



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, September 14, 2017

**REGULAR MEETING
4:30 p.m.
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
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

THURSDAY,
SEPTEMBER 14 2017

4:30 P.M. REGULAR MEETING
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 August 10, 2017, Regular Personnel Commission Meeting for approval.

Pages 1-7
(Action)

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

6. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the consent calendar:

Pages 8
(Action)

- A. **JOB DESCRIPTION REVIEWS/REVISIONS:**
- B. **RECRUITMENT AND TESTING:**

Moved: _____
Second: _____
Vote: _____

Eligibility Lists: The Personnel Commission will receive the Director's recommendation to certify the following eligibility lists. (Commissioners only.)

- | | | |
|-----|---------|---|
| 1. | 2017-06 | Custodian |
| 2. | 2017-07 | Bus Driver |
| 3. | 2017-08 | Instructional Assistant – Special Education |
| 4. | 2017-09 | Instructional Assistant – Severely Disabled |
| 5. | 2017-10 | Food Service Worker |
| 6. | 2017-11 | School Health Technician |
| 7. | 2017-12 | Instructional Assistant |
| 8. | 2017-13 | School Office Clerk |
| 9. | 2017-14 | Intermediate Clerk Typist |
| 10. | 2017-15 | Instructional Assistant – Bilingual |
| 11. | 2017-16 | Child Care Program Facilitator |
| 12. | 2017-17 | Child Care Attendant |
| 13. | 2017-18 | Maintenance Electrician |
| 14. | 2017-19 | HVAC Mechanic |
| 15. | 2017-20 | Locksmith |

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:

Pages 9-14
(Information)

- August 15, 2017 – (Exhibit A)
- September 5, 2017 – (Exhibit B)

8. **ANNUAL REPORT OF THE PERSONNEL COMMISSION 2016 – 2017 FIRST READING AND ADOPTION:** The Personnel Commission will receive the Director’s recommendation to review, discuss, and adopt the 2016-2017 Annual Report of the Personnel Commission.

Pages 15-34
(Action)
Moved: _____
Second: _____
Vote: _____

9. **REMOVAL OF NAMES FROM ELIGIBILITY LISTS:** The Personnel Commission will receive the Director’s recommendation to remove the names of four candidates from eligibility lists in accordance with Merit System Rule 6.1.8. (*Copies of letters provided to Commissioners only.*)

Pages 35-37
(Action)
Moved: _____
Second: _____
Vote: _____

10. **PERSONNEL TESTING COUNCIL OF SOUTHERN CALIFORNIA 2017 ANNUAL CONFERENCE:** The Personnel Commission will receive the Director’s recommendation to approve the attendance of the Personnel Commission Director and staff at the 2017 PTC – SC Annual Conference.

Pages 38-40
(Action)
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

12. **COMMISSIONER REPORTS**

13. **DIRECTOR AND STAFF REPORTS**

14. **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
August 10, 2017**

- CALL TO ORDER** Commissioner Pogrund called the August 10, 2017, Regular Personnel Commission Meeting to order at 4:33 p.m.
- PLEDGE OF ALLEGIANCE** Michelle Eifert led the pledge of allegiance.
- ROLL CALL** All three Commissioners were present. Director Vellanoweth was also present.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Yvonne Nguyen; Bophary Ngin; Jason Bozarth; Sandy Vaughan; Susan Atchison; Phi Tran; Michael Hoeker; Felix Avila, Assistant Superintendent; Carol Hansen, Superintendent; Erica Williams, CSEA Field Office Representative.
- TIME CERTAIN** Commissioner Pogrund shared that it has been his honor to be at Ocean View School District. He stated that he has been on the Personnel Commission for eight years and it has been very positive, although not always easy. He has witnessed the District grow and work together very well. He thanked his fellow Commissioners, Bob Ewing and Dan Gooch. He thanked Michelle Vellanoweth, whom he was in part responsible for selecting as the Director, and he knows she was the best choice for the position. He also thanked Michelle Eifert who he stated was always there and always keeps everyone on track, and Yvonne Nguyen and Bophary Ngin, who really do the work behind the scenes. He thanked the District administration, Dr. Carol Hansen, Mr. Felix Avila, Dr. Michael Conroy, and Mrs. Jodee Brentlinger. Commissioner Pogrund also thanked Sandy Vaughan, from whom he said he had borrowed teaching materials.
- Commissioner Pogrund also shared that he will be going to London. His grandchild will be born there in about three or four weeks. He is very excited.
- Director Vellanoweth stated that she was pleased and honored to recognize Dr. Pogrund for his dedicated service to the District, its students, its employees, and most importantly, its classified staff. Dr. Pogrund has always been an avid supporter of the merit system principles and his valuable contributions and devoted commitment are greatly appreciated. Commissioner Pogrund has served on the Commission as the Board appointee for nine years, from 2008 to 2017, serving with two Directors, Bob Lee and Michelle Vellanoweth, and two fellow Commissioners, Daniel Gooch and Bob Ewing. Prior to being a Commissioner, Allan has been a part of Ocean View School District for more than a decade serving as a Principal at Star View and Sun View, as a Principal Director, a consultant, and a Board Member.
- On a personal note, Director Vellanoweth thanked Commissioner Pogrund for everything he has done for her both personally and professionally.

**TIME CERTAIN
(CONTINUED)**

She stated that Commissioner Pogrund has always supported her and often times had more confidence in her than she had in herself. She appreciates the advice, mentorship, and guidance he has given to her. She wished Dr. Pogrund many more adventures in his travels and stated that she will greatly miss the conversations of far-away places, in addition to business discussions.

Commissioner Ewing mentioned that he has been around the District since 1981, and remembers when Dr. Pogrund was a school board member. Through teaching, through being a Principal, and then a school board member, and a Personnel Commissioner for the last nine years, Commissioner Ewing appreciates Dr. Pogrund's heart and his love of classified personnel. Commissioner Ewing is excited for Dr. Pogrund's next journey because grandparenting is great.

Commissioner Gooch stated that he could not believe it has been nine years. He also stated that often times when individuals are serving on a commission that has oversight requirements to it, it is not always pleasant working amongst themselves, but he can say, without reservation, for the last nine years working with these two gentlemen, it has been as smooth as one could ever hope for. He told Dr. Pogrund it has been a real pleasure working with him and he appreciates all his good work on behalf of the Ocean View School District. He also let Dr. Pogrund know he will miss him, because it was more than just a working relationship, they had become friends.

Director Vellanoweth presented Commissioner Pogrund with a certificate commemorating his service to the District and Personnel Commission.

**PUBLIC
COMMENTS**

Superintendent Hansen stated that she would like to take this opportunity, on behalf of Cabinet, the Board of Trustees, and the entire Ocean View School District, to thank Dr. Pogrund for his service as a Personnel Commissioner. The classified service is an essential part of the district. Proper management, classification, clear criteria, and a Commission to oversee this is important to the district. It is known that this is a volunteer position and sometimes the service the Commissioners provide may be overlooked. Superintendent Hansen stated that she thinks it is due time to acknowledge this service. She wanted to let Commissioner Pogrund know that the district did appreciate his service and that the service of the Personnel Commission matters. At the next board meeting, the Board will be making a recommendation to move forward with conducting a recruitment for Dr. Pogrund's replacement.

Jason Bozarth, CSEA Chapter 375 President, congratulated Dr. Pogrund and thanked him for his many years of service to the classified staff and to the district. His service has been invaluable in terms of the effective operation of the district and seeing to the needs of the classified staff. Mr. Bozarth wished Dr. Pogrund all the best.

Felix Avila, Assistant Superintendent, Human Resources, thanked Dr. Pogrund for his open ear. He has learned quite a bit about the Commission. He truly appreciates that Dr. Pogrund shared with him his points of views and opinions with regards to the Commission. Mr. Avila thanked Dr. Pogrund for his years of service. Mr. Avila let the Commissioners know that Dr. Pogrund would be recognized at the next board meeting on August 15, 2017.

**MINUTES OF
JULY 13, 2017**

Motion by Commissioner Gooch to approve the minutes of the July 13, 2017, Regular Personnel Commission meeting.

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 at the Board of Trustees meeting of July 11, 2017.

**CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION 610
POLICY**

Director Vellanoweth stated that at the last Personnel Commission meeting there were two classified job descriptions brought forward for review and approval. CSEA President, Jason Bozarth requested that the review and approval for these descriptions be postponed until CSEA was able to run them through their internal 610 process. A discussion ensued and the Commission voted to approve the job descriptions but did ask that an agenda item be brought forth to the next Commission meeting to discuss and receive information on what exactly the 610 process is and how it relates to the functions of the Personnel Commission.

Commissioner Ewing stated that the Commission has heard the 610 process mentioned many times over the last several months without any explanation of what it is. He had asked Phi Tran to send him some information on what the 610 process is and Mr. Tran sent it to Mr. Ewing.

Mr. Ewing expressed that he read over the materials from Mr. Tran three times. After the second time, he realized it absolutely has nothing to do with what has been previously discussed over the last several months. He then called Director Vellanoweth and let her know that there needed to be further discussion because he does not understand how and why this process is being used to sometimes hold up the process of job description reviews. He stated that his conclusion is that the 610 process that CSEA must conduct has nothing to do with the current problem of having job descriptions being reviewed and approved by the Commission.

Sandy Vaughan thanked Commissioner Pogrund for his years of service. She then stated that at the last Personnel Commission meeting, she thinks the conversation got a little off track and focused too much on the 610 process. The bottom line deals with the right to bargain anything dealing with wages, hours, and conditions of employment. It needs to be understood that changes to a job description and the required duties of a specific job classification are a change to an employee's working conditions. Therefore, the union needs to be given

**CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION 610
POLICY
(CONTINUED)**

time to negotiate these changes. These negotiations are conducted between the district and the union. The Personnel Commission has no part in this process. Not allowing time for this process to be conducted the Commission is violating the right to bargain the changes in conditions of employment. Under the direction of the Commissioners, Director Vellanoweth has established a three-year review cycle for reviewing and revising job descriptions. Mrs. Vaughan reviewed the annual reports of the Personnel Commission that are posted on the district website, which go back to 2013-2014. Since 2013, all the active job descriptions have been reviewed and revised at least once. It is understandable that in the past, when this process was not in place and job descriptions were not reviewed on a regular basis, that a job description would need to be revised before posting. Her understanding is that the purpose of the three year cycle was to keep job descriptions current and accurate. If that is the intent, then she does not understand why there is a need to change or revise a job description before posting. She is concerned that the opportunity is not given to negotiate changes that are so drastic and critical that the posting of these positions could not be made. Again, it violates the right to negotiate the proposed changes. She agreed that this takes time but it is not always the fault of the union. It can sometimes take weeks to schedule a meeting to negotiate and it may also take multiple meetings to come to an agreement. The district and union employees involved in the negotiations process have their own jobs to do and their workload may not always facilitate release time to meet. Mrs. Vaughan stated that all that is being asked is that the union be allowed to have time to do what they are legally entitled to do, protect the best interest of its members.

Erica Williams, CSEA Labor Relations Representative, explained that the 610 process is the internal policy that CSEA follows whenever it comes to any type of agreement. The bottom line is that whenever there are changes made to a job description, which is negotiable, it gives the union the opportunity to negotiate the changes. If there are no changes being recommended for review, then nothing needs to be done. However, if there are any changes made that materially change the job or the salary, then it needs to be negotiated. It is not problematic, it is just a matter of scheduling and having an ample amount of time to get it through the process. The 610 policy just gives the union the opportunity to present it to the membership to let them know that these are the proposed changes being made to the job description. This way the membership is noticed that, for instance, a new requirement is needed now, such as a license or a certificate. This also lets the membership know that changes are not being made without their knowledge. Ms. Williams acknowledged that this policy is an internal policy within CSEA and really does not have anything to do with the Personnel Commission, it is just a matter of CSEA noticing the membership of what they are doing.

Commissioner Pogrund asked Ms. Williams how long does the 610 process delay the district from moving ahead with posting, recruiting, and hiring of staff.

**CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION 610
POLICY
(CONTINUED)**

Ms. Williams answered that it depends on how soon the change needs to be implemented. If it is negotiable, plans can be made to expedite negotiations in order to get this taken care of. The whole 610 process should not take more than a couple of weeks, because it has to be posted for five days. She understands it may be difficult during the summer because the chapter does not meet, but it does not necessarily mean that they could not call an emergency chapter meeting. However, it would entail the membership being noticed by having mailers mailed to their homes because they are not on campus to see the posted notice.

Ms. Williams also stated that job vacancies can still be posted with the most current job descriptions, and then if changes are proposed they can still go through the 610 process. Then if someone is hired and there were changes made to the job description afterward they would just need to be given notice of the changes.

Commissioner Gooch stated that as a Commissioner, he is happy with any policy, any process, that meets the needs of the district and the criteria of the negotiated contract. When it comes to the Commission, he would like to think that all 'i's have been dotted and all 't's crossed, so that when it is brought to the Commission for approval, they know that everyone is happy with it.

He referred to Ms. Williams comment about flying positions with current job descriptions. This causes him a little concern, because if the district hires someone based on the current job description, and it turns out that after a person is hired, changes to the job description are made which may require experience or skills the candidate does not have, then the candidate may say that is not the information provided to them when he or she was hired.

Ms. Williams answered Mr. Gooch and stated that it may be that laws change or requirements change and this would result in job descriptions needing to be updated and the employees affected would need to be notified of the changes and go for training or obtain the necessary skill or requirement. The district would need to look at options for getting the individual trained. Normally, the employee is given a certain amount of time to obtain the training in order to continue their employment.

Commissioner Gooch reiterated that his position is that when a job description comes before the Commissioners he would like to think that the administration and the union have agreed on the content of it. How the parties go about it, is their business.

Commissioner Pogrund asked if Ms. Williams and Director Vellanoweth could meet about this matter. Director Vellanoweth answered that they did meet and she has an update to provide. She stated that there were two issues up for discussion today. One is whether the 610 process is applicable to a Personnel Commission and Merit System. Based upon the information provided there seems to be a little bit of a disagreement to what is negotiable and what is not.

**CALIFORNIA
SCHOOL
EMPLOYEES
ASSOCIATION 610
POLICY
(CONTINUED)**

This is true especially with Merit System districts since the Commission is charged with and has the authority to create job descriptions. However, job duties are negotiable because the duties are prescribed by the district. There is a broader view by CSEA that the whole job description itself is negotiable, where with the documentation that the Commissioners were presented, it seems that just the job duties are negotiable. Aside from this, Director Vellanoweth's perspective is that the Commission wants to work with CSEA because they have their internal process to abide by and the district has the need to fill positions. In a spirit of cooperation, Director Vellanoweth would like to have a procedure established that behind the scenes is taking care of all of this so that by the time the job descriptions come to the Personnel Commission for approval, it does have the approval of the district and has completed the 610 process. A conversation did take place as to how this might work. It was thought that perhaps a three week lead time would be acceptable to provide the job descriptions to CSEA, to give them time to review it and to sit down with the district and Director Vellanoweth to go over the job duties and make sure everyone is agreeable to what is being moved forward. She would like to see a standing monthly meeting perhaps the week after the Commission meeting. In this meeting, any job descriptions that are coming up can be presented to CSEA at that time so that by the time the next Commission meeting is held, those job descriptions will have already been reviewed and the 610 process completed.

Commissioner Gooch asked the Director to keep the Commission informed about this process and that if this new procedure is working out, to please let them know.

**SECOND PUBLIC
COMMENTS**

Phi Tran, Communications Officer for CSEA Chapter 375, and the designated liaison to the Personnel Commission, stated that after speaking with President Bozarth, they wanted to make sure that the Commission was kept up to date with everything that is happening within CSEA. He also added his congratulations and thank to Commissioner Pogrund. It really is a huge service to the community and to the employees.

He mentioned the employee banquet and thanked two of the Commissioners for attending. The Commissioners helped hand out certificates. It was a fun event.

Currently, there is one vacancy on the CSEA board.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for September 14, 2017.

Commissioner Gooch had nothing to report.

Commissioner Pogrund thanked everyone again.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth stated that the Commission would be operating as a two person Commission until a replacement is found for Commissioner Pogrund. Again, the Board will be honoring Dr. Pogrund at the next board meeting on August 15, 2017. At the same meeting, information will be presented to the Board on how to move forward with the process of finding Dr. Pogrund's replacement.

In the monthly memo, a draft of the 2016-2017 annual report was provided to the Commissioners. Director Vellanoweth asked that if there are any comments or suggestions to please let her know. This will be brought back for approval at the next Commission meeting.

Director Vellanoweth mentioned that the district has a new phone system, which is very exciting. She also mentioned that she was asked to serve on the leadership planning committee that helped plan the leadership retreat that took place today at the Huntington Beach Library.

On August 31, 2017, there will be a Kick Off event at Spring View Middle School to start off the new school year and Director Vellanoweth invited the Commissioners to attend.

ADJOURNMENT

Commissioner Pogrund asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Gooch, and carried with a 3:0 vote at 5:25 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: September 14, 2017
SUBJECT: Agenda Item No. 6B: 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. 2017-06 Custodian
2. 2017-07 Bus Driver
3. 2017-08 Instructional Assistant – Special Education
4. 2017-09 Instructional Assistant – Severely Disabled
5. 2017-10 Food Service Worker
6. 2017-11 School Health Technician
7. 2017-12 Instructional Assistant
8. 2017-13 School Office Clerk
9. 2017-14 Intermediate Clerk Typist
10. 2017-15 Instructional Assistant - Bilingual
11. 2017-16 Child Care Program Facilitator
12. 2017-17 Child Care Attendant
13. 2017-18 Maintenance Electrician
14. 2017-19 HVAC Mechanic
15. 2017-20 Locksmith

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017-06 through 2017-20.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 10, 2017

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of August 15, 2017, (Exhibit A), and September 5, 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 August 15, 2017, and September 5, 2017.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 August 15, 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>
Moonan, Bryson	Bus Driver	Transportation	\$20.552 per hour	32.1	08/16/17
Ruiz, Christopher	Custodian	Harbour View	\$18.629 per hour	28.1	08/07/17
Savastano, Sarah	Food Service Worker	Vista View	\$14.546 per hour	18.1	08/16/17

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>
Loftis, Jordan	Custodian	Sun View	\$22.696 per hour	28.5	08/09/17

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>
Alvarez, Laureen	Instructional Assistant	Village View	03/08/13	05/19/17
Bourdeau-Rubio, Ashley	Child Care Attendant	Golden View	03/27/17	08/18/17
Lopez, Stephanie	Instructional Assistant – Severely Disabled	Sun View		
Nguyen, Tina	Child Care Attendant	Circle View	02/19/13	07/26/17
Pulcifer, Matthew	Child Care Attendant	Village View	09/29/08	07/28/17
	Instructional Assistant – Special Education	Golden View	09/29/08	07/28/17
Sanchez, Linda	Food Service Worker	Oak View	04/25/16	06/22/17
Stevenson, Bradford	Custodian	Hope View	02/25/13	06/22/17

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 5, 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>
Bergstrom-Dunn, Ingegerd	Clerk Typist	District Office	\$16,456 per hour	23.1	09/06/17
Garrido, Laura	Food Service Worker	Mesa View	\$14,546 per hour	18.1	09/06/17
Guillan, Francesca	Intermediate Clerk Typist	Pleasant View	\$18,629 per hour	28.1	08/22/17
Kerr, Julie	Food Service Worker	Spring View	\$14,546 per hour	18.1	09/06/17
Moonan, Bryson	Bus Driver	Transportation	\$20,552 per hour	32.1	09/06/17
Munsterman, Mildred	Food Service Worker	Village View	\$14,546 per hour	18.1	09/06/17
Ruiz, Margarita	Food Service Worker	Hope View	\$14,546 per hour	18.1	09/06/17
Springer, Lisa	Food Service Worker	Mesa View	\$14,546 per hour	18.1	09/06/17
Young, Ashley	Instructional Assistant – Severely Disabled	Star View	\$17,290 per hour	25.1	09/06/17

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>
Azevedo, Dylan	Custodian	Substitute	\$18,629 per hour	28.1	07/24/17
Bernal, Jose	Custodian	Substitute	\$18,629 per hour	28.1	07/24/17
Blumer, Susana	Food Service Worker	Substitute	\$14,546 per hour	18.1	09/05/17

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 5, 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>
Garrido, Laura	Food Service Worker	Mesa View	\$14,546 per hour	18.1	09/05/17
Kerr, Julie	Food Service Worker	Spring View	\$14,546 per hour	18.1	09/05/17
Marmolejo, Daniel	Custodian	Substitute	\$18,629 per hour	28.1	07/24/17
Moonan, Bryson	Bus Driver	Substitute	\$20,552 per hour	32.1	08/16/17
Munsterman, Mildred	Food Service Worker	Village View	\$14,546 per hour	18.1	09/05/17
Rodriguez, Karla	Food Service Worker	Substitute	\$14,546 per hour	18.1	09/05/17
Ruiz, Margarita	Food Service Worker	Hope View	\$14,546 per hour	18.1	09/05/17
Springer, Lisa	Food Service Worker	Mesa View	\$14,546 per hour	18.1	09/05/17

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>
Bailey, Jenny	Lead Food Service Worker	Central Kitchen	\$19,085 per hour	21.5	09/05/17
Davis, Nancy	Lead Food Service Worker	Mesa View	\$19,085 per hour	21.5	09/05/17
Dekle, Carolyn	Lead Food Service Worker	Hope View	\$19,085 per hour	21.5	09/05/17
Dinapoli, Allison	Lead Food Service Worker	Circle View	\$19,085 per hour	21.5	09/05/17
Earnest, Jill	Lead Food Service Worker	Oak View	\$19,085 per hour	21.5	09/05/17
Foreman, Amy	Lead Food Service Worker	Vista View	\$19,085 per hour	21.5	09/05/17

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
September 5, 2017

Approve Promotion (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>NAME</u>
Gorham, Laurie	Lead Food Service Worker	Spring View	\$19,085 per hour	21.5	09/05/17
Hoeker, Gail	Lead Food Service Worker	Westmont	\$19,085 per hour	21.5	09/05/17
Merrill, Dawn	Lead Food Service Worker	Sun View	\$19,085 per hour	21.5	09/05/17
Montgomery, Kay	Lead Food Service Worker	Village View	\$19,085 per hour	21.5	09/05/17
O'Brien, Eryca	Lead Food Service Worker	Pleasant View	\$19,085 per hour	21.5	09/05/17
O'Connor, Gayle	Lead Food Service Worker	Lake View	\$19,085 per hour	21.5	09/05/17
Petrovich, Heather	Lead Food Service Worker	Marine View	\$19,085 per hour	21.5	09/05/17
Soyangco, Raissa	Child Care Program Facilitator	Spring View	\$3,452.00 per month	32.1	08/28/17
Taylor, Jane	Lead Food Service Worker	College View	\$19,085 per hour	21.5	09/05/17
Vanderhoof, Stacy	Lead Food Service Worker	Harbour View	\$19,085 per hour	21.5	09/05/17
Washington, Bessie	Lead Food Service Worker	Golden View	\$19,085 per hour	21.5	09/05/17
Womble, Jeannette	Lead Food Service Worker	Star View	\$19,085 per hour	21.5	09/05/17

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 5, 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>
DePonce, Sagario	Child Care Attendant	Village View	05/21/02	10/28/16
Jubran, Geanine	Preschool Instructional Assistant	Oak Preschool	12/01/10	06/21/17
Phorn, Vonnie	Child Care Attendant	College View	09/07/16	07/28/17
Pulcifer, Khanie	Child Care Attendant	Village View	03/10/14	06/22/17
Reichenthaler, Katie	Instructional Assistant – ABA	Hope View	01/09/17	06/22/17
Torres, Jeannette	Parent Liaison Instructional Assistant Bilingual	Oak View	10/10/16	06/22/17
Webber, Joseph	Director, Fiscal Services	District Office	09/19/16	08/15/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: September 14, 2017

**SUBJECT: Agenda Item No. 8: Annual Report of the Personnel Commission
2016-17 First Reading and Adoption**

Background Information

Annually, in accord with Education Code 45266 the Director, Classified Personnel is required to prepare an Annual Report of Personnel Commission activity to be sent to the Board of Trustees. A draft of the 2016-17 Annual Report of the Personnel Commission was shared with the Personnel Commission at the August 10, 2017 meeting.

The Annual Report prepared for 2016-17 provides information about the Merit System, the role the Personnel Commission, Commission meetings, and data about many other the activities performed by the Commission and its staff. The report includes specific information about classified workforce statistics, recruitment, testing, eligibility lists established during the year, employment actions, classification and job description review actions, Merit Rule revisions and other activities done on behalf of the District and its classified employees. The report also contains the ongoing Goals of the Personnel Commission.

When finalized, the Annual Report of the Personnel Commission will be presented to the Board of Trustees, displayed in the Personnel Commission Office, distributed throughout the District and posted on the Personnel Commission's page of the District website in a PowerPoint format.

It is recommended that the Personnel Commission review, discuss and provide comment and/or direction regarding the 2016-17 Annual Report of Personnel Commission activities.

Attachments: 2016-17 Annual Report of the Personnel Commission
(Both brochure and PowerPoint formats)
5 Year Personnel Commission Annual Report Information

Recommendation

The Director, Classified Personnel recommends the Personnel Commission review, discuss and adopt the 2016-17 Annual Report of Personnel Commission activities to be forwarded to the Board of Trustees.



OCEAN VIEW SCHOOL DISTRICT

Annual Report of the PERSONNEL COMMISSION

2016-2017

Personnel Commissioners

Commissioner Bob Ewing, CSEA Appointee
Commissioner Daniel Gooch, Joint Appointee
Commissioner Allan Pogrund, Ed.D., Board Appointee

Board of Trustees

John Briscoe
Gina Clayton-Tarvin
Joseph Gaglione
Jack Souders
Norm Westwell

District Administration

Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent
Felix Avila, Assistant Superintendent
Jodee Brentlinger, Assistant Superintendent

Classified Personnel

Michelle Vellanoweth, Director
Michelle Eifert, Personnel Assistant
Yvonne Nguyen, Personnel Analyst
Bophary Ngin, Personnel Technician

The Merit System

The Merit System is a system of rules and procedures contained in the California Education Code which governs Classified School Personnel. The Merit System statutes are similar to those establishing the Federal and State Civil Service Systems. Its fundamental purpose is to insure that employees are selected, promoted, and retained without favoritism or prejudice on the basis of merit and fitness.

GOALS OF THE COMMISSION

- Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- Conduct job description reviews on a 3 year cycle to ensure meeting changing requirements of the jobs.
- Develop new classes to meet changing needs of the District.
- Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
- Maintain communication with classified employees and the public by enhancing the Personnel Commission's web page.

PERSONNEL COMMISSION MEETINGS

Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District Office, outside the Board Room and in each location, at least 72 hours preceding the next meeting and are distributed to Board Members and each school site for posting in a prominent location. Agendas are also posted on our District website. Agendas include the exact time, location, date and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Ocean View School District employees and members of the community are invited to attend.

The Commission office is located at District Office facilities. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. The Commission posts and accepts applications for all current job opportunities with the District at www.EdJoin.org and maintains a District web-page address, www.ovsd.org.

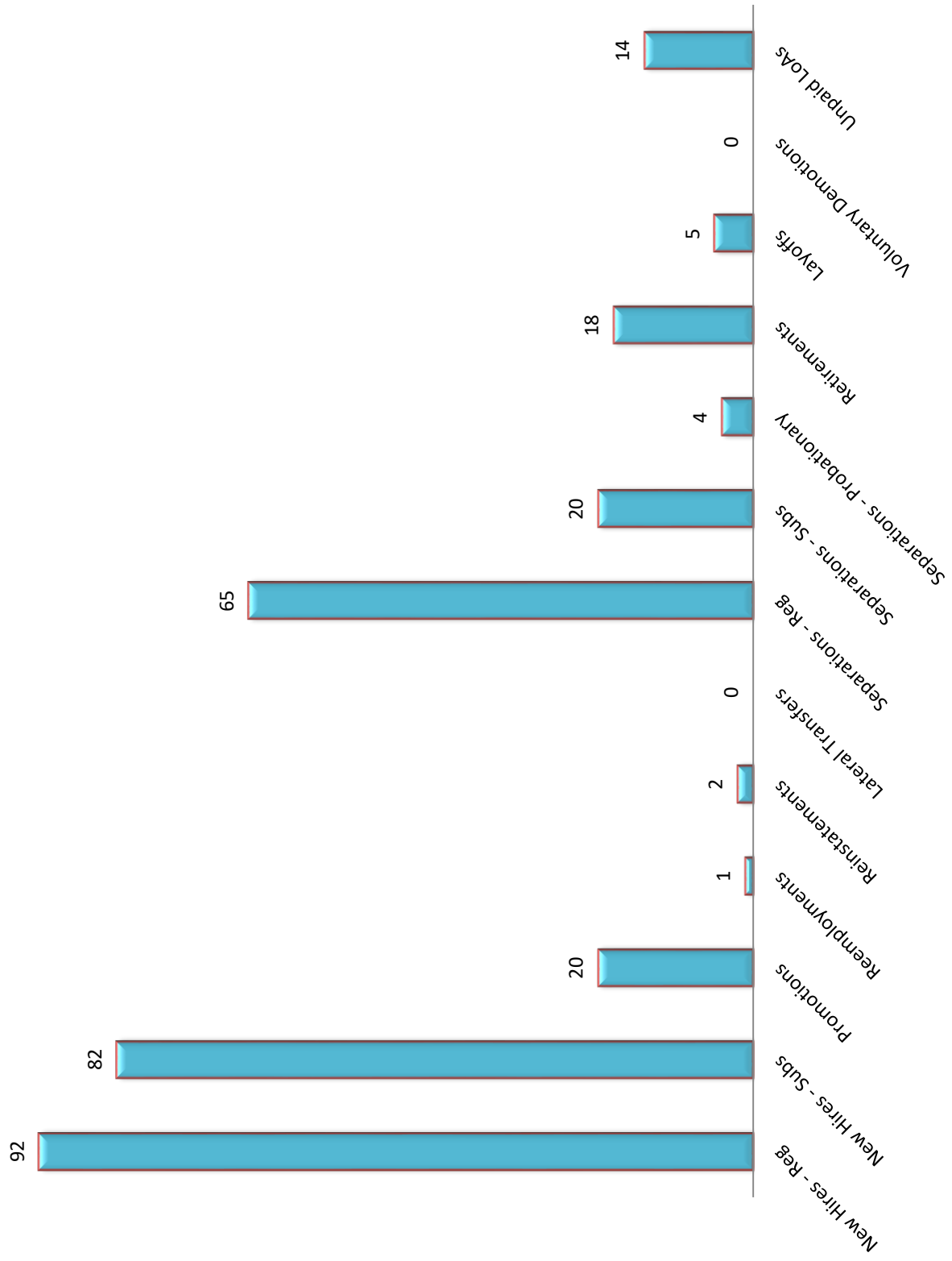
What We Do

Authority for Personnel Commission functions is provided by Sections 45220 through 45320 of the State Education Code and appropriate sections of the Government Code.

- Prescribes and amends rules and regulations as necessary to ensure the efficiency of the classified service and retention of employees on the basis of merit and fitness. (EC 45260)
- Establishes eligibility lists for appointment or promotion. (EC 45272 through EC 45284)
- Maintains a classification plan which groups positions into job categories on the basis of assigned duties and responsibilities. (EC 45256, EC 45285, EC 45285.5)
- Recommends salaries to the governing board. (EC 45268)
- Investigates and conducts hearings on appeals of disciplinary actions and other matters within the Commission's authority. The Commission provides an impartial, neutral forum within, which many classified employee concerns may be resolved in an orderly, expeditious and cost effective manner. (EC 45305)
- Establishes and maintains permanent confidential personnel records for all of the District's classified employees.
- Serves as a resource to the District and C.S.E.A. Chapter #375, in their collective bargaining to establish negotiable terms and conditions of employment for employees in the C.S.E.A. represented bargaining unit.
- Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- Provides for training of its own staff. (EC 45255)

The Ocean View School District is committed to equal opportunity and access for all individuals in education in accordance with law. District programs, activities, practices and employment shall be free from discrimination or sexual harassment based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics, or association with a person or group with one or more of these actual or perceived characteristics.

Employment Actions 2016-2017



2016-2017 Statistics

Class Workforce Statistics

95	Active CSEA Classes
2	Active Confidential Classes
13	Active Management Classes
563	Total Regular Classified Employees

Recruitment and Testing Statistics

1313	Applicants
1140	Examinees
197	Disqualified/Failed
337	Eligibles
52	Exams (34 Classes)
531	No Shows to Exams
98	OVSD interview panelists
20	Panelists from other districts

52 Recruitments Were Conducted

- Bus Driver
- Child Care Attendant (5)
- Clerk Typist (2)
- Custodian
- Department Secretary – Bilingual
- Director of Transportation
- District Receptionist
- Food Distribution Worker
- Head Custodian
- Instructional Assistant
- Instructional Assistant – ABA
- Instructional Assistant – Bilingual (2)
- Instructional Assistant – English Learner
- Instructional Assistant – Severely Disabled (3)
- Instructional Assistant – Special Education (3)
- Intermediate Clerk Typist (2)
- Maintenance & Operations Supervisor
- Maintenance Worker
- Painter
- Personnel Analyst
- Personnel Technician
- Public Information Manager
- School Health Technician (2)
- School Office Clerk – Bilingual
- School Office Manager – Bilingual
- Senior Facilities Planner
- Speech & Language Assistant (2)

24 Job Descriptions Were Reviewed

- Administrative Secretary
- Buyer
- Custodian (2)
- Delivery Worker
- Department Secretary
- Department Secretary – Bilingual
- Food Distribution Worker
- Head Custodian (2)
- Lead Food Service Worker
- Lead Reprographic Technician
- Maintenance and Operations Supervisor
- Maintenance Electrician
- Payroll Technician (2)
- Personnel Commissioner
- Program Support Specialist
- Reprographic Technician
- School Library Specialist
- School Office Manager
- School Office Manager – Bilingual
- Senior Purchasing Clerk
- Storekeeper

Other Classification Actions

4 New Classifications Developed

Accountant
Director, Child Development Programs
Lead Evening Custodian
Lead Food Service Worker

1 Reclassification

Reprographic Technician to Lead Reprographic Technician

1 Merit Rule Revision

7.2.12 Rate of Appointment as Provisional, Limited Term, and Substitute

5 Advance Step Placements

Accountant
Accounting Technician
Director, Fiscal Services
Director, Food Services
Speech & Language Assistant

11 Names Removed From Eligibility Lists

ALC Attendant (1)
Custodian (1)
Food Service Worker (1)
Instructional Assistant – Bilingual (2)
Instructional Assistant – Severely Disabled (2)
Instructional Assistant – Special Education (2)
Parent Liaison Instructional Assistant – Bilingual (1)
School Office Clerk (1)

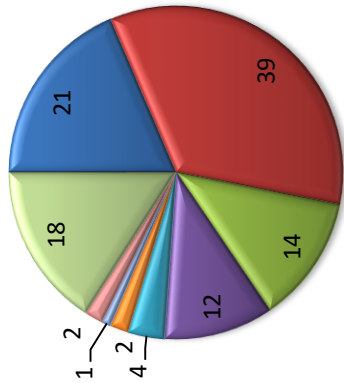
1 Professional Growth Payment

Instructional Assistant – Severely Disabled

1 Classified Bargaining Unit Salary Study Conducted

1 Personnel Commissioner Procedure Developed

Service Awards & Retirements



- 21 at 5 years
- 39 at 10 years
- 14 at 15 years
- 12 at 20 years
- 4 at 25 years
- 2 at 30 years
- 1 at 35 years
- 2 at 40 years
- 18 Retirements

Classified School Employees of the Year 2017

Employee	Site	Classification	Category
Susan Burdette	District Office	Administrative Secretary	Office & Technical
Shelly Fernandez	Village View	School Health Technician	Support Services & Security
Tannya Ghiotto	Westmont	Central Kitchen Coordinator	Child Nutrition
Alicia Helm**	Transportation	Bus Driver	Transportation
Clare Shweyk**	Hope View	School Library Specialist	Instructional Assistance
Eric Taylor	Head Custodian	Golden View	Maintenance & Operations

*****Special congratulations to Clare Shweyk and to Alicia Helm who both made it all the way to the County Employee of the Year level!!!***

May 15-19, 2017 was designated as the Week of the Employee, which recognizes all certificated, classified, and management employees. Classified School Employees of the Year and Teachers of the Year were recognized at the April 4, 2017 Board Meeting.

District retirees were recognized at the Board Meeting of June 13, 2017.

Service Awards were presented at the Employee Recognition Banquet, which was held at Mile Square Golf Course, on June 2, 2017.

About Ocean View School District

- Ocean View School District is the seventeenth largest school district in Orange County.
- The District operates seventeen schools – 2 preschools, 11 elementary schools, and 4 middle schools.
- As of June 2017, there were 8,786 students enrolled.
- The District boundaries encompass portions of:
 - Huntington Beach
 - Fountain Valley
 - Westminster
 - Midway City
 - Seal Beach
- The District currently employs:
 - 437 certificated staff
 - 563 classified staff
 - 358 substitute & exempt staff

How To Reach Us:

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION

17200 Pinehurst Lane
Huntington Beach, CA 92647
Building B

Phone: 714-847-2551
Fax: 714-847-1430

www.ovsd.org



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Director, Classified Personnel
Ext. 1400
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Michelle Eifert
Personnel Assistant
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meifert@ovsd.org

Yvonne Nguyen
Personnel Analyst
Ext. 1404
ynguyen@ovsd.org

Bophary Ngin
Personnel Technician
Ext. 1403
bngin@ovsd.org

THE MERIT SYSTEM

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GOALS OF THE COMMISSION

- ◆ Recruit qualified applicants and provide timely eligibility lists to hiring authorities.
- ◆ Conduct job description reviews on a 3 year cycle to ensure meeting changing needs of the District.
- ◆ Develop new classes to meet changing needs of the District
- ◆ Review and update the Merit Rules to improve, clarify and keep current with changes in State and Federal laws.
- ◆ Develop a Classified newsletter focused on classified employees and highlighting Personnel Commission activities.
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Personnel Commission meetings are held once a month, generally on the second Thursday of the month, at 4:30 p.m. in the District Office Board Room. Agendas are posted at the District office outside the Board Room, are also posted on the District website, at least 72 hours preceding the next meeting, and are distributed to Commissioners, Board Members, District Administrators, and the school sites. Agendas include the exact time, date, and place of the meeting, together with all matters which the Commission plans to discuss and/or act upon at the meeting. Employees and members of the community are cordially invited to attend Commission meetings.

The Personnel Commission is located at the District Office. Regular Personnel Commission office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. The Commission posts and accepts applications for all job opportunities at www.EdJoin.org and maintains a District web page, www.ovsd.org.

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- ◆ Coordinates the administration of professional growth and service recognition programs and activities for classified employees.
- ◆ Provides for training of its own staff. (EC 45255)

HOW TO REACH US:

OVSD Personnel Commission
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Phone: 714-847-2551
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Ocean View School District is the seventeenth largest school district in Orange County. The District boundaries encompass portions of Huntington Beach, Fountain Valley, Westminster, Midway City, and Seal Beach.

The District operates eleven elementary schools, four middle schools, and two preschools.

The District currently has 8,760 students enrolled.

The District currently employs:

- ◆ 460 Certificated Staff
- ◆ 571 Classified Staff
- ◆ 400 Substitute and Exempt Staff

2016-2017

PERSONNEL COMMISSION ANNUAL REPORT

Ocean View School District



Personnel Commissioners
Commissioner Bob Ewing
CSEA Appointee

Commissioner Daniel Gooch
Joint Appointee

Commissioner Allan Pogrund, Ed.D.
Board Appointee

Classified Personnel
Michelle Vellanoweth
Director, Classified Personnel

Michelle Eifert
Personnel Assistant

Yvonne Nguyen
Personnel Analyst

Bophary Ngin
Personnel Technician

Board of Trustees
John Briscoe
Gina Clayton-Tarvin
Debbie Cotton
Joseph Gaglione
Jack Souders

District Administration

Carol Hansen, Ed.D., Superintendent
Michael Conroy, Ed.D., Deputy Superintendent
Felix Avila, Assistant Superintendent
Jodee Brentlinger, Assistant Superintendent

Class Workforce Statistics

(as of 5/30/17)

- 95 Active Classes
- 2 Active Confidential Classes
- 13 Active Management Classes
- 563 Total Regular Classified Employees

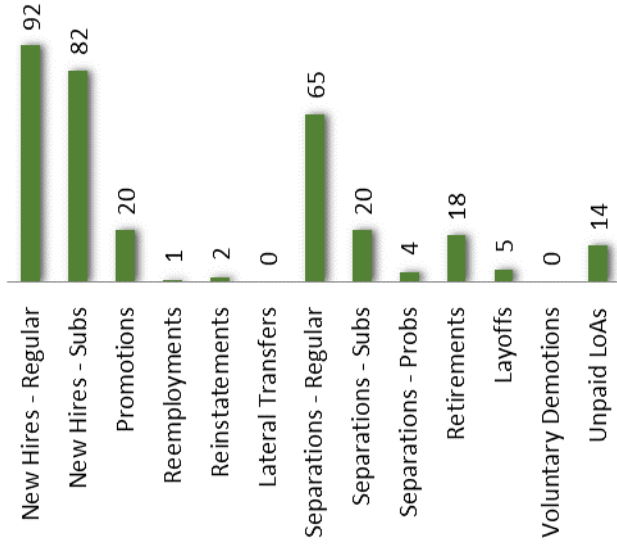
Recruitment and Testing Statistics

- 1313 Applicants
- 1140 Examinees
- 197 Disqualified
- 337 Eligibles
- 52 Exams (34 classes)
- 531 No Shows to Exams
- 98 OVSD interview panelists
- 20 Panelists from other districts

Recruitments Conducted (52)

- Accountant
- Accounting Technician
- ALC Attendant
- Benefits & Workers Compensation Specialist
- Bus Driver (2)
- Child Care Program Facilitator
- Child Care Program Facilitator
- Child Typist
- Delivery Worker
- Department Secretary
- Director of Fiscal Services
- Director of Food Services (2)
- Food Distribution Worker
- Instructional Assistant
- Instructional Assistant – ABA (3)
- Instructional Assistant – Bilingual (Spanish) (2)
- Instructional Assistant – Physical Education (2)
- Instructional Assistant – Severely Disabled (4)
- Instructional Assistant – Sign Language
- Instructional Assistant – Special Education (4)
- Maintenance and Operations Supervisor
- Maintenance Electrician
- OVPP Associate Preschool Educator
- OVPP Preschool Educator
- OVPP Preschool Instructional Assistant (2)
- Parent Educator - Bilingual
- Parent Liaison Instructional Assistant Bilingual (2)
- Payroll Technician
- Reprographic Technician
- School Library Specialist (2)
- School Office Clerk
- School Office Manager
- Skilled Maintenance Worker
- Speech and Language Assistant

Employment Actions



Job Description Reviews (24)

- Administrative Secretary
- Buyer
- Custodian (2)
- Delivery Worker
- Department Secretary
- Department Secretary – Bilingual
- Food Distribution Worker
- Head Custodian (2)
- Lead Food Service Worker
- Lead Reprographic Technician
- Maintenance and Operations Supervisor
- Maintenance Electrician
- Payroll Technician (2)
- Personnel Commissioner
- Program Support Specialist
- Reprographic Technician
- School Library Specialist
- School Office Manager
- School Office Manager – Bilingual
- Senior Purchasing Clerk
- Storekeeper

Classification Actions

New Classifications Developed (4)

- Accountant
- Director of Child Development Programs
- Lead Evening Custodian
- Lead Food Service Worker

Reclassification (1)

Reprographic Technician to Lead Reprographic Technician

Merit Rule Revision (1)

7.2.12 Rate of Appointment as Provisional, Limited Term, and Substitute

Advance Step Placements (5)

- Accountant
- Accounting Technician
- Director, Fiscal Services
- Director, Food Services
- Speech & Language Assistant

Professional Growth Payment (1)

Instructional Assistant – Severely Disabled

Names Removed from Eligibility Lists (11)

- ALC Attendant (1)
- Custodian (1)
- Food Service Worker (1)
- Instructional Assistant – Bilingual (2)
- Instructional Assistant – Severely Disabled (2)
- Instructional Assistant – Special Education (2)
- Parent Liaison Instructional Assistant-Bilingual (1)
- School Office Clerk (1)

Classified Bargaining Unit Salary Study Conducted (1)

Personnel Commission Procedure Developed (1)

Classified School Employees of the Year

Susan Burdette, Administrative Secretary, District Office – Office & Technical Category

Shelly Fernandez, School Health Technician, Village View – Support Services & Security Category

Tannya Ghiotto, Central Kitchen Coordinator, Westmont – Child Nutrition Category

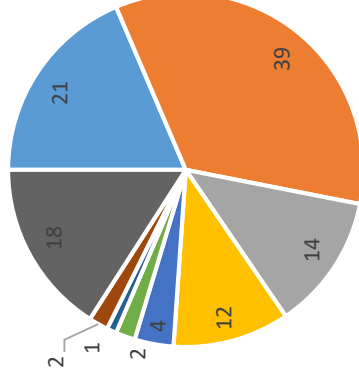
Alicia Helm, Bus Driver, Transportation – Transportation Category

Clare Shweyk, School Library Specialist, Hope View – Paraeducator & Instructional Assistance Category

Eric Taylor, Head Custodian, Golden View – Maintenance & Operations Category

Congratulations to Alicia Helm and to Clare Shweyk who both made it to the County Employee of the Year level !!!

Service Awards & Retirements



- 21 at 5 years
- 39 at 10 years
- 14 at 15 years
- 12 at 20 years
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5 Year Recap - Personnel Commission Activities

2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<p><u>Class Workforce Stats</u> 79 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 586 Total Regular Class Employees</p>	<p><u>Class Workforce Stats</u> 88 Active CSEA Classes 2 Active Confidential Classes 10 Active Management Classes 571 Total Regular Class Employees</p>	<p><u>Class Workforce Stats</u> 84 Active CSEA Classes 2 Active Confidential Classes 8 Active Management Classes 594 Total Regular Class Employees</p>	<p><u>Class Workforce Stats</u> 87 Active CSEA Classes 2 Active Confidential Classes 12 Active Management Classes 571 Total Regular Class Employees</p>	<p><u>Class Workforce Stats</u> 95 Active CSEA Classes 2 Active Confidential Classes 13 Active Management Classes 563 Total Regular Class Employees</p>
<p><u>Recruitment and Test Stats</u> 1658 Applicants 891 Examinees 106 Disqualified/fail 325 Eligibles 36 Exams (30 Classes) 356 No shows to exams 57 OVSD interview panelists 10 Panelists other districts</p>	<p><u>Recruitment and Test Stats</u> 1589 Applicants 989 Examinees 167 Disqualified/fail 508 Eligibles 45 Exams (35 Classes) 380 No shows to exams 90 OVSD interview panelists 22 Panelists other districts</p>	<p><u>Recruitment and Test Stats</u> 1704 Applicants 1293 Examinees 164 Disqualified/fail 439 Eligibles 53 Exams (44 Classes) 546 No shows to exams 104 OVSD interview panelists 23 Panelists other districts</p>	<p><u>Recruitment and Test Stats</u> 1083 Applicants 910 Examinees 112 Disqualified/fail 292 Eligibles 40 Exams (27 classes) 447 No shows to exams 69 OVSD interview panelists 19 Panelists other districts</p>	<p><u>Recruitment and Test Stats</u> 1313 Applicants 1140 Examinees 197 Disqualified/fail 337 Eligibles 52 Exams (34 classes) 531 No shows to exams 98 OVSD interview panelists 20 Panelists other districts</p>
<p><u>Employment Actions</u> 54 New Hires - Regular Employees 9 Promotions of current employees 121 New Hires - Subs and Temps 24 Reemployment from layoff 2 Reinstatements 53 Separations - Regular employees 2 Separations - Probationary 37 Separations - Subs/Temps 12 Retirements 14 Layoffs 1 Voluntary Demotions 11 Unpaid Leave of Absence 1 Lateral Transfer</p>	<p><u>Employment Actions</u> 86 New Hires - Regular Employees 10 Promotions of current employees 135 New Hires - Subs and Temps 5 Reemployment from layoff 5 Reinstatements 67 Separations - Regular employees 5 Separations - Probationary 55 Separations - Subs/Temps 15 Retirements 15 Layoffs 0 Voluntary Demotions 13 Unpaid Leave of Absence 0 Lateral Transfer</p>	<p><u>Employment Actions</u> 89 New Hires - Regular Employees 15 Promotions of current employees 147 New Hires - Subs and Temps 4 Reemployment from layoff 3 Reinstatements 71 Separations - Regular employees 1 Separations - Probationary 55 Separations - Subs/Temps 10 Retirements 4 Layoffs 0 Voluntary Demotions 9 Unpaid Leave of Absence 1 Lateral Transfer</p>	<p><u>Employment Actions</u> 83 New Hires - Regular Employees 15 Promotions of current employees 161 New Hires - Subs and Temps 1 Reemployment from layoff 7 Reinstatements 88 Separations - Regular employees 4 Separations - Probationary 46 Separations - Subs/Temps 7 Retirements 8 Layoffs 2 Voluntary Demotions 5 Unpaid Leaves of Absence 1 Lateral Transfer</p>	<p><u>Employment Actions</u> 92 New Hires - Regular Employees 20 Promotions of current employees 82 New Hires - Subs and Temps 1 Reemployment 2 Reinstatements 65 Separations - Regular employees 4 Separations - Probationary 20 Separations - Subs/Temps 18 Retirements 5 Layoffs 0 Voluntary Demotions 14 Unpaid Leaves of Absence 0 Lateral Transfer</p>

5 Year Recap - Personnel Commission Activities

2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<p>36 Exams During 12/13 ALC Attendant Bus Driver Child Care Attendant (2) Child Care Program Facilitator Comm Liaison Biling Asst Spanish Custodian Department Secretary Food Distribution Worker (2) Instructional Aide Inst Asst - EL Inst Asst - ABA (3) Inst Asst - Computer Inst Asst - Physical Education Inst Asst - Severely Disabled Inst Asst - Special Education Internm Clerk Typ Biling Spanish Library Inst Materials Technician OVPP Associate Presch Educ (2) OVPP Preschool Educator Parent Educator Payroll Technician Personnel Analyst Preschool Educator Preschool Inst Asst Presch Inst Asst Bil Spanish (2) Exams Continued School Health Technician School Office Manager Speech & Language Asst Translator Spanish Translator Vietnamese</p>	<p>45 Exams During 13/14 Administrative Secy Assistant Supt, Administrative Serv Buyer Child Care Attendant (2) Community Liaison Bil Asst Arabic Computer Multimedia Tech Custodian Director, Food Service Food Distribution Worker Head Custodian (2) Human Resources Analyst Instructional Aide Inst Aide - Bilingual Spanish Inst Asst - ABA (2) Inst Asst - Computer (2) Inst Asst - EL (2) Inst Asst - PE Inst Asst - Severely Disabled (3) Inst Asst - Special Ed (2) Intermediate Clerk Typist Lead Behavior Intervention Asst Personnel Technician Preschool Inst Asst Bil Spanish (3) Public Information Assistant Exams Continued School Health Technician School Library Specialist School Office Clerk School Office Manager School Office Manager Bil Spanish Senior Purchasing Clerk Speech & Language Aide (2) Translator Arabic Translator/Interpreter Spanish</p>	<p>53 Exams During 14/15 Bus Driver Central Kitchen Coordinator Child Care Attendant (3) Child Care Program Facilitator Child Care Program Supervisor Comm Liaison Bil Asst Spanish (2) Comm Liaison Bil Asst Spanish (2) Custodian Delivery Worker Department Secretary Dir Mtce, Operations & Facilities Director, Transportation District Receptionist Food Distribution Worker Grounds Maintenance Worker Groundskeeper I Human Resources Technician Instructional Assistant (3) Instl Aide - Bilingual Spanish Inst Asst - ABA (2) InstAsst - EL Inst Asst - Severely Disabled (2) Inst Asst - Sign Language Inst Asst - Special Education (2) Intermediate Clerk Typist Maintenance Plumber Maintenance Worker Mechanic OVPP Assoc Preschool Educator Painter Payroll Technician Personnel Analyst Personnel Technician Preschool Educator Preschool Inst Assistant Preschool Inst Asst Biling Spanish Public Information Assistant Reprographic Technician School Office Clerk School Office Mgr-Biling Spanish Senior Purchasing Clerk Skilled Maintenance Worker Speech & Language Assistant Storekeeper</p>	<p>40 Exams During 15/16 Bus Driver Child Care Attendant (5) Clerk Typist (2) Custodian Department Secretary - Bilingual Director of Transportation District Receptionist Food Distribution Worker Head Custodian Instructional Assistant Inst Asst - ABA Inst Asst - Bil Spanish (2) Inst - English Learner Inst Asst - Severely Disabled (3) Inst Asst - Special Education (3) Intermediate Clerk Typist (2) Maintenance & Oper Supervisor Maintenance Worker Painter Personnel Analyst Personnel Technician Public Information Manager School Health Technician (2) School Office Clerk Bilingual School Office Manager - Bilingual Senior Facilities Planner Speech & Language Assistant (2)</p>	<p>52 Exams During 16/17 Accountant Accounting Technician ALC Attendant Benefits & Wkr's Comp Specialist Bus Driver (2) Child Care Attendant (4) Child Care Program Facilitator Clerk Typist Delivery Worker Department Secretary Director of Fiscal Services Director of Food Service (2) Food Distribution Worker Instructional Assistant Instructional Assistant - ABA (3) Inst Asst - Bilingual Spanish (2) Inst Asst - PE (2) Inst Asst - Severely Disabled (4) Inst Asst - Sign Language Inst Asst - Special Education (4) Mtce and Operations Supervisor Maintenance Electrician OVPP Assoc Preschool Educator OVPP Preschool Educator OVPP Preschool Inst Asst (2) Parent Educator - Bilingual Parent Liaison IA Bilingual (2) Payroll Technician Reprographic Technician School Library Specialist (2) School Office Clerk School Office Manager Skilled Maintenance Worker Speech and Language Assistant</p>

5 Year Recap - Personnel Commission Activities

2012-2013		2013-2014		2014-2015		2015-2016		2016-2017	
Classification Actions	Job Description Reviews	Classification Actions	Job Description Reviews	Classification Actions	Job Description Reviews	Classification Actions	Job Description Reviews	Classification Actions	Job Description Reviews
28	Administrative Secretary ALC Attendant Bus Driver Buyer Child Care Attendant (2) Child Care Program Facilitator Clerk Typist Department Secretary Food Distribution Worker Health & Welfare Technician Instructional Aide - Bilingual Instructional Asst - APE Instructional Asst - PE Intermediate Clerk Typist Intermediate Clerk Typist - Biling M&O Manager Parent Educator Payroll Technician Preschool Inst Asst - Bilingual School Office Clerk School Office Clerk - Bilingual School Office Manager School Office Manager - Bilingual Senior Account Clerk Senior Clerk Typist Senior Purchasing Clerk Translator/Interpreter	43	Accounting Technician Administrative Assistant Assistant Credential Tech Asst Supt, Administrative Services Bus Driver Trainee Carpenter/Cabinetmaker Central Kitchen Coordinator Community Liaison - Bilingual Asst Computer/Multimedia Technician Director, Food Services Executive Assistant Facilities Planner/Coordinator Financial Technician Flooring Repair Worker Grounds Equipment Operator Grounds Maintenance Worker Groundskeeper/Gardener Heating, Vent & AC Mechanic Instructional Aide Inst Asst - ABA Inst Asst - Computer Inst Asst - EL Inst Asst - Interpreter (Deaf/HoH) Inst Asst - Severely Disabled Inst Asst - Special Education Library/Instructional Materials Tech Maintenance Electrician Maintenance Helper Maintenance Locksmith Maintenance Worker Network Systems Manager OVPP Assoc Preschool Educator Personnel Analyst Personnel Technician Reprographics Technician School Health Technician School Library Specialist Sr Personnel Spec - Credentials Skilled Maintenance Worker Speech & Language Aide Speech & Language Asst Sprinkler Mechanic Translator/Interpreter	38	Associate Preschool Educator Bus Driver Child Care Program Supervisor Community Liaison Custodian Delivery Worker Director, Transportation (2) Driver Trainer Food Distribution Worker Head Custodian Human Resource Analyst Human Resource Technician Instructional Assistant-Bilingual Instructional Assistant Instructional Assistant - Computer Instructional Assistant - APE Instructional Assistant - PE Inst Asst - Severely Disabled Inst Asst - Special Ed Lead Mechanic (2) Mechanic (2) Mechanic Assistant (2) OVPP Associate Preschool Educ Preschool Educator Preschool Educator (2) Preschool Instructional Assistant Preschool Inst Asst - Bilingual Senior Facilities Planner Speech and Language Aide Speech and Language Assistant Storekeeper Switchboard Oper/Receptionist Transportation Dispatcher	39	Accounting Technician ALC Attendant Benefits & Workers' Comp Spec Child Care Attendant Child Care Program Facilitator Child Care Program Supervisor Clerk Typist Community Liaison-Bilingual Director, Classified Personnel Director, Fiscal Services Director, Food Services Director, Information Services Director, MOF Director, Purchasing Director, Transportation District Receptionist Financial Analyst Grounds Supervisor Instructional Asst - ABA Instructional Asst - Computer I Instructional Asst - Computer II Instructional Asst - EL Instructional Asst - Farm Facility Instructional Asst - Sign Language Intermediate Clerk Typist Intermediate Clerk Typist - Biling Lead Behavior Intervention Asst Lead DTT/ABA Inst Assistant Parent Educator - Bilingual Parent Liaison Inst Asst - Biling Personnel Analyst Personnel Assistant Personnel Technician School Health Technician School Office Clerk School Office Clerk - Bilingual Senior Account Clerk Senior Clerk Typist Translator Interpreter	24	Administrative Secretary Buyer Custodian Custodian Delivery Worker Department Secretary Department Secretary - Bilingual Food Distribution Worker Head Custodian Head Custodian Lead Food Service Worker Lead Reprographic Technician M&O Supervisor Maintenance Electrician Payroll Technician Payroll Technician Personnel Commissioners Program Support Specialist Reprographic Technician School Library Specialist School Office Manager School Office Manager - Bilingual Senior Purchasing Clerk Storekeeper

5 Year Recap - Personnel Commission Activities

2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
<p>4 <u>New Classifications Developed</u> Department Secty Bilingual Span Personnel Assistant Program Support Specialist Public Information Assistant</p> <p>2 <u>Reclassifications</u> Administrative Secretary to Personnel Assistant</p> <p>Senior Account Clerk to Program Support Specialist</p>	<p>7 <u>New Classifications Developed</u> Benefits & Worker's Comp Spec Database Analyst Field Service Technician Groundkeeper II Lead Behavior Intervention Asst Maintenance Plumber Painter</p> <p>5 <u>Reclassifications</u> Groundskeeper/Gardener Groundskeeper II</p> <p>Health & Welfare Tech to Benefits and Worker's Comp Spec</p> <p>IT Support Specialist Database Analyst</p> <p>Maintenance Worker to Skilled Maintenance Worker</p> <p>Skilled Maintenance Worker Field Service Technician</p> <p>5 <u>Classifications Deactivated</u> Graphics Technician Instructional Resource Cntr Tech Intermediate Personnel Spec Purchasing Clerk Staff Development Technician</p> <p>2 <u>Extend Eligibility List</u> Bus Driver (2)</p> <p>1 <u>Continuous Testing Authorized</u> Child Care Attendant</p>	<p>1 <u>New Classifications Developed</u> Instructional Asst - Computer II</p> <p>1 <u>Classifications Reactivated</u> Dir Mtce, Operations & Facilities</p> <p>3 <u>Reclassifications</u> Bus Driver Driver Instructor</p> <p>Instructional Assistant Preschool Instructional Assistant</p> <p>Mtce & Operations Supervisor Dir, Mtce, Operations & Facilities</p> <p>6 <u>Classifications Deactivated</u> Equipment Mechanic Grounds/Gardener Lead Worker Health & Welfare Technician HVAC Energy Conserv Coord IT Support Specialist Sprinkler Repair Worker</p> <p>2 <u>Evaluation Forms Adopted</u> Classified Bargaining Unit Classified Mgmt/Confidential</p> <p>3 <u>Merit Rule Revisions</u> 7.2.2 Step Advancement 8.11 Classified Evaluations 11.1.7 Health Exams</p> <p>1 <u>Extend Eligibility List</u> School Office Manager</p> <p>3 <u>Removal from Eligibility Lists</u> Custodian(2) Delivery Worker (1)</p> <p>3 <u>Advance Step Placements</u> Asst Supt Administrative Serv Dir Mtce, Operations & Facilities Maintenance Plumber</p>	<p>2 <u>New Classifications Developed</u> Lead Reprographic Technician Public Information Manager</p> <p>1 <u>Classifications Reactivated</u> Supervisor M&O</p> <p>2 <u>Reclassifications</u> Instructional Asst - Bilingual Parent Liaison-Inst Asst Bilingual</p> <p>School Office Manager School Office Manager-Bilingual</p> <p>4 <u>Classifications Deactivated</u> American Indian Ed Program Asst American Indian Ed Project Coord Community Resource Coordinator Lead Preschool Educ-Oak PS</p> <p>1 <u>Merit Rule Revisions</u> 7.2.14 Longevity (revised twice)</p> <p>5 <u>Removal from Eligibility Lists</u> Custodian (1) Instructional Asst - Spec Ed (2) Instructional Asst - Sev Disab (1) Painter (1)</p> <p>2 <u>Advance Step Placements</u> Senior Facilities Planner Speech & Language Assistant</p>	<p>4 <u>New Classifications Developed</u> Accountant Director, Child Dev Programs Lead Evening Custodian Lead Food Service Worker</p> <p>1 <u>Reclassification</u> Reprographic Technician Lead Reprographic Technician</p> <p>1 <u>Merit Rule Revisions</u> 7.2.12 Rate of Appointment as Provisional, Limited Term and Substitute</p> <p>11 <u>Removal from Eligibility Lists</u> ALC Attendant (1) Custodian (1) Food Service Worker (1) Instructional Asst - Bilingual (2) Instructional Asst - Spec Ed (2) Instructional Asst - Sev Disab (2) Parent Liaison-IA Biling (1) School Office Clerk (1)</p> <p>5 <u>Advance Step Placements</u> Accountant Accounting Technician Director, Fiscal Services Director, Food Service Speech & Language Assistant</p> <p>1 <u>Personnel Commissioner</u> <u>Procedures</u></p> <p>1 <u>Classified Bargaining Unit</u> <u>Salary Study</u></p>

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: September 14, 2017

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

Background Information

Personnel Commission Rule 6.1.8 allows for the name of an eligible to be removed from an eligibility list for a variety of reasons (See complete Rule 6.1.8 attached).

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

Omar Erazo		
Eligibility Lists:	2017-08	Instructional Assistant – Special Education
	2017-09	Instructional Assistant – Severely Disabled

William Konieczny		
Eligibility Lists:	2017-03	Lead Evening Custodian
	2017-06	Custodian

Bowdrie Moore		
Eligibility List:	2017-06	Custodian

Tony Wingfield		
Eligibility List:	2017-06	Custodian

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove the above named candidates eligibles from the designated eligibility lists. These letters, sent via regular and certified mail, confirmed the individual telephone conversations the Director had with each of the eligibles, notified them of the eligibility lists they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their names.

Attachments:

Letter to eligible Mr. Omar Erazo dated August 21, 2017 (*Commissioners only*)

Letter to eligible Mr. William Konieczny dated August 8, 2017 (*Commissioners only*)

Letter to eligible Mr. Bowdrie Moore dated August 7, 2017 (*Commissioners only*)

Letter to eligible Mr. Tony Wingfield dated August 28, 2017 (*Commissioners only*)

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Recommendation:

The Director, Classified Personnel recommends that

- Mr. Omar Erazo be removed from eligibility lists 2017-08 Instructional Assistant – Special Education and 2017-09 Instructional Assistant – Severely Disabled
- Mr. William Konieczny be removed from eligibility lists 2017-03 Lead Evening Custodian and 2017-06 Custodian
- Mr. Bowdrie Moore be removed from eligibility list 2017-06 Custodian
- Mr. Tony Wingfield be removed from eligibility list 2017-06 Custodian

All 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: September 14, 2017

SUBJECT: Agenda Item No. 10: 2017 PTC – SC Annual Conference

Background Information

The Personnel Testing Council of Southern California is holding their 2017 Annual Conference on Thursday, November 2, 2017, in Anaheim, California.

The theme of the upcoming conference is “Personnel Selection – Breakthrough to Excellence”. The keynote speaker will be Jackie Goldberg, former member of the California State Assembly.

Financial Implications

The cost of registration for the Director and Personnel Technician is \$119.00 each. There will be no cost for the Personnel Analyst because she is a conference chair for the organization.

The estimated cost for this conference, which includes registration fees and mileage for both the Director and staff, is approximately \$288.00.

Recommendation

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Director, Classified Personnel and the Personnel Commission staff, at the 2017 PTC – SC Annual Conference.



2017

PTC-SC Annual Conference

Personnel Selection: Breakthrough to Excellence

Jackie Goldberg

Keynote Speaker

THURSDAY, NOVEMBER 2, 2017

Early Bird Registration Open Now!

**OCEAN VIEW SCHOOL DISTRICT
WORKSHOP/MEETING/CONFERENCE ATTENDANCE REQUEST FORM**

NAME OF WORKSHOP/MEETING/CONFERENCE:	
SPONSORING ORGANIZATION:	
LOCATION:	DATE(S):
TOTAL COST PER PERSON: <i>(Include Registration Fee, Transportation, Lodging, Meals, etc.)</i>	\$

NAME OF ATTENDEE(S):	DEPARTMENT/SCHOOL:	ACCOUNT TO CHARGE:
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Additional attendee(s) listed on separate sheet is attached.

Purpose of Attendance *(required):*

FUNDING	TOTAL COST	FUNDING SOURCE
General Funds:	\$	
Project or Restricted:	\$	
Other:	\$	

AUTHORIZATION SEQUENCE:	Form submitted by (name/site):	
Signature of Supervisor:		Date:
Signature of Asst. Superintendent/Administrator:		Date:
Signature of Superintendent:		Date:
Date of Board Meeting Approval:		