional Assistant - Bilingual</td></tr><tr><td>2. 2016-19</td><td>Instructional Assistant – Physical Education</td></tr><tr><td>3. 2016-20</td><td>Food Distribution Worker</td></tr><tr><td>4. 2016-21</td><td>Parent Educator – Bilingual</td></tr></table> <p>Motion by Commissioner Gooch to approve the Consent Calendar.</p> <p>Seconded by Commissioner Pogrund, and approved with a 3:0 vote.</p>	1. 2016-18	Parent Liaison Instructional Assistant - Bilingual	2. 2016-19	Instructional Assistant – Physical Education	3. 2016-20	Food Distribution Worker	4. 2016-21	Parent Educator – Bilingual
1. 2016-18	Parent Liaison Instructional Assistant - Bilingual								
2. 2016-19	Instructional Assistant – Physical Education								
3. 2016-20	Food Distribution Worker								
4. 2016-21	Parent Educator – Bilingual								
CLASSIFIED ACTIVITY LISTS	The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of September 6, 2016, and September 20, 2016.								
ADVANCE STEP PLACEMENT FOR JOSEPH WEBBER, DIRECTOR OF FISCAL SERVICE	<p>Director Vellanoweth explained that this request is for an advance step placement to step 3 on the Management Salary Schedule. Mr. Webber has 32 years of experience working in California school district accounting. Due to this and his education, and in order to try to match his current compensation from his previous district, it is recommended that the Personnel Commission approve the advance step placement for Mr. Webber.</p> <p>Motion by Commissioner Pogrund to approve the Advance Step Placement for Joseph Webber, Director of Fiscal Services.</p> <p>Seconded by Commissioner Gooch, and carried with a 3:0 vote.</p>								
2017 CSPCA MERIT SYSTEM TRAINING ACADEMY	<p>Motion by Commissioner Pogrund to approve the attendance of Bophary Ngin, Personnel Technician, at the 2017 CSPCA Merit System Training Academy.</p> <p>Seconded by Commissioner Gooch, and approved with a 3:0 vote.</p>								

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioners Gooch and Pogrund had nothing to report.

Commissioner Ewing announced he would be out of town when the next Personnel Commission meeting is scheduled.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth mentioned that CSEA would be accepting applications for their Personnel Commission appointee and then would conduct interviews.

She added that the Personnel and Human Resources departments were still working on the California Mandated Reporter Training, making sure to notify those employees who still needed to take it.

She mentioned that the Personnel office was continuing to work with the District preschool sites to make sure their staff provides and/or updates their immunization requirements.

Director Vellanoweth stated that the Personnel office is currently in stage two of the job description review cycle.

The Merit System Rules have been updated and distributed, and placed on the District website.

Director Vellanoweth also thanked Commissioner Gooch for his referral of Rob Clark, the Senior Associate Athletic Director at Long Beach State University. She received notice from the Superintendent that the District has begun a partnership with Long Beach State's athletic department.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Pogrund.

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 4:46 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, 2016

SUBJECT: Agenda Item No. 7B: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for ratification. 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. (Eligibility Lists to Commissioners only).

Following are the current lists for ratification:

- | | | |
|-----|---------|----------------------------------------------|
| 1. | 2016-22 | Instructional Assistant – Sign Language |
| 2. | 2016-23 | Instructional Assistant – Special Education |
| 3. | 2016-24 | Instructional Assistant – Severely Disabled |
| 4. | 2016-25 | Bus Driver |
| 5. | 2016-26 | Speech and Language Assistant |
| 6. | 2016-27 | Child Care Attendant |
| 7. | 2016-28 | Instructional Assistant |
| 8. | 2016-29 | School Library Specialist |
| 9. | 2016-30 | Instructional Assistant – Physical Education |
| 10. | 2016-31 | Clerk Typist |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-22 through 2016-31.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 8, 2016

SUBJECT: Agenda Item No. 8: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of October 5, 2016, (Exhibit A), October 18, 2016, (Exhibit B), November 1, 2016, (Exhibit C), and November 15, 2016, (Exhibit D), the Board of Trustees received the Classified Personnel Activity List(s) for approval.

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

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of October 5, 2016, October 18, 2016, November 1, 2016, and November 15, 2016.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 18, 2016

Approve Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Balandran, Melissa	Instructional Assistant – Special Education	Star View	\$15.582 per hour	22.1	09/26/16
Garcia, Sonia	Parent Liaison Instructional Assistant – Bilingual	Spring View/ Lake View	\$15.974 per hour	23.1	10/05/16
Gendy, Gihan	Food Distribution Worker	Hope View	\$14.120 per hour	18.1	10/04/16
Hazen, Emma	Instructional Assistant – Bilingual	Lake View	\$15.582 per hour	22.1	10/03/16
Jacobo-Ayala, Fidel	Food Distribution Worker	Lake View	\$14.120 per hour	18.1	09/29/16
Kesler, Kyleigh	Instructional Assistant – Physical Education	Various	\$16.783 per hour	25.1	09/26/16
Sanchez, Linda	Food Distribution Worker	Oak View	\$14.120 per hour	18.1	10/17/16
Telfer, Shanida	Instructional Assistant – Special Education	Spring View	\$15.582 per hour	22.1	09/26/16

Approve Substitute Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Barrera, Yasmin	Child Care Attendant	Substitute	\$14.120 per hour	18.1	09/27/16
Dubon, Nga	Clerk Typist School Library Specialist	Substitute Substitute	\$15.974 per hour \$17.633 per hour	23.1 27.1	09/23/16 09/23/16
Hulsey, Catharine	School Library Specialist	Substitute	\$17.633 per hour	27.1	10/04/16
Khoobyari, Parnian	Clerk Typist School Library Specialist	Substitute Substitute	\$15.974 per hour \$17.633 per hour	23.1 27.1	09/22/16 09/22/16
Severn, Amy	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15.201 per hour \$15.582 per hour \$16.783 per hour \$16.783 per hour \$16.783 per hour	21.1 22.1 25.1 25.1 25.1	10/03/16 10/03/16 10/03/16 10/03/16 10/03/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 18, 2016

Approve Reinstatement				
In accordance with Merit System Rules 8.4.1:				
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/STEP</u> <u>DATE</u>
Marchette-Conte, Dawn	Instructional Assistant – Special Education	College View	\$18.083 per hour	22.4 09/26/16
Approve Separation - Resignation				
In accordance with Merit System Rules 8.1 to 8.6:				
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Applebee, Sonya	Food Distribution Worker	Westmont	09/06/11	06/22/16
Canini, Christine	Instructional Assistant – Severely Disabled	Sun View	02/10/16	09/27/16
Degree, Kristen	Preschool Instructional Assistant	Oak View Preschool	10/20/14	10/14/16
Dulac, Brehz	Instructional Assistant – ABA	Pleasant View Preschool/OVPP	01/04/16	06/22/16
Flores-Garcia, Yeni	Instructional Assistant – ABA	Pleasant View Preschool/OVPP	12/01/14	09/23/16
Logan, Marque	Child Care Attendant	Hope View	03/02/16	10/14/16
Sadri, Ryhaneh	Speech and Language Assistant	College View	09/23/15	10/07/16
Approve Separation – Released Within Probation				
In accordance with Merit System Rules 8.1 to 8.6:				
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Oliveros, Susana	Bus Driver	Transportation	04/08/16	09/23/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 1, 2016

Approve Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
D'Angelo, Fernanda	Food Distribution Worker	Golden View	\$14.120 per hour	18.1	10/17/16
Nguyen, Victor	Instructional Assistant – Sign Language	College View	\$15.974 per hour	23.1	10/10/16
Ridenour, Maria	Parent Educator Bilingual	Oak Preschool	\$16.783 per hour	25.1	10/17/16
Romero, Leticia	Food Distribution Worker	Village View	\$14.120 per hour	18.1	10/17/16
Spreeman, Lori	Food Distribution Worker	Marine View	\$14.120 per hour	18.1	10/20/16
Torres, Jeannette	Parent Liaison Instructional Assistant – Bilingual	Oak View	\$15.974 per hour	23.1	10/10/16

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Cardenas Castellanos, Maria	Instructional Assistant – Bilingual Parent Teacher Conference Interpreter	Substitute Temporary	\$15.582 per hour \$12.00 per hour	22.1 n/a	10/17/16 10/17/16
Duarte-Barriga, Maria	Parent Teacher Conference Interpreter	Temporary	\$12.00 per hour	n/a	10/17/16
Gardner, Seama Wendy	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15.201 per hour \$15.582 per hour \$16.873 per hour \$16.873 per hour \$16.873 per hour	21.1 22.1 23.1 23.1 23.1	10/12/16 10/12/16 10/12/16 10/12/16 10/12/16
Gideon, Ruming	Food Distribution Worker	Substitute	\$14.120 per hour	18.1	10/17/16
Gonzalez, Jesus	Maintenance Grounds Helper	Substitute	\$18.083 per hour	28.1	10/17/16
Huynh, Giang	Parent Teacher Conference Interpreter	Temporary	\$12.00 per hour	n/a	10/17/16
Mahmood, Kathryn	Food Distribution Worker	Substitute	\$14.120 per hour	18.1	10/07/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 1, 2016

Approve Substitute Employment - CONTINUED
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
McCormick, Brenda	Child Care Attendant	Substitute	\$14.120 per hour	18.1	10/07/16
Polanco, Michelle	Parent Teacher Conference Interpreter	Temporary	\$12.00 per hour	n/a	10/17/16

Approve Separation - Resignation
In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Davis, Payson	Instructional Assistant – Severely Disabled	Village View	10/05/15	10/14/16
Kesler, Kyleigh	Instructional Assistant – Physical Education	Hope View	10/05/16	10/14/16
Tapia, Manuel	Custodian	Maintenance	04/21/14	10/17/16

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Lloyd, Janice	School Library Specialist	Oak View	02/06/90	10/14/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
November 15, 2016

Approve Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Lowentrout, Brandon	Instructional Assistant – Severely Disabled	Lake View	\$16.783 per hour	25.1	11/4/16

Approve Substitute Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Mukherjee, Jayesha	Instructional Assistant	Substitute	\$15.201 per hour	21.1	10/25/16
	Instructional Assistant – Special Education	Substitute	\$15.582 per hour	22.1	10/25/16
	Instructional Assistant – Severely Disabled	Substitute	\$16.783 per hour	25.1	10/25/16
	Instructional Assistant – Physical Education	Substitute	\$16.783 per hour	25.1	10/25/16
	Instructional Assistant – Adapted Physical Education	Substitute	\$16.783 per hour	25.1	10/25/16

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
DePonce, Sagrario	Child Care Attendant	Village View	10/31/16	04/30/17
Syfers, Christopher	Instructional Assistant – Severely Disabled	Lake View	11/04/16	06/22/17

Approve Retirement

NAME

POSITION

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Stotler, Jeffrey	Skilled Maintenance Worker	Maintenance & Operations	02/04/97	11/02/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 5, 2016

<u>Approve Employment</u> <u>In accordance with Merit System Testing Procedures:</u>						
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>	
Morgan, Lindsey	Instructional Assistant – Special Education	Golden View	\$15.582 per hour	22.1	09/26/16	
Nelson, Theresa	Bus Driver	Transportation	\$19.950 per hour	32.1	09/06/16	
Ontiveros, Susana	Bus Driver	Transportation	\$19.950 per hour	32.1	09/09/16	
Ortiz, Jose	Instructional Assistant – Physical Education	Various	\$16.783 per hour	25.1	09/22/16	
Patella, Angelina	Associate Preschool Educator	Pleasant View/OVPP	\$18.525 per hour	29.1	09/14/16	
Quinn, William	Bus Driver	Transportation	\$19.950 per hour	32.1	09/06/16	
<u>Approve Substitute Employment</u> <u>In accordance with Merit System Testing Procedures:</u>						
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>	
Kilcullen, Donald	Instructional Assistant	Substitute	\$15.201 per hour	21.1	09/21/16	
	Instructional Assistant – Special Education	Substitute	\$15.582 per hour	22.1	09/21/16	
	Instructional Assistant – English Learner	Substitute	\$15.974 per hour	23.1	09/21/16	
	Instructional Assistant – Severely Disabled	Substitute	\$16.783 per hour	25.1	09/21/16	
	Instructional Assistant – Physical Education	Substitute	\$16.783 per hour	25.1	09/21/16	
	Instructional Assistant – Adapted Physical Education	Substitute	\$16.783 per hour	25.1	09/21/16	
Nguyen, Baothu	Child Care Attendant	Substitute	\$14.120 per hour	18.1	09/16/16	
<u>Approve Promotion</u> <u>In accordance with Merit System Testing Procedures:</u>						
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>	
Hunter, Victoria	Instructional Assistant – Severely Disabled	Westmont	\$16.783 per hour	25.1	09/26/16	
Kim, Anna	Instructional Assistant – ABA	Pleasant View/OVPP	\$17.205 per hour	26.1	09/26/16	

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 5, 2016

<u>Approve Retirement</u>			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>
Bridges, Pamela	Director, Fiscal Services	District Office	01/01/08
			<u>EFFECTIVE DATE</u> 09/30/16
<u>Approve Separation - Resignation</u>			
<u>In accordance with Merit System Rules 8.1 to 8.6:</u>			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>
Buelha, Monica	School Library Specialist	Harbour View	02/24/14
			<u>EFFECTIVE DATE</u> 06/22/16
Canini, Christine	Instructional Assistant – Severely Disabled	Sun View	02/10/16
			<u>EFFECTIVE DATE</u> 09/27/16
Erickson, Steven	Custodian	Maintenance	05/07/14
			<u>EFFECTIVE DATE</u> 06/17/16
Flores-Garcia, Yeni	Instructional Assistant – ABA	Pleasant View/OVPP	12/01/14
			<u>EFFECTIVE DATE</u> 09/23/16
Rosa, Isaac	Instructional Assistant	College View	10/06/14
			<u>EFFECTIVE DATE</u> 06/22/16
Tusques, Jonette	Instructional Assistant – Special Education	Golden View	02/17/16
			<u>EFFECTIVE DATE</u> 06/22/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: December 8, 2016

SUBJECT: Agenda Item No. 9: Removal of Name from Eligibility Lists

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 in the course of contacting eligibles for employment, it was recommended by the Director, Classified Personnel that the following eligible be removed from eligibility lists for reasons outlined in Rule 6.1.8. This eligible is:

Wyatt Teneyck		
Eligibility Lists:	2016-23	Instructional Assistant – Special Education
	2016-24	Instructional Assistant – Severely Disabled

The attached letter (*Commissioners only*) outlines the reason for the Director's recommendation to remove Mr. Teneyck from the Instructional Assistant – Special Education Eligibility List #2016-23 and the Instructional Assistant – Severely Disabled Eligibility List #2016-24. This letter, sent to the eligible via certified mail, notified him of the eligibility lists he was being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. He was also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of his name.

Attachment: Letter to eligible Mr. Wyatt Teneyck dated October 24, 2016 (*Commissioners only*)

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Recommendation:

The Director, Classified Personnel recommends that Mr. Wyatt Teneyck be removed from Eligibility Lists 2016-23 Instructional Assistant – Special Education and 2016-24 Instructional Assistant - Severely Disabled 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)