



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION

### AGENDA

Thursday, December 14, 2017

## REGULAR MEETING

Board Room  
Building A

*Classified Employees*  
in PARTNERSHIP with EDUCATION  
Personnel Commission  
1966 - 2017

**PERSONNEL COMMISSION:**  
Daniel Gooch, Acting Chair  
Bob Ewing, Acting Vice-Chair



# A G E N D A

THURSDAY, DECEMBER 14, 2017

PERSONNEL COMMISSION

4:30 P.M.

REGULAR MEETING

OCEAN VIEW  
SCHOOL DISTRICT

BOARD ROOM  
BUILDING A

1. CALL TO ORDER TIME: \_\_\_\_\_
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. **OATH OF OFFICE:** In keeping with Government Code §1363, Director Vellanoweth will administer the Oath of Office to newly appointed Commissioner, Mr. Lance Bidnick. (Action)
5. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.6, the Personnel Commission shall elect one its members as Chair and another as Vice-Chair. (Action)  
  
Chair: Nominee: \_\_\_\_\_ Moved: \_\_\_\_\_  
Elected: \_\_\_\_\_ Second: \_\_\_\_\_  
Vote: \_\_\_\_\_  
  
Vice-Chair: Nominee: \_\_\_\_\_ Moved: \_\_\_\_\_  
Elected: \_\_\_\_\_ Second: \_\_\_\_\_  
Vote: \_\_\_\_\_
6. **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.
7. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the October 12, 2017, Regular Personnel Commission Meeting for approval. (Action)  
  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

Page 1- 3  
(Action)

Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**COMMISSION BUSINESS**

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

**Page 4  
(Action)**

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

**Moved: \_\_\_\_\_**

**Second: \_\_\_\_\_**

**Vote: \_\_\_\_\_**

**B. RECRUITMENT AND TESTING:**

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

- 2016 – 47 Instructional Assistant – ABA (Amended)
- 2017 – 23 School Office Manager – Bilingual
- 2017 – 24 Instructional Assistant – English Learner
- 2017 – 25 Administrative Assistant
- 2017 – 26 Instructional Assistant – Special Education
- 2017 – 27 Instructional Assistant – Severely Disabled
- 2017 – 28 Parent Liaison Instructional Assistant - Bilingual
- 2017 – 29 Instructional Assistant - ABA
- 2017 – 30 Senior Purchasing Clerk
- 2017 – 31 Lead Groundskeeper
- 2017 – 32 Instructional Assistant

9. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity Lists received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meetings of:

**Pages 5-11  
(Information)**

- October 17, 2017 – (Exhibit A)
- November 14, 2017 – (Exhibit B)

10. **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 to Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)*

**Pages 12-13  
(Action)**

**Moved: \_\_\_\_\_**

**Second: \_\_\_\_\_**

**Vote: \_\_\_\_\_**

11. **2018 CSPCA ANNUAL CONFERENCE:** The Personnel Commission will receive the Director’s recommendation to approve the attendance of the Director, Classified Personnel and staff at the 2018 CSPCA Annual Conference.

**Pages 14-15  
(Action)**

**Moved: \_\_\_\_\_**

**Second: \_\_\_\_\_**

**Vote: \_\_\_\_\_**

- 12. **2018 CSPCA MERIT SYSTEM TRAINING ACADEMY:** The Personnel Commission will receive the Director’s recommendation to approve the attendance of the newly appointed Personnel Commissioner, Lance Bidnick, at the 2018 CSPCA Merit System Training Academy.

**Pages 16-17  
(Action)**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

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

**14. COMMISSIONER REPORTS**

**15. DIRECTOR AND STAFF REPORTS**

- 16. **ADJOURNMENT** **TIME: \_\_\_\_\_**

**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

*The Ocean View School District Personnel Commission meets on the 2<sup>nd</sup> Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1400 or 1401.*

“THE OCEAN VIEW SCHOOL DISTRICT INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL THE DIRECTOR, CLASSIFIED PERSONNEL 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (714) 847-2551 EXTENSION 1400.”



**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
October 12, 2017**

- CALL TO ORDER** Commissioner Gooch called the October 12, 2017, Regular Personnel Commission Meeting to order at 4:30 p.m.
- REPORT OUT OF CLOSED SESSION** There was nothing to report from Closed Session.
- PLEDGE OF ALLEGIANCE** Michelle Vellanoweth led the pledge of allegiance.
- ROLL CALL** Commissioners Ewing and Gooch 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 14, 2017** Motion by Commissioner Ewing to approve the minutes of the September 14, 2017, Regular Personnel Commission meeting.  
Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- CONSENT CALENDAR** The following job description reviews were received on the Consent Calendar:  
**A. Job Description Reviews/Revisions:**  
1. School Health Technician
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:  
**B. Recruitment and Testing – Eligibility Lists**  
2017-21 Custodian  
2017-22 Director, Fiscal Services
- Motion by Commissioner Ewing to approve the Consent Calendar.  
Seconded by Commissioner Gooch and carried with a 2:0 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 meetings of September 19, 2017, and October 3, 2017.

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA Chapter 375 liaison to the Personnel Commission, shared that the Chapter now has a new second Vice President, Bryson Moonan. They now have a full executive board. He mentioned that the Chapter is already beginning to prepare working on the employee recognition banquet. Mr. Tran will be a representative at the ABC Unified West Coast Labor Management Institute. There will be representatives from district administration, OVTA, and CSEA.

He mentioned that CSEA will be creating a video project, a collage of all the great work the classified employees are doing to share on a YouTube page. This will also be shared with the Commission.

Mr. Tran also shared that he has established standing monthly meetings with Director Vellanoweth to collaborate with the Commission and share concerns.

**COMMISSIONERS'  
REPORTS**

Commissioner Ewing stated that the next meeting of the Personnel Commission is scheduled for November 9, 2017.

Commissioner Gooch stated that as everyone knows the Commission is awaiting the appointment of a new Commissioner, he believes that there should be a packet put together to introduce him or her to the Commission. Mr. Gooch did not want a packet for himself but requested a bullet point notice of what was provided to the new Commissioner.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth responded to Mr. Gooch and advised that she and Michelle Eifert had created a shared document to list the items and actions that needed to take place for the new Commissioner. She mentioned that at the November 14, 2017, Board Meeting there would be a public hearing and then afterward, action will be taken to make an appointment. The new Commissioner's first meeting will be December 14, 2017.

Director Vellanoweth mentioned the District will be participating in Coaching Tuesdays as part of the Breakthrough Training. This means for classified employees, getting out to the schools at least once a month to visit classrooms.

She shared that Yvonne Nguyen, Personnel Analyst, has been working on an automated evaluation reminder.

Director Vellanoweth mentioned that the Personnel Office has begun using a new recruiting platform, Government Jobs.com, to post for jobs, as a way to hopefully reach more potential applicants. Job applications will still only be accepted through Edjoin.

Yvonne and Bophary participated in the Goldenwest Job Fair.

As Mr. Tran mentioned, he and Director Vellanoweth will be meeting once per month.



**DIRECTOR AND  
STAFF REPORTS**

Michelle Eifert stated that since her time in the Personnel Commission, she has not notified the Commissioners of their TB clearance. With a new Commissioner coming on board, and in an effort to mirror the procedures of the Board of Trustees, she informed Commissioner Ewing and Gooch that she contacted Eileen Mori, District Nurse, and asked her if she would attend or send another nurse to the December Personnel Commission meeting to conduct risk assessments for the Commissioners. This way all three Commissioners would all be due again at the same time in four years.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Gooch, and carried with a 2:0 vote at 4:53 p.m.

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

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Date



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

**Memo**

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** December 14, 2017

**SUBJECT: Agenda Item No. 9: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

**Background Information**

At the Ocean View School District, Regular Board Meeting(s) of October 17, 2017, (Exhibit A), and November 14, 2017, (Exhibit B), the Board of Trustees received the following 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.

.....  
**Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of October 17, 2017 and November 14, 2017.



OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
October 17, 2017

**Approve Employment**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Jue, Jenelle	Instructional Assistant	Westmont	\$15.660 per hour	21.1	10/18/17
Konieczny, William	Custodian	Mesa View	\$18.629 per hour	28.1	10/18/17
Pavia, Juan	Custodian	Vista View	\$18.629 per hour	28.1	10/18/17
Rehling, Garet	Custodian	Lake View	\$18.629 per hour	28.1	10/18/17

**Approve Substitute Employment**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hunt, Michelle	Instructional Assistant	Substitute	\$15.660 per hour	21.1	09/21/17
	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	09/21/17
	Instructional Assistant – Severely Disabled	Substitute	\$17.290 per hour	25.1	09/21/17
	Instructional Assistant – Physical Education	Substitute	\$17.290 per hour	25.1	09/21/17
	Instructional Assistant – Adapted Physical Education	Substitute	\$17.290 per hour	25.1	09/21/17
Wilkinson, Michael	Custodian	Substitute	\$18.629 per hour	28.1	10/18/17

**Approve Reinstatement**  
**In accordance with Merit System Rule 8.4.1:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hulen, Leigh	Instructional Assistant – Special Education	Westmont	\$19.555 per hour	22.5	10/05/17

**Approve Promotion**  
**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Farrow, Keith	Director, Fiscal Services	District Office	\$9,116.00 per month	M71.1	11/01/17

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 October 17, 2017

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>
Bosselman, Peggy	Instructional Assistant – Special Education	Golden View	01/09/04	10/06/17
Ramirez, Estela	Parent Liaison Instructional Assistant Bilingual	Mesa View	10/25/93	09/25/17

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 November 14, 2017

**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>
Arvallo, Vanessa	Child Care Attendant	Sun View	\$14.546 per hour	18.1	11/16/17
Blumer, Susana	Food Service Worker	Harbour View	\$14.546 per hour	18.1	11/16/17
Cheybun, Julia	Instructional Assistant – English Learner	Sun View	\$16.456 per hour	23.1	10/24/17
Engel, Allison	Child Care Attendant	Village/Westmont	\$14.546 per hour	18.1	11/16/17
Estrada, Vanessa	Child Care Attendant	Hope View	\$14.546 per hour	18.1	11/16/17
Fratantoni-Filleti, Delfina	Child Care Attendant	Spring View	\$14.546 per hour	18.1	11/16/17
Jones, Carissa	Child Care Attendant	Circle View	\$14.546 per hour	18.1	11/16/17
Tapia, Jasmine	Child Care Attendant Instructional Assistant	Hope View Oak Preschool	\$14.546 per hour \$15.660 per hour	21.1 18.1	11/16/17 10/23/17
Wilkinson, Michael	Custodian	Star View	\$18.629 per hour	28.1	11/16/17

**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>
Berg, Rogina	Instructional Assistant Child Care Attendant	Substitute Substitute	\$15.660 per hour \$14.456 per hour	21.1 18.1	11/06/17 11/06/17

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
November 14, 2017

**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>
Bryan, Desiree	Child Care Facilitator	Substitute	\$14.456 per hour	32.1	11/06/17
Degree, Kristen	Child Care Attendant Instructional Assistant Instructional Assistant – Special Education Preschool Instructional Assistant Instructional Assistant – Severely Disabled Instructional Assistant – Adapted Physical Education Instructional Assistant – Physical Education Associate Preschool Educator Preschool Educator	Substitute Substitute Substitute Substitute Substitute Substitute Substitute Substitute	\$14.546 per hour \$15.660 per hour \$16.871 per hour \$16.871 per hour \$17.290 per hour \$17.290 per hour \$17.290 per hour \$19.085 per hour \$19.085 per hour	18.1 21.1 22.1 22.1 25.1 25.1 25.1 29.1 29.1	10/19/17 10/19/17 10/19/17 10/19/17 10/19/17 10/19/17 10/19/17 10/19/17 10/19/17
Francis, Rhena	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Adapted Physical Education Instructional Assistant – Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15.660 per hour \$16.053 per hour \$17.290 per hour \$17.290 per hour \$17.290 per hour	21.1 22.1 25.1 25.1 25.1	11/06/17 11/06/17 11/06/17 11/06/17 11/06/17
Hilliard, Brittanie	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	10/16/17
Le, Katherine	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Adapted Physical Education Instructional Assistant – Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15.660 per hour \$16.053 per hour \$17.290 per hour \$17.290 per hour \$17.290 per hour	21.1 22.1 25.1 25.1 25.1	10/23/17 10/23/17 10/23/17 10/23/17 10/23/17



OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 November 14, 2017

<u>Approve Reinstatement</u> <u>In accordance with Merit System Rules 8.4.1:</u> <u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bourdeau Rubio, Ashley	Child Care Attendant	Golden View	\$14,456 per hour	18.1	11/16/17
Hernandez, Ariana	Child Care Attendant	College View	\$14,456 per hour	18.1	11/16/17
<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>
Frazier, Debra	Administrative Assistant – Confidential	District Office	\$5,294.80 per month	C44.1	11/16/17
Garcia, Xitlaly	School Office Manager	Golden View	\$3,814.00 per month	37.1	11/16/17
<u>Approve Voluntary Demotion</u> <u>In accordance with Merit System Rules 8.2.8:</u> <u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Nowels, Lisa	Instructional Assistant – Special Education	Golden View	\$20,141 per hour	22.5	10/17/17
<u>Approve Retirement</u> <u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>	
Hallisey, Mary Ann	Instructional Assistant – Special Education	Westmont	09/18/06	11/30/17	

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 November 14, 2017

**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>
Jojola, Teresa	Human Resources Technician	District Office	04/27/15	11/02/17
Salerno, Danielle	Instructional Assistant – ABA	Hope View	01/03/12	10/13/17
Syfers, Christopher	Instructional Assistant – Severely Disabled	Lake View	09/10/12	11/03/16

**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>
Rhodes, Kristian	Instructional Assistant – ABA	Lake View	10/11/17	06/20/18

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** December 14, 2017

**SUBJECT: Agenda Item No. 10: Removal of Name from Eligibility List**

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## **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:

Joseph Ontiveros  
Eligibility List: 2017-21 Custodian

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove Mr. Ontiveros from the designated eligibility list. This letter, sent via regular and certified mail, confirmed the individual telephone conversation the Director had with the eligible, notified him of the eligibility list 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. Joseph Ontiveros dated October 9, 2017  
(*Commissioners only*)

.....  
Recommendation:

The Director, Classified Personnel recommends that Mr. Joseph Ontiveros be removed from eligibility list 2017-21 Custodian in accord 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 14, 2017

**SUBJECT: Agenda Item No. 11: 2018 CSPCA Annual Conference**

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## **Background Information**

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

The 2018 CSPCA Annual Conference is being held in San Diego, California, from Thursday, February 1 through Sunday, February 4, 2018.

The topics for this conference include: Mini Merit Academy, Test Development and Item Analysis, Discrimination in Personnel Analysis, Assessing and Developing Leadership Talent, Introduction to Classification and Compensation Studies.

## **Financial Implications**

The cost of registration for the Director for the full 3 ½ day conference is \$325.00. The first day of the conference, Thursday, February 1, is a half-day session that is open to Personnel Commission staff, and the cost for this day is \$30.00 per staff member.

The estimated cost for this conference, which includes registration fees, mileage, and parking for both the Director and staff, is approximately \$600.00.

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## **Recommendation**

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Director, Classified Personnel and the Personnel Commission staff, at the 2018 CSPCA Annual Conference.

# 2018 CSPCA CONFERENCE

February 1 - 4, 2018

San Diego, CA

## THE 5 C's OF CLASSIFIED PERSONNEL

Collaboration • Creativity • Communication  
Customer Service • Critical Thinking

Register now for the 2018 California School Personnel Commissioners' Association Conference at the Wyndham San Diego Bayside in beautiful San Diego!

The 2018 CSPCA Conference will feature a variety of sessions including: professional growth, leadership development, work/life balance, building relationships, ADA accommodations, commissioner's roundtable panel, public meetings, employee leaves, classification and compensation, recruiting strategies, reorganization, and more!

Don't miss a great opportunity to attend Thursday's half-day training for a special low rate of \$30. The training topics will focus on: a Mini Merit Academy, test development and item analysis, discrimination, and classification and compensation studies.

For more information, visit [www.meritsystem.org](http://www.meritsystem.org)!

Register by December 15, 2017 for the Early Bird Rate:

[tinyurl.com/2018CSPCA](http://tinyurl.com/2018CSPCA)



## FEATURED SPEAKERS



**Employee Engagement**

Robert Lavigna

*Institute for Public Sector  
Employee Engagement*



**Cultivating Talent**

Christopher Boucher

*Port of Oakland*



**HR Legal Updates**

Kristine Kwong

*Musick, Peeler, & Garrett, LLP*

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** December 14, 2017

**SUBJECT: Agenda Item No. 12: 2018 CSPCA Merit System Training Academy**

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### Background Information

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

The 2017 CSPCA Merit System Training Academy training schedule is as follows:

- January 20, 2018
- February 10, 2018
- March 10, 2018
- April 14, 2018
- May 19, 2018

Lance Bidnick, the newly appointed Board appointed Commissioner has expressed an interest in attending this training.

The comprehensive curriculum will include sessions on the following areas: History of the Merit System; Roles of Board, Personnel Commission, and Director; Education Code; Classification and Compensation; Recruitment and Selection; Personnel Commission Rules and Policies; Personnel Commission Budget; Brown Act; Parliamentary Procedures; Collective Bargaining; Hearings and Appeals; Fair Employment – EEO; Embracing Technology; Best HR Practices.

### Financial Implications

There is a cost of \$630.00, which includes the tuition, publications, handouts, documents, and other materials. The Director, Classified Personnel will forward information to Mr. Bidnick on how to apply for a scholarship 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 Mr. Bidnick to attend.

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### Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Personnel Commissioner, Lance Bidnick, at the 2018 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

## 2018 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
- + Roles of Board, Personnel Commission, and Director
- + Education Code
- + Classification and Compensation
- + Recruitment and Selection
- + Personnel Commission Rules and Policies
- + Personnel Commission Budget
- + Brown Act
- + Parliamentary Procedures
- + Collective Bargaining
- + Hearings and Appeals
- + Fair Employment-EEO
- + Embracing Technology
- + Best HR Practices

### 2018 Training Schedule

Session 1 - January 20

Session 2 – February 10

Session 3 – March 10

Session 4 - April 14

Session 5 – May 19

All sessions are 8:00 AM-5:00 PM

### 2018 Training Locations

Pace Elementary School  
Downey USD  
9625 Van Ruiten St  
Bellflower, CA 90706

Satellite Video Location  
Santa Clara COE  
1290 Ridder Park Drive  
San Jose, CA 95131-2304

**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](http://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  
CSPCA is a SHRM Recertification Provider, and the Academy is valid for forty (40) PDCs toward SHRM-CP and SHREM-SCP recertification. Proof of attendance will be provided upon request.

