



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, June 12, 2014

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2014

PERSONNEL COMMISSION:

Dr. Allan Pogrund, Chair

Daniel Gooch, Vice-Chair

Bob Ewing, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW SCHOOL DISTRICT

THURSDAY, JUNE 12, 2014

4:30 P.M. REGULAR MEETING
BOARD ROOM – BLDG A.

1. **CALL TO ORDER** TIME: _____ p.m.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **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.

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the May 15, 2014, Regular Personnel Commission Meeting for approval.

**Pages 1-4
(Action)**

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

**Pages 5-10
(Action)**

Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

1. OVPP Associate Preschool Educator

B. RECRUITMENT AND TESTING:

1. **ELIGIBILITY LISTS:** The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. (*Commissioners only.*)

Page 11

- 2013 – 41 Preschool Instructional Assistant - Bilingual
- 2013 – 42 Instructional Assistant – Physical Education
- 2013 – 43 Translator/Interpreter - Spanish
- 2013 – 44 Instructional Assistant – Computer
- 2013 – 45 Speech and Language Aide

- 7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of:
 - June 3, 2014 – (Exhibit A)
- 8. **PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2014-2015:** The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2014-2015.

**Pages 12-14
(Information)**

**Page 15
(Action)**
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

- 9. **SECOND PUBLIC COMMENTS:** The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission.
- 10. **COMMISSIONERS' REPORTS**
- 11. **DIRECTOR AND STAFF REPORTS**
- 12. **ADJOURNMENT** **TIME: _____ p.m.**

Moved: _____
Second: _____
Vote: _____

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.

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
May 15, 2014**

CALL TO ORDER Commissioner Pogrud called the May 15, 2014, Regular Personnel Commission Meeting to order at 4:01 p.m.

PLEDGE OF ALLEGIANCE Commissioner Ewing led the Pledge of Allegiance.

ROLL CALL Commissioners Ewing, Gooch, and Pogrud were all present. Also present was Director Michelle Vellanoweth.

REPORT OUT OF CLOSED SESSION Commissioner Pogrud reported that the Personnel Commission met in Closed Session to hear the appeal from an applicant for Custodian and Head Custodian.

PUBLIC COMMENTS Sandy Vaughan, CSEA President, thanked Commissioner Ewing for attending the Classified Employees Award Banquet. She stated that it was a very successful evening. There was a change in venue this year to Mile Square Park.

Mrs. Vaughan also stated that she had been invited by the Superintendent to accompany him, the Principal of Sun View, Kristi Hickman, and the Classified School Employee of the Year, Lisa Nowels, to Sacramento when Lisa is presented with her award next week.

MINUTES OF APRIL 10, 2014 Motion by Commissioner Gooch to approve the minutes of the April 10, 2014, Regular Personnel Commission meeting.

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

COMMISSION BUSINESS

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

A. Job Description Reviews/Revisions:

1. Bus Driver Trainee
2. Central Kitchen Coordinator
3. Flooring Repair Worker
4. Grounds Equipment Operator
5. Grounds Maintenance Worker
6. Groundskeeper/Gardener
7. Reprographics Technician
8. Sprinkler Mechanic

B. Recruitment and Testing - Eligibility Lists:

- 2013-35 Instructional Assistant - ABA
- 2013-36 Director, Food Services
- 2013-37 School Health Technician
- 2013-38 Instructional Assistant – Severely Disabled
- 2013-39 Assistant Superintendent – Administrative Services
- 2013-40 Instructional Assistant - EL

Commissioner Gooch pointed out a couple of minor corrections. He also asked with regard to the Bus Driver Trainee job description under Licenses and Certificates Required, for *Bus driver certificate including valid California Class A or B license with P endorsement is preferred but not required*, whether it would be advisable to add, "at the time of employment", because right below it states that it must be obtained within the first three months of employment.

Director Vellanoweth answered that there may be some applicants who already have some of the licenses and certificates required, including the PS endorsement, but they may have restrictions on their license and require further training in order to be qualified as a bus driver.

Commissioner Gooch questioned the wording that states that the PS endorsement is not required, but then in the next paragraph states that it is required.

Director Vellanoweth answered that what she believes this means is that preference would likely be given to applicants who already have the Class A or B license with P endorsement, but if they do not, it would be required of them within the training period, which would be two to three months, to obtain that level of certification.

Commissioner Gooch then had a question regarding the Reprographics Technician job description education requirements. He read the paragraph "Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the required education and experience. Typically those are required through graduation from high school." He then stated that it does not indicate that a high school diploma or Equivalent was a requirement.

Director Vellanoweth answered that it was probably something that was missed on this particular job description.

Commissioner Ewing stated that it looks to him like a high school diploma is not necessary for this position, because it is not indicated in Employment Standards.

Commissioner Pogrud commented that it may be possible that someone could gain the experience and skills without having obtained a high school diploma.

Director Vellanoweth stated that it could be modified to say that "Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the required *experience*." and then require a high school diploma.

The Commissioners agreed to this modification.

Motion by Commissioner Gooch to approve the Consent Calendar as amended.

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

**CLASSIFIED
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Activity List that was presented for approval to the Board of Trustees at the May 6, 2014, Board of Trustees meeting.

**PUBLIC HEARING ON
THE PROPOSED
ANNUAL BUDGET OF
THE PERSONNEL
COMMISSION FOR
FISCAL YEAR 2014-
2015**

Commissioner Pogrund opened the Public Hearing on the proposed annual budget of the Personnel Commission for the fiscal year 2014-2015, at 4:43 p.m.

Director Vellanoweth stated that this had come to the Commission last month as a first reading. She went through the proposed budget again, explaining any changes that were being recommended.

There were no requests to address the Personnel Commission during the Public Hearing.

Commissioner Pogrund closed the Public Hearing on the proposed annual budget of the Personnel Commission for the fiscal year 2014-2015, at 4:45 p.m.

**ADOPTION OF THE
PROPOSED BUDGET
OF THE PERSONNEL
COMMISSION FOR
FISCAL YEAR 2014-
2015**

Commissioner Pogrund asked for comments or questions.

Motion by Commissioner Gooch to adopt the proposed annual budget of the Personnel Commission for the fiscal year 2014-2015.

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

**REMOVAL OF NAMES
FROM ELIGIBILITY
LISTS**

Commissioner Pogrund stated that the Personnel Commission has received the Director's recommendation to remove seven names from Eligibility Lists, in accordance with Personnel Commission Rules 6.1.8.

Motion by Commissioner Ewing to approve the removal of names from eligibility lists.

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

**PROPOSED NEW
CLASSIFICATION –
GROUNDSKEEPER II
AND
RECOMMENDATION
TO RECLASSIFY
INCUMBENT FROM
GROUNDSKEEPER/
GARDENER TO
GROUNDSKEEPER II**

Motion by Commissioner Gooch to approve the proposed new classification of Groundskeeper II.

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

Motion by Commissioner Ewing to approve the reclassification of the incumbent from Groundskeeper/Gardener to Groundskeeper II.

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

**PROPOSED NEW
CLASSIFICATION -
PAINTER**

Motion by Commissioner Ewing to approve the proposed new classification of Painter.

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

**PROPOSED NEW
CLASSIFICATION –
MAINTENANCE
PLUMBER**

Motion by Commissioner Ewing to approve the proposed new classification of Maintenance Plumber.

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

**SECOND PUBLIC
COMMENTS**

Sandy Vaughan, CSEA President, commented that the Teachers of the Year have a perpetual plaque on display at the District Office. She would like to propose looking into the same for the Classified Employees of the Year.

Director Vellanoweth stated that she will make a point of looking into this.

**COMMISSIONERS'
REPORTS**

Commissioner Gooch had nothing to report.

Commissioner Ewing reminded everyone that June 12, 2014, is the date set for the next Regular Meeting of the Personnel Commission. Commissioner Ewing also commended Lisa Nowels, the Classified Employee of the Year.

Commissioner Ewing also stated that has attended the Classified Banquet for the past 10-12 years, and he appreciates that Roni Ellis and Cindy Osterhout recognize the fact that without classified employees they could not do their jobs.

Commissioner Pogrund stated that he thinks it is very important that classified staff is recognized. He stated that classified employees are the mainstay, and the heart of the schools. He also stated that he had a chance to look over the new classifications of Painter and Maintenance Plumber, and thinks it is wonderful because it professionalizes what these workers do and recognizes their skills.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth commented that she also wanted to recognize Lisa Nowels, as the California Classified Employee of the Year. She also stated that she will look into the perpetual plaque for Classified Employees.

Director Vellanoweth also mentioned that Village View has been designated as a California Distinguished School.

ADJOURNMENT

Motion by Commissioner Gooch to adjourn the May 15, 2014, Regular Personnel Commission Meeting, for Memorial Day, in honor and memory of those soldiers who paid the ultimate sacrifice, and in dedication to his friend, James Louis Martin, who paid the ultimate sacrifice in Vietnam in 1968.

Commissioner Ewing commented that this is National Police Memorial Week where police officers who have given their lives are being honored. He mentioned that a group of motorcycle riders, many of whom are Vietnam veterans, are starting to attend military and police funerals. The reason this started is because of a certain church in the Midwest that protests at soldier and police funerals. The group of motorcycle riders have decided to attend the funerals all over the country and block the view of the protesters so that they cannot be seen or heard by the families and loved ones.

Motion was seconded by Commissioner Ewing and carried with a 3:0 vote at 5:02 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 Vellanoweth
Director, Classified Personnel

DATE: June 12, 2014

SUBJECT: Agenda Item No. 6.A.1: Job Description Revision – OVPP Associate Preschool Educator

Background Information

The Ocean View Preparatory Preschool (OVPP) Associate Preschool Educator job classification and description was developed in August 2011. In preparing for an upcoming recruitment to fill a current vacancy, the Director, Classified Personnel suggested standard formatting changes in order to maintain consistency with the current job description format. In addition, recommendations were made by Paul James, OVPP Principal and Claudine Dumais, Categorical Programs, to make minor updates to the education and experience sections.

After preparing a draft of the proposed description changes and sharing these proposed changes with both Mr. James and Ms. Dumais, all are in agreement that the final draft of the job description, which is attached, accurately reflects the skills, knowledges and abilities that are required of the position. This job description is scheduled for a complete review by incumbents and supervisor in the fall of 2014.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the OVPP Associate Preschool Educator job description.

Attachment: Proposed revised job description for OVPP Associate Preschool Educator dated June 12, 2014.

Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the OVPP Associate Preschool Educator job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



OVPP ASSOCIATE PRESCHOOL EDUCATOR

DEFINITION/JOB SUMMARY:

Under direction of the OVPP Preschool site administrator or designee, plans, organizes and implements approved developmentally appropriate curriculum for the development of children enrolled in the District preschool program and for the special needs children mainstreamed into the OVPP Preschool; provides a safe and nurturing environment conducive to the growth and development of children.

CLASS CHARACTERISTICS:

Both the OVPP Preschool Educator and OVPP Associate Preschool Educator classes are fully permitted to provide instruction at a State authorized preschool with mainstreamed special needs children and to provide daily direction to a Preschool Instructional Assistant and Instructional Aide assigned to the same classroom. The OVPP Associate Preschool Educator class differs from the OVPP Preschool Educator class in that substantially less experience and education in CD/ECE is required and the Associate class has a Child Development Associate Teacher Permit instead of the Child Development Teacher Permit.

EXAMPLES OF REPRESENTATIVE DUTIES (E denotes an essential function of the job):

Plan, organize and implement the program for preschool-aged children in accordance with approved curriculum, applicable policies and philosophy of the school and District and ~~implements~~ supports the Special Education teacher with the specific individual educational plans (IEPs) for special needs mainstreamed students within their classes; *E*

Plan and implement daily activities which meet the assessed developmental needs of individual children with concern for their interests, talents, home language and individual style and pace of learning; develop goals and objectives consistent with student needs and implements the specific individual educational plans (IEPs) for special needs mainstreamed students within their classes; *E*

Develop and implement daily lesson plans to meet developmental needs and interests of children; *E*

Conduct developmental assessments for children using assessment tools provided by the State; observe children during indoor and outdoor activities; maintain child portfolios and related records; *E*

Assist through observation and/or data collection in monitoring special needs student progress on IEP goals and objectives; *E*

Assist in identifying children with special needs and refer to proper agencies for testing and evaluation.; *E*

Participate with children and encourage their involvement in activities.; *E*

Prepare and maintain a clean, safe, attractive and positive learning environment in accord with the Preschool's health and safety guidelines, to assist children in making a positive transition from home to preschool and reinforce positive attitudes and social skills.; *E*

~~*E* denotes an essential function of the job.~~

Establish and maintain standards of appropriate student behavior needed to achieve effective participation in activities; maintain an atmosphere that develops each child's self-esteem.; *E*

Conduct parent conferences on children's school adjustment, developmental progress and classroom behavior.; *E*

Participate in training workshops, conferences, courses and other professional growth activities including special education as required for early childhood school educators working with special needs students.; *E*

Attend staff meetings.;

Maintain all appropriate records in compliance with State Preschool and licensing guidelines.;

Provide training and work direction to aides/assistants and volunteers; participate in evaluations as requested.;

Change children's clothes and tend to injuries, illnesses and toileting needs as necessary.;

Assure appropriate classroom supplies and materials are available; order, purchase and transport materials as necessary following District's procedures for purchasing and ordering.;

~~Perform related duties as required.~~ Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Direction is received from the OVPP Preschool site administrator or designee.

Leadership and/or direction are provided to Preschool Instructional Assistants, Instructional Assistants and parent volunteers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Concepts of child growth, development and behavior characteristics of preschool age children;
- Early childhood curriculum areas, appropriate methods for implementation and assessment;
- Methods of instruction appropriate for preschool age children and preschool age children with disabilities;
- English usage, grammar, spelling, punctuation and vocabulary;
- Preschool and District philosophy and policies;
- Safe practices in classroom and playground activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Basic record-keeping techniques;
- Health and safety procedures and techniques.

Ability to:

- Plan, organize and implement approved curriculum for the development of enrolled children;
- Develop daily lesson plans in accordance with established policies;
- Maintain a clean, safe, attractive and positive learning environment;
- Communicate effectively with children and adults orally and in writing;
- Observe and evaluate student learning;
- Demonstrate patience, respect and understanding of others;
- Demonstrate cross-cultural sensitivity and respect;
- Work independently and prioritize projects;
- Maintain records, equipment and facilities in an effective manner;
- Provide for the safety, health and psychological needs of children;
- Make responsible decisions regarding the welfare of children;
- Use discretion and judgment in handling confidential material.

- Establish and maintain effective interpersonal working relationships using tact, patience and courtesy; with others;
- Adapt to changes in schedule and work environment;
- Train and provide work direction of others;
- Observe health and safety regulations;
- Be resourceful, show initiative and use integrity and discretion.

EMPLOYMENT STANDARDS:

EDUCATION AND EXPERIENCE:

Education:

- Graduation from High school or equivalent;
- Valid and current Child Development Associate Teacher Permit or current copy of temporary county certificate toward Child Development Associate Teacher Permit, and 12 units of CD/ECE college course work including specific core courses and possess a Child Development Associate Teacher Permit with written acknowledgment of the requirements to complete 15 additional units toward the CD Teacher Permit and within 5 years complete requirements for California Child Development Teacher Permit. The experience required is 50 days (min. 3 hrs/day) of experience in the last 2 years in a licensed day care center or comparable group child care program.

Experience:

- Experience in working with special needs children is desirable or experience in a licensed day care center or comparable group child care program.

LICENSES AND CERTIFICATES REQUIRED:

Possession of a valid CPR and First Aid Certificates.

PHYSICAL DEMANDS, AND WORKING ENVIRONMENT AND HAZARDS:

Stands, walks, sits, stoops, bends, and reaches over head; safely lifts, carries, and/or pushes up to 25 pounds; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an classroom or playground environment; has constant direct contact with students and is frequently exposed to minor and on occasion to severe, contagious illnesses; has occasional direct contact with parents; has regular direct contact with other district staff, including preschool Special Day Class teachers. Works in a preschool classroom and/or playground environment without direct guidance from supervisor. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

LICENSES REQUIRED:

- ~~Child Development Associate Teacher Permit.~~
- ~~Possession of a valid CPR and First Aid Certificate.~~

New classification adopted by Personnel Commission 8/11/11
Proposed revisions effective: 6/12/14

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 12, 2014
SUBJECT: Agenda Item No. 6.B.1.: 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. (*Commissioners only*).

Following are the current lists for ratification:

- | | |
|-----------|---|
| 2013 – 41 | Preschool Instructional Assistant - Bilingual |
| 2013 – 42 | Instructional Assistant – Physical Education |
| 2013 – 43 | Translator/Interpreter - Spanish |
| 2013 – 44 | Instructional Assistant – Computer |
| 2013 – 45 | Speech and Language Aide |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2013 – 41, 2013 – 42, 2013 – 43, 2013 – 44, and 2013 – 45.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 12, 2014

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST

Background Information

At the Ocean View School District, Regular Board Meetings of June 3, 2014, (Exhibit A), the Board of Trustees received the Classified Personnel Activity List for approval.

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 of June 3, 2014, (Exhibit A).

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 June 3, 2014

Approve Employment

In accordance with Merit System testing procedures:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE STEP</u> | <u>EFFECTIVE DATE</u> |
|----------------------|--|-------------------|-------------------|-----------------------|
| Acevedo, Paola | School Office Clerk - Bilingual (Substitute) | \$17,303 per hour | 29.1 | 04/17/14 |
| Alexander, Amanda | Child Care Attendant | \$15,296 per hour | 18.4 | 04/21/14 |
| Alkhatib, Amal | Community Liaison Bilingual Assistant (Temporary) | \$14,921 per hour | 23.1 | 04/21/14 |
| Aurello, Edwin | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 04/23/14 |
| Bourdeau Rubio, Cary | Food Distribution Worker | \$13,189 per hour | 18.1 | 05/01/14 |
| Bradford, Karina | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 04/11/14 |
| Hammer, Patricia | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 04/11/14 |
| | Instructional Assistant - Severely Disabled (Substitute) | \$15,676 per hour | 25.1 | 04/11/14 |
| Landis, Stephanie | School Health Technician | \$16,070 per hour | 26.1 | 04/30/14 |
| Manginelli, Leticia | Instructional Aide (Substitute) | \$14,199 per hour | 24.1 | 04/23/14 |
| Tapia, Manuel | Custodian | \$16,690 per hour | 28.1 | 04/21/14 |
| Tim, Jenise | Child Care Attendant | \$13,189 per hour | 18.1 | 04/28/14 |
| Turner, Derrick | Custodian (Substitute) | \$16,890 per hour | 28.1 | 04/25/14 |
| Zabala, Amy | Instructional Assistant - Special Education (Substitute) | \$14,554 per hour | 22.1 | 04/11/14 |

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 June 3, 2014

Approve Reemployment

In accordance with Merit System Rules 8.5.2:

| <u>NAME</u> | <u>POSITION</u> | <u>SALARY</u> | <u>RANGE</u> | <u>EFFECTIVE</u> |
|---------------|--|-------------------|--------------|------------------|
| Parker, Norma | Instructional Aide - Bilingual (Spanish) | \$15,296 per hour | STEP 22.2 | DATE 04/21/14 |

Approve Separation

In accordance with Merit System testing procedures:

| <u>NAME</u> | <u>POSITION</u> | <u>REASON</u> | <u>START</u> | <u>EFFECTIVE</u> |
|----------------|---|-----------------------------------|------------------|------------------|
| Camarena, Luis | Skilled Maintenance Worker | All Leaves Exhausted | DATE 02/04/02 | DATE 04/11/14 |
| Garcia, Ruth | Child Care Attendant | Resignation - Another Job | 06/03/13 | 05/05/14 |
| Lewis, Anita | Child Care Attendant | Resignation - Another Job | 09/11/12 | 07/10/13 |
| | Child Care Program Facilitator (Substitute) | Resignation - Another Job | 09/11/12 | 07/10/13 |
| | Instructional Aide (Substitute) | Resignation - Another Job | 09/11/12 | 07/10/13 |
| Reyna, Ruben | Instructional Assistant - Severely Disabled (Substitute) | Resignation - Another Job | 12/12/13 | 04/22/14 |
| | Instructional Assistant - Special Education (Substitute) | Resignation - Another Job | 12/12/13 | 04/22/14 |
| | Instructional Assistant - EL (Substitute) | Resignation - Another Job | 12/12/13 | 04/22/14 |
| | Instructional Assistant - Adapted Physical Education (Substitute) | Resignation - Another Job | 12/12/13 | 04/22/14 |
| | Instructional Assistant - Physical Education (Substitute) | Resignation - Another Job | 12/12/13 | 04/22/14 |
| Smith, Emmi | Food Distribution Worker | Resignation - Another Job | 12/12/13 | 04/22/14 |
| Wyman, Keith | Head Custodian (Substitute) | Resignation - Another Job | 12/03/07 | 05/13/14 |
| | Custodian (Substitute) | Resignation - No Longer Available | 12/07/00 | 08/02/13 |

Approve Leave of Absence Without Pay

In accordance with Merit System Rules 8.10:

| <u>NAME</u> | <u>POSITION</u> | <u>REASON</u> | <u>START</u> | <u>EFFECTIVE</u> |
|----------------|--------------------|---------------------|------------------|------------------|
| Vazquez, Norma | Preschool Educator | Child Rearing Leave | DATE 6/5/2014 | DATE 08/17/14 |

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 12, 2014

SUBJECT: Agenda Item No. 8: PROPOSED PERSONNEL COMMISSION MEEETING
DATES FOR 2014-2015

Background Information

The Personnel Commissioners meet in the District Office Board Room, Building A, 17200 Pinchurst Lane, Huntington Beach, California, at 4:30 p.m.

The Personnel Commission typically meets on the second Thursday of the month, except where otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2014-2015 school year and are forwarded for ratification.

- July 10, 2014
- August 14, 2014
- September 11, 2014
- October 9, 2014
- November 13, 2014
- December 11, 2014
- January 15, 2015* (due to Winter Break holiday)
- February 12, 2015
- March 12, 2015
- April 9, 2015
- May 14, 2015
- June 11, 2015

* third Thursday of the month

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates.