



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, October 13, 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, OCTOBER 13, 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. **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 September 8, 2016, Regular Personnel Commission Meeting for approval.

ACTION
Pages 1-3
Moved: ____
Second: ____
Vote: _____

COMMISSION BUSINESS

6. **CONSENT CALENDAR** - The Personnel Commission will receive the following items on the Consent Calendar:
- A. **JOB DESCRIPTIONS REVIEW/REVISIONS:**
- B. **RECRUITMENT AND TESTING - ELIGIBILITY LISTS:**
(Eligibility lists provided to Commissioners only.)
- 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

ACTION
Pages 4
Moved: ____
Second: ____
Vote: _____

7. **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:

September 6, 2016 – (Exhibit A)
September 20, 2016 – (Exhibit B)

**INFORMATION
Pages 5-9**

8. **ADVANCE STEP PLACEMENT FOR JOSEPH WEBBER, DIRECTOR OF FISCAL SERVICES:** The Personnel Commission will receive the Director's recommendation to ratify the advance step placement for Joseph Webber, Director of Fiscal Services.

**ACTION
Pages 10-12
Moved: ____
Second: ____
Vote: _____**

9. **2017 CSPCA MERIT SYSTEM TRAINING ACADEMY:** The Personnel Commission will receive the Director's recommendation for Bophary Ngin, Personnel Technician, to attend the 2017 CSPCA Merit System Training Academy.

**ACTION
Pages 13-15
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
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, extension 1400 or 1401.

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
September 8, 2016**

- CALL TO ORDER** Commissioner Ewing called the September 8, 2016, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Felix Avila, Assistant Superintendent, Human Resources, 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; Bophary Ngin; Yvonne Nguyen; Felix Avila, Michael Hoeker
- PUBLIC COMMENTS** There were no comments from the public.
- MINUTES OF AUGUST 11, 2016** Motion by Commissioner Pogrund to approve the minutes of the August 11, 2016, Regular Personnel Commission meeting.
Seconded by Commissioner Gooch, and carried with a 3:0 vote.
- CONSENT CALENDAR** The Personnel Commission received the following items on the Consent Calendar:
A. Recruitment and Testing – Eligibility Lists
1. 2016-15 Child Care Attendant
2. 2016-16 ALC Attendant
3. 2016-17 Department Secretary
Motion by Commissioner Pogrund to approve the Consent Calendar.
Seconded by Commissioner Gooch, and approved with a 3:0 vote.
- CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meeting of August 16, 2016.
- MERIT RULE REVIEW AND REVISION, CHAPTER 7, SECTION 2.12, RATE ON APPOINTMENT AS PROVISIONAL, LIMITED TERM, AND SUBSTITUTE – SECOND READING AND ADOPTION** Motion by Commissioner Pogrund to approve the Consent Calendar.
Seconded by Commissioner Gooch, and approved with a 3:0 vote.
- ADVANCE STEP PLACEMENT FOR JAMES RINER, DIRECTOR OF FOOD SERVICE** Director Vellanoweth stated that the District has hired a new Director of Food Service, James Riner. This request for Advance Step Placement was received from Mr. Riner’s supervisor, Deputy Superintendent Michael Conroy. The request is for advance step placement to step 5, based upon the candidate’s years of experience in the food service management industry, as well as the exceptional recruitment difficulties. The District did have to recruit twice for this vacancy.

**ADVANCE STEP
PLACEMENT FOR
JAMES RINER,
DIRECTOR OF FOOD
SERVICE - CONTINUED**

Additionally, his rate of pay at his most recent employer is well above Ocean View School District's step 1. In fact it is above step 5, so the District is hoping to, at the least, come as close as possible to match the employee's current salary.

Commissioner Gooch stated that when he sees the requests for advance step placement to attract what the Administration feels is a desirable candidate, and then sees that the highest step the District has to offer is still yet below what they were making, it leads him to believe that the salary associated with this particular position may warrant a review in the future, and may require a little extra attention by the Commission and staff with regard to the pay scale.

Commissioner Ewing agreed and stated that he had also noticed this. Commissioner Gooch added that he understands that sometimes there are other reasons why individuals take pay cuts, such as travel time, or the desire to return to government type employment, but he thought it seemed like an appropriate time to take a look at this.

Commissioner Pogrund added that there are some benefits to working for this District and for the public sector that are to be taken into account.

Motion by Commissioner Gooch to approve the Advance Step Placement for James Riner, Director of Food Service.

Seconded by Commissioner Pogrund, and approved with a 3:0 vote.

**2015-2016 ANNUAL
REPORT OF THE
PERSONNEL
COMMISSION – FIRST
READING AND
ADOPTION**

Director Vellanoweth shared that the Commissioners had received a five-year recap that shows what the Personnel Commission has accomplished with regard to the work force and recruitment statistics. All of this is captured in a more condensed version of the annual report. This is presented on the District website in a PowerPoint format and displayed in the Human Resources lobby in a brochure format.

Motion by Commissioner Pogrund to approve the 2015-2016 Annual Report of the Personnel Commission.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioners Gooch and Pogrund had nothing to report.

Commissioner Ewing reminded everyone that the date of the next Personnel Commission is scheduled for October 13, 2016.

Commissioner Ewing also mentioned there would be a 9/11 Memorial Dedication this coming Sunday. Harbour View took part in the fundraising for this event. Principal Cindy Osterhout will be one of the speakers. Commissioner Ewing extended an invitation to those present, to attend the event at City Hall on Sunday afternoon.

**DIRECTOR AND STAFF
REPORTS**

Director Vellanoweth stated that there was an Employee Kick-Off on September 1, 2016, hosted by the Superintendent. Some dignitaries from the City attended.

Afterward there was a Run, Hide, Fight, training. Director Vellanoweth thanked the Human Resources and Personnel Commission staff for their assistance in manning the sign in tables and making sure everyone who attended signed in and received their hand-outs.

She mentioned that Lake View School had their grand reopening, which was a fantastic event.

Fall staffing has run fairly smoothly. A handful of resignations were submitted at the last minute, so those were unexpected. Recruitments and interviews are being conducted to fill these vacancies.

Director Vellanoweth also welcomed two new administrators, Jim Riner, Director of Food Services, and Joe Webber, Director of Fiscal Services.

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 4:49 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: October 13, 2016
SUBJECT: Agenda Item No. 6A: 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. | 2016-18 | Parent Liaison Instructional Assistant - Bilingual |
| 2. | 2016-19 | Instructional Assistant – Physical Education |
| 3. | 2016-20 | Food Distribution Worker |
| 4. | 2016-21 | Parent Educator - Bilingual |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-18 through 2016-21.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 13, 2016

SUBJECT: Agenda Item No. 7: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of September 6, 2016, (Exhibit A), and September 20, 2016, (Exhibit B), 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 September 6, 2016, and September 20, 2016.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 6, 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>
Footlik, Samantha	Preschool Instructional Assistant	Pleasant View/OVPP	\$15,582 per hour	22.1	09/01/16
Garcia, Jorge	Reprographic Technician	District Office	\$20,433 per hour	33.1	07/28/16
Oppedahl, Erin	School Office Clerk	Mesa View	\$18,083 per hour	28.1	08/17/16
Riner, James	Director, Food Services	District Office	\$5,961.00 per month	M55.1	09/07/16
Thom, Shavaughn	School Library Specialist	Star View	\$17,633 per hour	27.1	09/07/16
Webber, Joseph	Director, Fiscal Services	District Office	\$8,849.00 per month	M71.1	09/19/16

**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>
Cervantes, Hugo	Custodian Grounds Maintenance Helper	Substitute Substitute	\$18,083 per hour \$18,083 per hour	28.1 28.1	08/01/16 08/01/16
Kesler, Kyleigh	Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute	\$16,783 per hour \$16,783 per hour	25.1 25.1	09/07/16 09/07/16
Kunze, Nicholas	Custodian Grounds Maintenance Helper	Substitute Substitute	\$18,083 per hour \$18,083 per hour	28.1 28.1	08/01/16 08/01/16
Morones Ramirez, Oscar	Custodian Grounds Maintenance Helper	Substitute Substitute	\$18,083 per hour \$18,083 per hour	28.1 28.1	08/01/16 08/01/16
Pritchard, Nancy	Child Care Attendant	Substitute	\$17,205 per hour	18.5	07/19/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 6, 2016

<u>Approve Promotion</u> In accordance with Merit System Testing Procedures:			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>
Lawrence, Liza	School Office Clerk	Marine View	\$19,950 per hour
Pena, Helen	School Office Clerk	Spring View	\$22,030 per hour
<u>Approve Reclassification</u> In accordance with Merit System Rules 3.3.4:			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>
Horton, Ann	Lead Reprographic Technician	District Office	\$4,507.00 per month
<u>Approve Separation - Resignation</u> In accordance with Merit System Rules 8.1 to 8.6:			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>
Atchley, Tanner	Child Care Attendant	College View	05/11/15
Mominee, Sean	Child Care Facilitator	Hope View	04/12/05
<u>Approve Retirement</u>			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>
Acuna-Lujan, Lori	Department Secretary	Transportation	12/08/01
<u>EFFECTIVE DATE</u>	<u>EFFECTIVE DATE</u>	<u>EFFECTIVE DATE</u>	<u>EFFECTIVE DATE</u>
08/17/16	08/17/16	07/07/16	06/29/16

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 20, 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>
Dettman, Marti	Child Care Attendant	Circle View	\$14.120 per hour	18.1	09/07/16
Holcomb, Miriam	Child Care Attendant	Star View	\$14.120 per hour	18.1	09/07/16
Jue, Jennelle	Child Care Attendant	Circle View	\$14.120 per hour	18.1	09/07/16
	Instructional Assistant – English Learner	Star View	\$15.974 per hour	23.1	09/07/16
Kim, Anna	Clerk Typist	District Office	\$15.974 per hour	23.1	08/29/16
Landero, Henry	ALC Attendant	Vista View	\$14.464 per hour	19.1	09/07/16
Molina, Iridian	Child Care Attendant	Mesa View	\$14.120 per hour	18.1	09/07/16
Monnette, Kimberly	Preschool Instructional Assistant	Pleasant View/OVPP	\$15.582 per hour	22.1	09/01/16
Phorn, Vonny	Child Care Attendant	College View	\$14.120 per hour	18.1	09/07/16
Ponce, Laurie	Instructional Assistant	Harbour View	\$15.201 per hour	21.1	09/07/16
Rojas, Priscila	Child Care Attendant	Golden View	\$14.120 per hour	18.1	09/07/16
Smith, Alyssa	Instructional Assistant – ABA	Pleasant View/OVPP	\$17.205 per hour	26.1	09/08/16
Thraves, Sharon	Child Care Attendant	Star View	\$14.120 per hour	18.1	09/08/16

<u>Approve Retirement NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bradshaw, Vivian	Child Care Attendant	Circle View	09/17/99	06/22/16
Cavanaugh, Bob	Grounds Supervisor	Maintenance & Operations	08/01/01	08/30/16

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 20, 2016

Approve Promotion
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>
Clark, Sheila	Preschool Educator	Oak View Preschool	\$3,702.00 per month	32.3	09/01/16
Hess, Rachel	Instructional Assistant – Severely Disabled	Mesa View	\$20.443 per hour	25.5	09/07/16
Saavedra Monroe, Sylvia	Preschool Instructional Assistant	Pleasant View/OVPP	\$18.981 per hour	22.5	09/07/16
Schneider, Pamela	Department Secretary	Transportation	\$3,584.00 per month	36.4	09/06/14

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>
Barsky, Dena	School Library Specialist	Lake View	09/03/14	08/30/16
Bethke, Erika	Child Care Attendant	Hope View	05/16/16	09/01/16
Flores Delgado, Jesus	Instructional Assistant – English Learner	Star View	01/06/14	06/22/16
Koehler, Fiona	Instructional Assistant – Severely Disabled	Pleasant View/OVPP	09/15/15	09/01/16
Rodriguez, Vanesa	Community Liaison Bilingual Assistant	Spring View	03/09/15	06/22/16
Trotter-Hiroto, Kristen	Instructional Assistant – Special Education	Spring View	09/07/11	06/22/16
Vidal, Mandel	Instructional Assistant – Bilingual	Marine View	11/02/16	06/22/16

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: October 13, 2016

**SUBJECT: Agenda Item No. 8: Ratify Advance Step Placement
Joseph Webber - Director, Fiscal Services**

Background Information

A request for advanced step placement has been received from Deputy Superintendent, Michael Conroy for Mr. Joseph Webber who has been offered and accepted the position of Director, Fiscal Services. This request is also recommended by Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. Pursuant to Merit Rule 7.2.1.3.A.4, Advanced Step Placement (attached), the request is brought to the Personnel Commission for ratification.

Analysis

The advanced step placement request for Step 3 placement (\$9,767 per month) on the appropriate salary range for the class of Director, Fiscal Services (Salary Range M71, \$8,849/month to \$10,782/month) comes to the Commission upon the request of Deputy Superintendent, Michael Conroy and with the approval of Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission include the candidate's 32 years of experience working in California school district accounting as well as education beyond the required Bachelor's degree. Additionally, Ocean View's Step 3 salary of \$9,767 per month for the class would most closely match the candidate's current salary of \$9,099 per month.

Attachments: Copy of Merit Rule 7.2.1.3.A
Advanced Step Placement Request Form
Personal information supporting the request (Commissioners only)

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 3 (\$9,767 per month) advanced step placement of Mr. Joseph Webber, Director, Fiscal Services, in accord with Merit Rule 7.2.1.3.A.4.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

New employees shall be hired at the first step of the salary unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled ADVANCED STEP PLACEMENT REQUEST FORM and attach any support materials.
2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.
3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

A. Approval

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. Upon approval by the Director, Classified Personnel, the request is routed to the Personnel Technician who will prepare the necessary payroll information.
- 4. The approved request will be placed upon the Commission agenda for ratification.**
5. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment). Revised 2/12/04
6. A copy of the form is then placed in the employee's personnel file.



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Michael Conroy, Deputy Superintendent Date: 9/12/16

The District has interviewed for the open vacancy in the classification of Director, Fiscal Services

and has selected Joseph Webber as their choice.
name of candidate

The District is requesting advanced step placement on Range M71 Step 3, for one or more of the following reasons:

1. Candidate's job related experience exceeds that required in the classification. (Explain)

Mr. Webber has 32 years of experience working in California school district accounting, the last seven of which have been in a supervisory or director capacity.

2. Candidate's training and/or education exceeds that which is required. (Explain)(Example: exceptional recruitment difficulties)

Mr. Webber not only holds a Bachelor's degree in Business Administration with an emphasis in Accounting, but also holds a Certificate in School Business Management.

3. Candidate's current base salary exceeds that of step 3 of our salary range.

(Explain and attach copy of last paycheck stub or other verification of compensation).

Candidate earned \$109,188 annually (\$9,099 monthly) at ABC Unified School District. A Step 3 placement on the Classified Management Salary Schedule will provide candidate with an annual rate of \$117,204 or \$9,767 monthly which is just a slight increase over his previous salary.

4. Any other extraordinary circumstances not covered above. (Explain)

Approval
Signatures:

Appointing Authority: *Michael Conroy* Date: 9-29-16
Assistant Superintendent, Human Resources: *Fellul* Date: 9/27/14
Director, Classified Personnel: *Michael Conroy* Date: 9.27.16

Approved
 Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 13, 2016

SUBJECT: Agenda Item No. 9: 2017 CSPCA Merit System Training Academy

Background Information

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

The 2017 CSPCA Merit System Training Academy sessions are scheduled for:

- February 11, 2017
- March 11, 2017
- April 22, 2017
- May 20, 2017
- June 10, 2017

Bophary Ngin, Personnel Technician, has been recommended by the Director, Classified Personnel to attend this beneficial training.

The comprehensive curriculum will include sessions on the following areas: History of the Merit System, Personnel Commission vs. Board Roles and Responsibilities, Decoding the Education Code, Classification and Compensation, Recruitment and Selection, The Brown Act, Collective Bargaining, Hearings and Appeals, Using Technology, Website Design and Branding, Best Practices, Parliamentary Procedure/Robert's Rules of Order.

Financial Implications

There is a cost of \$630.00, which includes the tuition, publications, handouts, documents, and other materials. The Director, Classified Personnel will submit a scholarship request on behalf of Personnel Technician, Bophary Ngin, to cover the cost of the training. In the event the scholarship is not granted, it is requested that the Personnel Commission approve the cost of \$630.00 for Ms. Ngin to attend.

Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Personnel Technician, Bophary Ngin, at the 2017 CSPCA Merit System Training Academy, and approve the cost of \$630.00 in the event a scholarship is not granted to Ocean View School District.



California School Personnel Commissioners Association
Supporting Education Through Merit

2017 CSPCA MERIT SYSTEM ACADEMY

CSPCA invites you to attend the Merit System Training Academy; an educational program designed for experienced, new and aspiring Merit System Directors, Personnel Commissioners, and others interested in the workings of a merit system.



Faculty members are experienced practitioners in the Merit System, including Human resource Directors, Personnel Commissioners, attorneys, and others that are experts in their fields.

ACADEMY TOPICS

- + History of The Merit System
- + Personnel Commission versus Board-Roles & Responsibilities
- + Decoding the Education Code
- + Classification & Compensation
- + Recruitment & Selection
- + The Brown Act
- + Collective Bargaining
- + Parliamentary Procedure/Robert's Rules of Order
- + Hearings and Appeals
- + Using Technology
- + Website Design & branding and Best Practices

2017 Training Schedule

SESSION 1	February 11, 2017
SESSION 2	March 11, 2017
SESSION 3	April 22, 2017
SESSION 4	May 20, 2017
SESSION 5	June 10, 2017

TRAINING LOCATIONS

Anaheim UHSD
501 N. Crescent Way
Anaheim, CA 92801

SATELLITE VIDEO LOCATION

San Mateo COE
101 Twin Dolphin Dr.
Redwood City, CA 94065-1064

TUITION: The 5-day Academy is \$630 per student and \$580 for more than one student per district. The cost includes tuition, all publications, handouts, documents and other materials for the entire five classes. **REGISTRATION:** 1) Visit the CSPCA Website at www.meritsystem.org 2) Go to the "Merit Academy" tab 3) Click "REGISTER ONLINE NOW" 4) Fill out the form 5) Click "Submit" 6) Mail or hand deliver payment