



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION AGENDA

Thursday, June 15, 2017

**REGULAR MEETING
4:30 p.m.
Board Room
Building A**

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

PERSONNEL COMMISSION:
Dr. Allan Pogrund, Chair
Daniel Gooch, Vice-Chair
Bob Ewing, Member

A G E N D A
PERSONNEL COMMISSION
OCEAN VIEW
SCHOOL DISTRICT

THURSDAY,
JUNE 15, 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 May 11, 2017, Regular Personnel Commission Meeting for approval.

Pages 1-3
(Action)
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

6. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar:
- A. JOB DESCRIPTION REVIEWS/REVISIONS:**
- B. RECRUITMENT AND TESTING:**

Page 4
(Action)
Moved: _____
Second: _____
Vote: _____

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

- | | | |
|----|---------|--|
| 1. | 2016-48 | Accounting Technician |
| 2. | 2016-49 | Skilled Maintenance Worker |
| 3. | 2016-50 | Child Care Attendant |
| 4. | 2016-51 | Parent Liaison Instructional Assistant Bilingual (Spanish) |
| 5. | 2016-52 | Maintenance Electrician |

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 5-7 (Information)**

- May 9, 2017 – (Exhibit A)
- May 23, 2017 – (Exhibit B)

8. ADVANCE STEP PLACEMENT FOR JOSE VELAZQUEZ, ACCOUNTING TECHNICIAN: The Personnel Commission will receive the Director’s recommendation to ratify the advance step placement for Jose Velazquez, Accounting Technician. *(Copies of income verification to Commissioners only.)* **Pages 8-10**
Moved: _____
Second: _____
Vote: _____

9. REMOVAL OF NAMES FROM ELIGIBILITY LISTS: The Personnel Commission will receive the Director’s recommendation to remove the names of three candidates from eligibility lists in accordance with Merit System rule 6.1.8. *(Copies of letter to candidate provided to Commissioners only.)* **Pages 11-13**
Moved: _____
Second: _____
Vote: _____

10. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2017-2018: The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2017-2018. **Pages 14**
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
May 11, 2017**

- CALL TO ORDER** Commissioner Pogrund called the May 11, 2017, Regular Personnel Commission Meeting to order at 4:31 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Pogrund asked Commissioner Gooch to lead 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; Felix Avila, Assistant Superintendent, Human Resources.
- PUBLIC COMMENTS** There were no comments from the public.
- MINUTES OF APRIL 13, 2017** Motion by Commissioner Gooch to approve the minutes of the April 13, 2017, Regular Personnel Commission meeting.

Seconded by Commissioner Ewing, and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
1. Lead Food Service Worker
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists
1. 2016-40 Instructional Assistant – ABA [Amended]
2. 2016-46 Instructional Assistant – Bilingual (Spanish)
3. 2016-47 Instructional Assistant – ABA
- Motion by Commissioner Ewing to approve the Consent Calendar.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.
- CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of April 4, 2017, and April 25, 2017.

**PUBLIC HEARING
ON THE
PROPOSED
ANNUAL BUDGET
OF THE
PERSONNEL
COMMISSION
FOR 2017-2018**

Commissioner Pogrund opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the fiscal year 2017-2018, at 4:34 p.m.

Commissioner Gooch stated that as the Vice Chair and in accord with Commission rules, he and the Director presented the annual budget at the meeting last month, and he asked Director Vellanoweth to continue.

Director Vellanoweth stated that this had come to the Commission last month as a first reading. She met with Commissioner Gooch, the Commission's Vice Chair to review the budget prior to the first reading. She mentioned that the Commission is working to be as prudent and financially responsible as possible. She went through the proposed budget again, explaining any changes that were being recommended.

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

Commissioner Pogrund closed the Public Hearing on the Proposed Annual Budget of the Personnel Commission for the fiscal year 2017-2018, at 4:35 p.m.

**ADOPTION OF
THE PROPOSED
ANNUAL BUDGET
OF THE
PERSONNEL
COMMISSION
FOR FISCAL
YEAR 2017-2018**

Commissioner Pogrund asked for a motion to adopt the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2017-2018.

Motion by Commissioner Gooch to adopt the Proposed Annual Budget of the Personnel Commission for the Fiscal Year 2017-2018.

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

**SECOND PUBLIC
COMMENTS**

Felix Avila, Assistant Superintendent of Human Resources, informed the Commissioners of the passing of John Wallace on May 1, 2017. He explained to the Commissioners that Mr. Wallace was a Field Service Technician with the Information Services department and a long time employee of the District. He also mentioned that the District is working with Mr. Wallace's family with regard to any type of benefits they would receive as a result. When the family notifies the District of the services for Mr. Wallace, the information will be sent out to District employees.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing reminded everyone that the date for the next meeting is scheduled for June 15, 2017. He also mentioned that John Wallace was a personal friend of his and his wife, Diane, and he is sorry to hear of his passing.

Commissioner Gooch had nothing to report, but requested that when the motion to adjourn the meeting was called for, that it be in memory of Mr. Wallace and in honor of all of those who gave their all for our country.

Commissioner Pogrund stated that he had known Mr. John Wallace for years. Back when Commissioner Pogrund was a principal, Mr. Wallace was someone he could really rely on to come and fix most anything. He stated that he is saddened to learn of John's passing.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth announced a tentative agreement between Ocean View School District and CSEA, for a 2% across the board pay increase retroactive to July 1, 2016, and an additional 1% effective January 1, 2017.

She stated that the Human Resources and Personnel Commission departments coordinated an employee recognition breakfast for the employees at the District Office. Administrative Professionals Day was also celebrated. May 15 through May 19, 2017 was designated as the Week of the Employee by the Board of Trustees, which will celebrate all classified, certificated, and management staff.

On June 2, 2017, the Ocean View School District Employee Banquet will be held. The Commissioners were asked to let Michelle Eifert know if they were planning on attending and to help with handing out service awards and shake the hands of recipients.

The Personnel Commission staff has participated in a couple of job fairs since the last meeting, at Goldenwest College, Saddleback College, and Orange Coast College.

Director Vellanoweth also informed the Commissioners that she has been participating in the Sun View and Pleasant View Consolidation Task Force meetings.

Personnel Commission staff will be participating in the PCASC 2017 Annual Conference in Anaheim on June 2, 2017.

ADJOURNMENT

Commissioner Pogrund asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting in memory of John Wallace, as well as, with Memorial Day coming up, in honor of those who gave their all for our country.

Motion was seconded by Commissioner Ewing, and carried with a 3:0 vote at 4:46 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: June 15, 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. | 2016-48 | Accounting Technician |
| 2. | 2016-49 | Skilled Maintenance Worker |
| 3. | 2016-50 | Child Care Attendant |
| 4. | 2016-51 | Parent Liaison Instructional Assistant Bilingual (Spanish) |
| 5. | 2016-52 | Maintenance Electrician |

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2016-48 through 2016-52.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 15, 2017

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of May 9, 2017, (Exhibit A), and May 23, 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 May 9, 2017, and May 23, 2017.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 9, 2017

Approve Employment In accordance with Merit System Testing Procedures:		<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Barris, Melissa	Instructional Assistant – Special Education	Instructional Assistant – Special Education	Marine View	\$15.582 per hour	22.1	04/24/17
Molina, Michelle	Instructional Assistant – ABA	Instructional Assistant – ABA	Pleasant View/OVPP	\$17.205 per hour	26.1	04/24/17
Approve Substitute Employment In accordance with Merit System Testing Procedures:		<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Cabes, Rita	Instructional Assistant	Instructional Assistant	Substitute	\$15.201 per hour	21.1	04/25/17
	Instructional Assistant – Special Education	Instructional Assistant – Special Education	Substitute	\$15.582 per hour	22.1	04/25/17
Approve Limited Term Appointment In accordance with Merit System Rule 6.6:		<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Bridges, Pamela	Director, Fiscal Services	Director, Fiscal Services	District Office	\$64.178 per hour	M71.5	05/01/17
Approve Promotion In accordance with Merit System testing procedures		<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Page-Slack, Kimberly	Maintenance & Operations Supervisor	Maintenance & Operations Supervisor	Maintenance	\$5,563.03 per month	M51.1	05/10/17
Van Manen, Crystal	Instructional Assistant – Special Education	Instructional Assistant – Special Education	Sun View	\$17.205 per hour	22.3	04/24/17
Approve Professional Growth Payment In accordance with Board Policy 4133:		<u>POSITION</u>	<u>SITE</u>	<u>STIPEND</u>	<u>EFFECTIVE DATE</u>	
De La Vega, Sandra	Instructional Assistant – Severely Disabled	Instructional Assistant – Severely Disabled	Sun View	\$669.375	05/10/17	
Approve Leave of Absence Without Pay In accordance with Merit System Rules 8.10:		<u>POSITION</u>	<u>SITE</u>	<u>REASON</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
De Ponce, Sagrario	Child Care Attendant	Child Care Attendant	Village View	Personal	05/01/17	06/22/17

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 May 23, 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>
Tengan, Carla	School Library Specialist	Oak View	\$17,633 per hour	27.1	04/27/17

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>
Angebrandt, Lisa-Anne	School Library Specialist	Substitute	\$17,633 per hour	27.1	05/08/17
Shields, Kathleen	Instructional Assistant	Substitute	\$15,201 per hour	21.1	03/31/17
	Instructional Assistant – Special Education	Substitute	\$15,582 per hour	22.1	03/31/17
	Instructional Assistant – Severely Disabled	Substitute	\$16,783 per hour	25.1	03/31/17
	Instructional Assistant – Physical Education	Substitute	\$16,783 per hour	25.1	03/31/17
	Instructional Assistant – Adapted Physical Education	Substitute	\$16,783 per hour	25.1	03/31/17

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>
Syer, Dana	Child Care Attendant	Golden View	03/13/17	04/28/17

Approve Separation – Exhausted All Available Leaves

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>
Eredia, Eloy	Bus Driver	Transportation	02/10/04	04/27/17

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: June 15, 2017

**SUBJECT: Agenda Item No. 8: Ratify Advance Step Placement
Jose Velazquez – Accounting Technician**

Background Information

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

Analysis

The advanced step placement request is to Step 4 (\$4,398) on the appropriate salary range for the class of Accounting Technician, Salary Range 37, \$3,792 per month to \$4,621 per month on the Classified Bargaining Unit Salary Schedule. This request comes to the Commission on behalf of Director of Food Services, Jim Riner and with the approvals of Deputy Superintendent, Michael Conroy, Assistant Superintendent, Human Resources, Felix Avila and the Director, Classified Personnel. The rationale for the Director's approval and recommendation for ratification by the Personnel Commission is to provide the candidate a salary for the class of Accounting Technician that would most closely match their current salary of \$4,204 per month.

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

Recommendation

The Director, Classified Personnel recommends that the Personnel Commission ratify the Step 4 (\$4,398 per month) advanced step placement of Mr. Jose Velazquez, Accounting Technician, in accord with Merit Rule 7.2.1.3.A.4.

7.2 APPLICATION OF SALARY SCHEDULES

7.2.1 Initial Placement

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

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

A. Approval

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



Ocean View School District
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by: Jim Riner

Date: 5/15/17

The District has interviewed for the open vacancy in the classification of Accounting Technician

and has selected Jose Velazquez as their choice.
name of candidate

The District is requesting advanced step placement on range 37, step 4, for one or more of the following reasons:

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

- 2. Candidate's training and/or education exceeds that which is required. (Explain - including licenses and certificates)

- 3. Candidate's current base salary exceeds that of step 3 of our salary range.
(Explain and attach copy of last paycheck stub or other verification of compensation).

Jose is currently earning \$4,204.47 as an Accounting Technician at his current District, ABC Unified. Based on his current experience and rate of pay, I recommend that OVSD starts Jose at range 37, step 4 (\$4,396 monthly) for the Food Services Accounting Technician position.

- 4. Any other extraordinary circumstances not covered above. (Explain - Example: exceptional recruitment difficulties, or eligible clearly has exceptional qualifications above other eligibles certified)

Approval Appointing Authority: _____

Date: 5/15/17

Signatures: Assistant Superintendent, Human Resources _____

Date: 5/17/17

Director, Personnel Commission _____

Date: 6/5/17

- Approved
- Denied

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: June 15, 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:

Alejandra Jimenez		
Eligibility List:	2016-46	Instructional Assistant – Bilingual
Martha Frias Rodriguez		
Eligibility Lists:	2016-46	Instructional Assistant – Bilingual
	2016-51	Parent Liaison – Instructional Assistant Bilingual
Nancy Tello-Vanegas		
Eligibility List:	2016-13	School Office Clerk

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

Attachments:

Letter to eligible Ms. Alejandra Jimenez dated June 6, 2017 (*Commissioners only*)
Letter to eligible Ms. Martha Frias Rodriguez dated June 6, 2017 (*Commissioners only*)
Letter to eligible Ms. Nancy Tello-Vanegas dated June 6, 2017 (*Commissioners only*)

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Recommendation:

The Director, Classified Personnel recommends that in accordance with Personnel Commission Rule 6.1.8:

- Ms. Alejandra Jimenez be removed from Eligibility List 2016-46 Instructional Assistant – Bilingual;
- Ms. Martha Frias Rodriguez be removed from Eligibility List 2016-46 Instructional Assistant – Bilingual and Eligibility List 2016-51 Parent Liaison – Instructional Assistant – Bilingual;
- Ms. Nancy Tello-Vanegas be removed from Eligibility List 2016-13 School Office Clerk.

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: June 15, 2017

**SUBJECT: Agenda Item No. 10: PROPOSED PERSONNEL COMMISSION MEEETING
DATES FOR 2017-2018**

Background Information

The Personnel Commission meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2016-2017 school year and are forwarded for ratification:

- Thursday, July 13, 2017
- Thursday, August 10, 2017
- Thursday, September 14, 2017
- Thursday, October 12, 2017
- Thursday, November 9, 2017
- Thursday, December 14, 2017
- Thursday, January 11, 2018
- Thursday, February 8, 2018
- Thursday, March 8, 2018
- Thursday, April 12, 2018
- Thursday, May 10, 2018
- Thursday, June 14, 2018

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Recommendation

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

