



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, October 12, 2017

CLOSED SESSION

4:00 p.m.

**Human Resources Conference Room
Building B**

REGULAR MEETING

4:30 p.m.

**Human Resources Conference Room
Building B**

Classified Employees

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

PERSONNEL COMMISSION:

Daniel Gooch, Acting Chair
Bob Ewing, Acting Vice-Chair

- 10. **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.

- 11. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the September 14, 2017, Regular Personnel Commission Meeting for approval.

**Pages 2-4
(Action)**
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

- 12. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
 - A. **JOB DESCRIPTION REVIEWS/REVISIONS:**
 - 1. School Health Technician

 - B. **RECRUITMENT AND TESTING:**
 - 1. **ELIGIBILITY LISTS:** The Personnel Commission will receive the Director’s recommendation to certify the following eligibility lists. (*Commissioners only.*)
 - 2017 – 21 Custodian
 - 2017 – 22 Director, Fiscal Services

**Pages 5-10
(Action)**
Moved: _____
Second: _____
Vote: _____

- 13. **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:
 - September 19, 2017 – (Exhibit A)
 - October 3, 2017 – (Exhibit B)

**Pages 11-16
(Information)**

COMMUNICATIONS

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

- 15. **COMMISSIONER REPORTS**

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Closed Session Meeting of the Personnel Commission
April 13, 2017**

- CALL TO ORDER** The April 13, 2017, Regular Closed Session meeting of the Personnel Commission was called to order at 4:00 p.m.
- ROLL CALL** All Commissioners were present.
- APPROVAL OF MINUTES** Motion by Commissioner Ewing to approve the minutes of the April 14, 2016, Regular Closed Session Meeting.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.

COMMISSION BUSINESS

- INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding:
- A. Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1, 54957.5 and 54957.6.
1. Director, Classified Personnel

- ADJOURNMENT** Motion by Commissioner Ewing to adjourn the April 13, 2017, Regular Closed Session Meeting at 4:20 p.m.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
September 14, 2017**

- CALL TO ORDER** Commissioner Gooch called the September 14, 2017, Regular Personnel Commission Meeting to order at 4:30 p.m.
- 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; Bophary Ngin; Phi Tran.
- PUBLIC COMMENTS** There were no comments from the public.
- MINUTES OF AUGUST 10, 2017** Motion by Commissioner Ewing to approve the minutes of the August 10, 2017, Regular Personnel Commission meeting.

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 August 15, 2017, and September 5, 2017.
- ANNUAL REPORT OF THE PERSONNEL COMMISSION 2016 – 2017 FIRST READING AND ADOPTION** Director Vellanoweth presented a Power Point presentation of the Annual Report of the Personnel Commission. The presentation highlighted the activities performed by the Personnel Commission in the 2016-2017 school year. These activities include classified work force statistics, recruitment, testing, eligibility lists, employment actions, classification and job description reviews, Merit Rule revisions, and other actions taken on behalf of the District and its classified employees. The report also provides information on what a Merit System does, what the role of the Personnel Commission is, and the ongoing goals of the Personnel Commission.

Motion by Commissioner Ewing to approve the Annual Report of the Personnel Commission 2016 – 2017 First Reading and Adoption.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- REMOVAL OF NAMES FROM ELIGIBILITY LISTS** Director Vellanoweth stated that there are four candidates that she is recommending be removed from eligibility lists. Each candidate was contacted by Director Vellanoweth personally to advise them why they were being removed. Letters were subsequently mailed to each candidate.

REMOVAL OF NAMES FROM ELIGIBILITY LISTS (CONTINUED)

Motion by Commissioner Ewing to approve the Removal of Names from Eligibility Lists.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

PERSONNEL TESTING COUNCIL OF SOUTHERN CALIFORNIA 2017 ANNUAL CONFERENCE

Director Vellanoweth explained that this is a request for the Director, Personnel Analyst, and Personnel Technician, to attend the Personnel Testing Council of Southern California 2017 Annual Conference. The District's Personnel Analyst is the conference chair for the organization, so her attendance is free of charge. Because the registration fees for the Director and Personnel Technician come to over \$100, the approval from the Personnel Commission is required.

Motion by Commissioner Ewing to approve the attendance of the Director, Personnel Analyst, and Personnel Technician at the Personnel Testing Council of Southern California 2017 Annual Conference.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

SECOND PUBLIC COMMENTS

Phi Tran, Computer Multimedia Technician, and Communications Officer for CSEA Chapter 375, had some information to share with the Commissioners. He informed them that at the recent welcome back event for this year, CSEA had a really great presence. There was a display table set up with flyers, brochures, bookmarks, pins, and other information to give out and represent the chapter. Mr. Tran thanked Mr. Gooch for attending the event and representing the Commission. He also announced that the chapter has nominated someone for their second vice president vacancy. They are waiting for the nomination to be approved and ratified by the chapter at their next meeting in October. The chapter is working directly with Director Vellanoweth and the staff to create some materials that explain CSEA's role in the Commission and how members benefit from having a Personnel Commission. These materials will also encompass a "Welcome to OVSD" folder or packet that will be distributed to new employees to promote a greater partnership between the District, the Commission, and the Chapter. Mr. Tran also mentioned that this year, Chapter President, Jason Bozarth, really wants to make it known that CSEA is not just the place you go to when you are in trouble, but that it is an organization that is there to support their employees, to show the good work that they do, and to also have a strong relationship with the Commission.

COMMISSIONERS' REPORTS

Commissioner Gooch commented that he read in the paper about the guide dog in training at Hope View.

Commissioner Gooch also added, in response to Mr. Tran's public comments, that he has mentioned before that when he was working for the city, he used to handle personnel matters. When employees were not at their best they were sent to his office. After a couple of years, he realized people did not want to come to his office anymore. So they changed the process so that when individuals went to his office, they not only were discussing difficult matters but they were having positive experiences, as well such as getting promoted or being transferred per their request.

COMMISSIONERS' REPORTS (CONTINUED)

Mr. Gooch applauds the comments by Mr. Tran that CSEA would like to make things more open because it gives employees something positive to grasp onto.

Commissioner Ewing stated that October 12, 2017, is the next meeting of the Personnel Commission.

Commissioner Ewing asked about the recruitment for the new Personnel Commissioner. Director Vellanoweth answered that the posting had already closed and there were some qualified candidates who will be moving forward to an interview with the Board of Trustees on September 19, 2017. She invited the Commissioners to attend if they could.

Commissioner Gooch also mentioned that he noticed in the monthly memo from Director Vellanoweth, that there was a mandated reporter training assigned to employees. He asked if it was assigned to all classified personnel. Director Vellanoweth answered that it was assigned to all classified and certificated personnel. It is mandatory training that is required annually. Commissioner Gooch asked if it is something that could be sent to him. Michelle Eifert will set Mr. Gooch up with a user account, assign him the training, and send him the email with the link to the training and his log in information.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth shared that the District Office started off the school year by participating in a Survivor Challenge and luncheon organized by the Administrative Services department. Employees also attended a Kick Off event at Spring View. Director Vellanoweth thanked Commissioner Gooch for attending.

She also shared that she spent the morning of the first day of school at Marine View directing students where to go and encountering some interesting situations, as well. But all went well.

Included in the Commissioner's packets was a flyer with the most recent job postings. This is something new the office staff is trying, instead of creating individual postings for each vacancy.

The Director of Fiscal Services posting is up on Edjoin and applications are being accepted.

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 4:55 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: October 12, 2017

SUBJECT: Agenda Item No. 12.A.1: Job Description Revision – School Health Technician

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The School Health Technician classification was fully reviewed and updated in May 2016.

A recent shift in district organizational structure now places the responsibility for School Health Technicians under the Student Services Department and the responsibility for evaluating School Health Technicians with the school site administrator. In addition, the District and Student Services Department also wished to clarify that a District nurse would provide general supervision over the medical aspects of this position, while the day-to-day supervision of school office or classroom related duties of this position would be provided by the school site administrator.

Draft revisions reflecting these changes were prepared and provided to the Coordinator, Student Services as well as the Assistant Superintendent, Human Resources. Both have reviewed and recommend the final draft which is attached. Incumbents and supervisors have had the opportunity to review the draft which was also shared and discussed with CSEA.

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the School Health Technician description.

Attachment: Proposed revised job description for School Health Technician dated October 12, 2017

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Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the School Health Technician job description.



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

School Health Technician

JOB SUMMARY:

Under general supervision of the District Nurse school site administrator, provides health and physical services to students; assists students in taking medications; performs a wide variety of first aid, record keeping and clerical duties.

CLASS CHARACTERISTICS:

Positions in this class assist ~~the~~ a District ~~N~~nurse in meeting specific objectives of the school health program involving services to, and records concerning, students. Incumbents utilize independent judgment in performing their tasks, duties and responsibilities which vary according to the environment and/or student needs. Contact with students is continuous and often intense. Incumbents regularly function without direct supervision of ~~the~~ a District ~~N~~nurse. Assignments may include working at more than one location and with multiple students requiring special care. Some positions may be assigned to work at a site where students manifesting the most severe disabling attributes are educated.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Provide medically necessary, sound and approved first aid to ill/injured students;
- May summon paramedic, other medical assistance or administer CPR and make appropriate notifications as necessary;
- Assess student health symptoms, determine appropriate first aid intervention needs and take appropriate action, seeking advice and counsel from ~~the~~ a District ~~N~~nurse as necessary;
- Keep records regarding student illness or injury and perform necessary follow-up;
- Gather information for and generate, modify, and/or update various records and files, utilizing a wide variety of modern office equipment. Record test and other data in student records and files;
- Complete County and State mandated health reports and surveys, including Medi-Cal Administrative Activities (MAA) and Medi-Cal billing;
- Review student immunization records prior to school entry, take necessary action in accord with district protocol and follow up with the parent/guardian or District ~~N~~nurse on required student immunizations;

- Inspect students for presence of communicable diseases and/or parasites and take appropriate action in accord with district protocol;
- Implement and monitor procedures for the safe storage and administration of medications;
- Perform specialized physical health care procedures in accord with individualized protocol after training by and under the indirect supervision of ~~the a~~ District ~~N~~nurse;
- Administer prescribed medications in accordance with established district policies and procedures, and monitor "at risk" students having significant medical needs;
- Assist students requiring specialized health care procedures including but not limited to toileting, tube feeding, suctioning, auto-injector epinephrine, and address immediate health care needs to allow students to function in a school environment;
- Perform medical procedures according to established protocols, including catheterization, N/G tube feeding, changing tracheotomy tubes and ties, machine suctioning, colostomy/ileostomy care, gastrostomy feeding, mechanical ventilation, nasal cannula, oxygen, supplementation, syringe suctioning and related procedures, trained and supervised by ~~the a school~~ District nurse;
- Lift and/or carry students as deemed necessary in a safe and appropriate manner;
- Perform and/or assist in toileting, diapering, intimate hygiene, cleaning and dressing students as necessary in an appropriately modified environment;
- Proficiently and safely use "Hoyer" or similar lifting equipment, and specialized wheelchair and other orthopedic devices;
- Serve as a member of the school site Disaster Preparedness Team;
- Operate a variety of office equipment including a personal computer.

Other Related Duties:

- Monitor school office functions in absence of, and in conjunction with School Office Manager, as time permits;
- Accompany students on bus to/from school and on field trips;
- Organize and/or present health-related information and demonstrations to students as approved by ~~the a~~ District ~~n~~nurse and ~~S~~site ~~A~~administrator;
- Gather medications and paperwork for students participating in the outdoor education program;
- Make arrangements for health screening and assist ~~the a~~ District ~~N~~nurse with screening and followup;
- May call a doctor's office or clinic to obtain medical information on a student.

SUPERVISION:

General supervision over medical aspects of the job is provided by ~~the a~~ District ~~N~~nurse, while day-to-day supervision of school office or classroom related duties is received from the school ~~site administrator~~ ~~Principal~~. Positions serving Special Education students may receive direction from a certificated Special Education Teacher.

Supervision is not exercised over other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Current first aid and CPR principles and practices as well as related health and safety precautions;

- Physical, emotional, general and specific health needs of regular and disabled students;
- Approved first aid techniques and practices;
- Suspected child abuse reporting requirements;
- Basic principles of child behavior;
- Causes, means of transmission and control of communicable diseases;
- Procedures and practices for promoting student health, hygiene;
- Modern office methods, procedures, practices, terms and equipment, including a basic knowledge of Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Filing systems, record keeping procedures and basic mathematics;
- English usage, spelling, grammar, punctuation;
- Business office telephone techniques and etiquette;
- Appropriate safety procedures and precautions.

Ability to:

- Administer First Aid, and CPR;
- Learn and independently apply other medically necessary procedures as directed by ~~the~~ a District Nurse;
- Work independently, utilizing good judgment in seeking assistance of a District Nurse as appropriate and in situations where specific medical knowledge is required;
- Analyze and evaluate health situations calmly and correctly, taking appropriate, approved actions;
- Learn specialized medical/health care techniques, procedures, methods, equipment and independently apply them as taught;
- Maintain detailed and confidential records;
- Operate various standard and specialized office equipment including a personal computer;
- Effectively utilize Microsoft Office word processing, spreadsheet, database, email and internet computer applications;
- Rapidly learn procedures and software used in school offices;
- Accurately prepare documents and reports.
- Understand and carry out oral and written instructions;
- Follow universal precautions relative to blood borne pathogens;
- Receive and give information to others clearly, calmly, accurately and courteously;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District;
- Deal tactfully, sometimes in stressful situations, with students and parents regarding health issues;
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Medical Assistant Certificate is highly desirable and may be supplemented for one (1) year of the required experience.

Experience:

- One (1) year of paid or volunteer experience in a health care field.
- Experience working with student health problems or disabled students is highly desirable.

Licenses Required:

- Current valid CPR and First Aid Certificates.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

This job operates in an office environment, predominately seated. This role routinely uses standard office equipment such as computers, phones, copy machines, filing cabinets, and fax machines. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The position is frequently exposed to minor and on occasion to severe contagions including: blood borne pathogens and illnesses; frequently washes hands and frequently wears latex/vinyl gloves. The incumbent has frequent direct and indirect contact with the public, students, district staff, and employees of other districts. The position may require working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to walk, talk, hear, and use repetitive motions of the wrists, hands, and fingers. The position frequently requires the incumbent to stand, sit, lift, carry, stoop, crouch, reach, grip, and grasp. The incumbent may occasionally push, pull, and kneel. The work involves little to heavy physical efforts; frequently exerts up to 20 pounds of force; may occasionally lift students weighing 50 pounds or more. This position requires near visual acuity sufficient to use a computer screen. Employment is contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 26

Classified Bargaining unit

Revised 12/9/04, 2/14/08, 3/11/10, 7/18/13

Job Description Review and Revisions Effective: 5/12/16

[Proposed revisions effective 10/12/17](#)

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: October 12, 2017
SUBJECT: Agenda Item No. 12.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. (Eligibility Lists to Commissioners only).

Following are the current lists for ratification:

1. 2017-21 Custodian
2. 2017-22 Director, Fiscal Services

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017-21 through 2017-22.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: October 12, 2017

SUBJECT: Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

At the Ocean View School District, Regular Board Meeting(s) of September 19, 2017, (Exhibit A), and October 3, 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.

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of September 19, 2017, and October 3, 2017.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 19, 2017

<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>	<u>EFFECTIVE DATE</u>
Belcher, Michelle	Instructional Assistant – Special Education	Village View	\$16.053 per hour	22.1	09/06/17	09/06/17
Castillo, Amanda	Instructional Assistant	Hope View	\$15.660 per hour	21.1	09/06/17	09/06/17
Chisnall, Shannon	School Health Technician	Mesa View	\$17.724 per hour	26.1	09/20/17	09/20/17
Guzman, Guadalupe	Instructional Assistant – Special Education	Village View	\$16.053 per hour	22.1	09/18/17	09/18/17
Huebel, Amber	Instructional Assistant – Adapted Physical Education	Multiple Sites	\$17.290 per hour	25.1	09/06/17	09/06/17
Scott, Gina	Instructional Assistant – Special Education	Village View	\$16.053 per hour	22.1	09/06/17	09/06/17
Suyeto, Carrie	Instructional Assistant	Hope View	\$15.660 per hour	21.1	09/06/17	09/06/17
<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>	<u>EFFECTIVE DATE</u>
Chisnall, Shannon	School Health Technician	Substitute	\$17.724 per hour	26.1	09/06/17	09/06/17
Degree, Kristen	Instructional Assistant	Substitute	\$15.660 per hour	21.1	09/06/17	09/06/17
	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	09/06/17	09/06/17
	Instructional Assistant – Severely Disabled	Substitute	\$17.290 per hour	25.1	09/06/17	09/06/17
	Instructional Assistant – Physical Education	Substitute	\$17.290 per hour	25.1	09/06/17	09/06/17
	Instructional Assistant – Adapted Physical Education	Substitute	\$17.290 per hour	25.1	09/06/17	09/06/17
	Child Care Attendant	Substitute	\$14.546 per hour	18.1	09/06/17	09/06/17
	Preschool Instructional Assistant	Substitute	\$16.053 per hour	22.2	09/06/17	09/06/17
	Associate Preschool Educator	Substitute	\$19.085 per hour	29.1	09/06/17	09/06/17
	Preschool Educator	Substitute	\$19.085 per hour	29.1	09/06/17	09/06/17

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 19, 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>
Fratantoni-Filleti, Delfina	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education Child Care Attendant	Substitute 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 \$14,546 per hour	21.1 22.1 25.1 25.1 25.1 18.1	09/06/17 09/06/17 09/06/17 09/06/17 09/06/17 09/06/17
Guite, Sean	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15,660 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	09/06/17 09/06/17 09/06/17 09/06/17 09/06/17
Hunt, Michelle	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education Child Care Attendant	Substitute 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 \$14,546 per hour	21.1 22.1 25.1 25.1 25.1 18.1	09/06/17 09/06/17 09/06/17 09/06/17 09/06/17 09/06/17
Opperud, Summer	Instructional Assistant – Special Education	Substitute	\$16,053 per hour	22.1	09/06/17
Velez, Yesenia	Instructional Assistant Instructional Assistant – Special Education Instructional Assistant – Severely Disabled Instructional Assistant – Physical Education Instructional Assistant – Adapted Physical Education	Substitute Substitute Substitute Substitute Substitute	\$15,660 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	09/06/17 09/06/17 09/06/17 09/06/17 09/06/17

Approve Voluntary Demotion

In accordance with Merit System Rules 8.2.8:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Kull, Sheila	Instructional Assistant – Special Education	Oak View	\$21,901 per hour	28.5	09/06/17

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 19, 2017

<u>Approve Reemployment</u>			
In accordance with Merit System Rules 8.5.2:			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>
Byrne, Virginia	Instructional Assistant	Oak Preschool	\$19.085 per hour
Guite, Janae	Instructional Assistant	Village View	\$19.085 per hour
Melcer, Laura	Instructional Assistant	Oak Preschool	\$19.085 per hour
<u>Approve Retirement</u>			
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>
Letcher, Loretta	Department Secretary	District Office	
<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>SALARY</u>
Baker, Ashley	Bus Driver	Transportation	
Dempsen, Amy	Instructional Assistant	Star View	
Lopez, Kyle	Instructional Assistant – English Learner	Vista View	
Morones, Oscar	Custodian	Lake View	
O’Rea, Tanya	Child Care Attendant	Hope View	
Schopp, Susan	School Health Technician	College View	
Vega, Vanessa	Instructional Assistant – ABA	Pleasant View	

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 3, 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>
Belcher, Michelle	Instructional Assistant – Special Education	Village View	\$16.053	22.1	09/06/17
Cabrera, Ashley	Instructional Assistant	Star View	\$15.660	21.1	09/22/17
Castillo, Amanda	Instructional Assistant	Hope View	\$15.660	21.1	09/07/17
Celentano, Janie	Instructional Assistant	Lake View	\$15.660	21.1	09/22/17
Cole, Brianna	Instructional Assistant – Special Education	Lake View	\$16.053	22.1	09/06/17
Dang, Nancy	Speech and Language Assistant	Village/Mesa	\$20.552	32.1	09/19/17
Krynski, Cristina	Instructional Assistant	Star View	\$15.660	21.1	09/18/17
Lopez, Jadira	Instructional Assistant	Oak Preschool	\$15.660	21.1	09/18/17
Luna, Patsy	Instructional Assistant – Bilingual	Oak View	\$16.056	22.1	09/18/17
Lunsk, Karen	Instructional Assistant – Special Education	Harbour View	\$16.053	22.1	09/06/17
Moller, Laurie	Instructional Assistant – Special Education	Spring View	\$16.053	22.1	09/06/17
Nakamoto, Kelly	Instructional Assistant	College View	\$15.660	21.1	09/11/17
Nesbitt, Tamela	Instructional Assistant	Village View	\$15.660	21.1	09/18/17
Oliver, Leslie	School Health Technician	College View	\$17.724	26.1	10/04/17
Rayburn, Cody	Instructional Assistant	Circle View	\$15.660	21.1	09/18/17
Saldivar, Reyna	Instructional Assistant	Oak Preschool	\$15.660	21.1	09/21/17

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 3, 2017

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>
Bourdeau-Rubio, Ashley	Child Care Attendant	Substitute	\$14,546	18.1	09/11/17
Icenogle, Steven	Custodian	Substitute	\$18,629	28.1	10/04/17
Mejia, Yaritza	Instructional Assistant – Special Education	Substitute	\$16,053	22.1	09/18/17
Mozeleski, Christopher	Custodian	Substitute	\$18,629	28.1	08/31/17
Nakamoto, Kelly	Instructional Assistant – Special Education	Substitute	\$16,053	22.1	09/06/17
	Instructional Assistant – Physical Education	Substitute	\$17,290	25.1	09/06/17
	Instructional Assistant – Adapted Physical Education	Substitute	\$17,290	25.1	09/06/17
Seco, Debra	Bus Driver	Substitute	\$20,552	32.1	08/23/17
Velez, Yesenia	Instructional Assistant – Special Education	Substitute	\$16,053	22.1	09/18/17
Wilkinson, Michael	Custodian	Substitute	\$18,629	28.1	10/04/17

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>
Williams, Robert	Locksmith	Facilities	\$5,127.00	40.5	10/04/17

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>
Bavouset, Monica	Food Service Worker	Harbour View	05/13/13	09/22/17
Smith, Martin	Bus Driver	Transportation	02/23/04	06/21/17