



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, December 12, 2019

## REGULAR MEETING

4:30 p.m.

Board Room  
Building A

*Classified Employees*  
in PARTNERSHIP with EDUCATION  
Personnel Commission  
1966 – 2019

**PERSONNEL COMMISSION:**

Bob Ewing, Chair  
Lance Bidnick, Vice-Chair  
Dan Gooch, Member

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

**THURSDAY, DECEMBER 12, 2019**  
**REGULAR MEETING**  
**4:30 p.m.**  
**BOARD ROOM**  
**BUILDING A**

1. **CALL TO ORDER** **TIME:** \_\_\_\_\_

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.6, the Personnel Commission shall elect one its members as Chair and another as Vice-Chair.

Chair: Nominee: \_\_\_\_\_  
Elected: \_\_\_\_\_

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

Vice-Chair: Nominee: \_\_\_\_\_  
Elected: \_\_\_\_\_

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

5. **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.

6. **APPROVAL OF MINUTES – REGULAR MEETING NOVEMBER 14, 2019:** The Personnel Commission will receive the minutes of the November 14, 2019, Regular Personnel Commission Meeting for approval.

**(ACTION)**  
**Pages 1-3**  
**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

**COMMISSION BUSINESS**

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

**(ACTION)**  
**Pages 4**  
**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

**A. JOB DESCRIPTION REVIEWS/REVISION**

**B. RECRUITMENT AND TESTING:**

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

- 2019-30 Instructional Assistant
- 2019-31 Noon Duty Supervisor
- 2019-32 Child Care Attendant
- 2019-33 Food Service Worker
- 2019-34 Maintenance Worker
- 2019-35 School Health Technician

8. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity Lists received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meetings of:
- November 5, 2019 – Exhibit A
  - November 19, 2019 – Exhibit B

**(INFORMATION)**  
**Pages 5-7**

9. **REMOVAL OF NAMES FROM ELIGIBILITY LISTS:** The Personnel Commission will receive the Director’s recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. (*Copy of letter provided to Commissioners only.*)

**(ACTION)**  
**Pages 8-9**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

10. **2020 CSPCA MERIT SYSTEM TRAINING ACADEMY:** The Personnel Commission will receive the Director’s recommendation for Betzabeth Vazquez, Personnel Analyst, to attend the 2020 CSPCA Merit System Training Academy.

**(ACTION)**  
**Pages 10-12**  
**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:** \_\_\_\_\_ **(ACTION)**

*The Ocean View School District Personnel Commission meets on the second 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](http://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, extensions 1400 or 1401.*

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

*Persons requiring accommodation in order to view the agenda or participate in the meeting may make the request for accommodation by contacting the Personnel Commission Office at 714-847-2551, extension 1400 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)*

**OCEAN VIEW SCHOOL DISTRICT  
MINUTES  
Regular Personnel Commission Meeting  
November 14, 2019**

**CALL TO ORDER** Commissioner Bidnick called the November 14, 2019, Regular Personnel Commission Meeting to order at 4:30 p.m.

**PLEDGE OF ALLEGIANCE** Michael Hoeker led the pledge of allegiance.

**ROLL CALL** Commissioners Bidnick and Gooch were present. Director Vellanoweth was present. Commissioner Ewing was absent.

**STAFF MEMBERS AND GUESTS** Michelle Eifert; Felix Avila; Jason Bozarth; Phi Tran; Michael Hoeker

**PUBLIC COMMENTS** There were no comments from the public.

**MINUTES OF OCTOBER 10, 2019** Motion by Commissioner Gooch to approve the minutes of the October 10, 2019, Regular Personnel Commission meeting.

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

**CONSENT CALENDAR** The following job description reviews were received on the Consent Calendar:

A. Job Description Reviews/Revisions:

The following recruitment and testing – eligibility lists were received on the Consent Calendar:

1. Recruitment and Testing – Eligibility Lists

- 2019-22 Noon Duty Supervisor
- 2019-23 Instructional Assistant – ABA
- 2019-24 Instructional Assistant – Special Education
- 2019-25 Instructional Assistant – Severely Disabled
- 2019-26 Instructional Assistant – ABA
- 2019-27 Instructional Assistant – Special Education
- 2019-28 Instructional Assistant – Severely Disabled
- 2019-29 Director of Transportation

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of October 2, 2019, and October 15, 2019.

**REMOVAL OF NAMES FROM ELIGIBILITY LISTS**

Director Vellanoweth stated that she is recommending the removal of three eligibles from eligibility lists in accordance with the Merit Rules. Director Vellanoweth had a conversation with the three eligibles advising them of the reason for their removal from the eligibility lists. A copy of the letters sent to these eligibles was provided to the Commissioners. All eligibles were given an opportunity to protest the action of the removal of their names, however they have not done so.

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

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

**SECOND PUBLIC COMMENTS**

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, provided the Commission with a few updates. The CSEA Board of Directors at the state level has chosen Ocean View School District to host their executive board meeting. Preparations are underway for this and more information will be forthcoming. The night before the executive board meeting, CSEA will host a classified dinner and the Commissioners will be invited to attend. CSEA is also collecting donations for the CSEA Humanitarian Fund. This is a fund where donations come from classified employees to help other classified employees in need. At the Merit System state committee level, all of the members across the state gathered for a super session at CSEA Headquarters, where they were in training. Mr. Tran has been visiting other chapters in Orange County, having discussions and attending trainings.

Jason Bozarth, CSEA Chapter 375 President, announced that beginning December 2, 2019, CSEA would be participating in a joint Toys for Tots campaign with Ocean View School District and the Ocean View Teachers Association. Toys will be collected from all school sites and departments through December 18, 2019. The Central Kitchen will be the central site for the toys to be picked up. The United States Marines may also possibly be there to pick up the toys. Hot cocoa and refreshments will be served.

**COMMISSIONER REPORTS**

Commissioner Gooch extended his best wishes to Commissioner Ewing and wished him a speedy recovery. He also reported that he was pleased to have attended the reopening of the Golden View farm. He witnessed the enthusiasm of everyone who attended, from the Trustees down to the children. Commissioner Gooch also mentioned that he has been working with the Superintendent, the President of the Board, and the Principal, to initiate a bee colony at the farm. Approximately one-third of the bee population in the United States is disappearing and a lot of our food is directly affected by this. The President of the Board is an assistant scout master and he is going to try to round up an Eagle Scout to make this their project.

Commissioner Bidnick repeated Commissioner Gooch's sentiments for Commissioner Ewing. He had nothing else to report.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth announced that the next meeting of the Personnel Commission is scheduled for December 12, 2019. At this meeting, the election and appointment of officers for the upcoming year will take place. She extended her well wishes for Commissioner Ewing's recovery. Director Vellanoweth also announced that CSEA voted to reappoint Mr. Ewing as their appointee to the Personnel Commission. She reminded everyone that Classified School Employee of the Year nominations are being accepted through December 16, 2019. She congratulated Jennifer Luu from Vista View on being named Teacher of the Year. She also congratulated Felix Avila, who was recognized as the 2019 California Human Resources Administrator of the Year at the ACSA Leadership Summit. Lastly, she wished everyone a happy Thanksgiving.

**ADJOURNMENT**

Commissioner Bidnick asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting in solidarity and memory of the students who both were injured and who lost their lives in the terrible shooting at Saugus High School in the Santa Clarita area.

Motion was seconded by Commissioner Bidnick, and carried with a 2:0 vote at 4:44 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:** December 12, 2019  
**SUBJECT: Agenda Item No. 7B.: 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:

- 2019-30 Instructional Assistant
- 2019-31 Noon Duty Supervisor
- 2019-32 Child Care Attendant
- 2019-33 Food Service Worker
- 2019-34 Maintenance Worker
- 2019-35 School Health Technician

---

## **Recommendation**

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-30 through 2019-35.



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** December 12, 2019

**SUBJECT: Agenda Item No. 8: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

---

## Background Information

At the Ocean View School District, Regular Board Meeting(s) of:

- November 5, 2019 (Exhibit A)
- November 19, 2019 (Exhibit B)

The Board of Trustees received the above 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 November 5, 2019, and November 19, 2019.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 November 5, 2019

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

| <b><u>NAME</u></b> | <b><u>POSITION</u></b>        | <b><u>SITE</u></b> | <b><u>SALARY</u></b> | <b><u>RANGE/<br/>STEP</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|--------------------|-------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Adams, Amy         | Noon Duty Supervisor          | Westmont           | \$12.00 per hour     |                               | 10/21/19                         |
| Bagnaschi, Ann     | Noon Duty Supervisor          | Circle View        | \$12.00 per hour     |                               | 10/14/19                         |
| Ciarrocchi, Carsan | Instructional Assistant – ABA | Mesa View          | \$17.990 per hour    | 26.1                          | 10/18/19                         |
| Craft, Brittini    | Noon Duty Supervisor          | Hope View          | \$12.00 per hour     |                               | 10/21/19                         |
| Edds, Brad         | Custodian                     | Vista View         | \$19.853 per hour    | 28.1                          | 10/21/19                         |
| Leslie, Izabelle   | Noon Duty Supervisor          | Harbour View       | \$12.00 per hour     |                               | 10/18/19                         |
| Limon, Jason       | Custodian                     | Village View       | \$19.853 per hour    | 28.1                          | 10/21/19                         |

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

| <b><u>NAME</u></b> | <b><u>POSITION</u></b>        | <b><u>STATUS</u></b> | <b><u>SALARY</u></b> | <b><u>RANGE/<br/>STEP</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|--------------------|-------------------------------|----------------------|----------------------|-------------------------------|----------------------------------|
| Gervais, Katrina   | Instructional Assistant – ABA | Substitute           | \$17.990 per hour    | 26.1                          | 10/21/19                         |
| Shiba, Shawn       | Instructional Assistant – ABA | Substitute           | \$17.990 per hour    | 26.1                          | 10/21/19                         |

**Approve Separation – Resignation**  
**In accordance with Merit System Rules 8.1 to 8.6:**

| <b><u>NAME</u></b>         | <b><u>POSITION</u></b>   | <b><u>SITE</u></b> | <b><u>BEGINNING<br/>DATE</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|----------------------------|--------------------------|--------------------|----------------------------------|----------------------------------|
| Cherrier, Christine        | School Health Technician | Lake View          | 12/18/18                         | 06/19/19                         |
| Curry, Hailey              | Noon Duty Supervisor     | Village View       | 04/12/18                         | 06/17/19                         |
| Feliz, Joseph              | Noon Duty Supervisor     | Harbour View       | 10/03/13                         | 10/04/19                         |
| Vargas Vander Meulen, Bobi | Noon Duty Supervisor     | Village View       | 09/09/16                         | 05/24/19                         |

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 November 19, 2019

**Approve Employment**

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

| <b><u>NAME</u></b>  | <b><u>POSITION</u></b>                      | <b><u>SITE</u></b> | <b><u>SALARY</u></b> | <b><u>RANGE/<br/>STEP</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|---------------------|---------------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Cannizzo, Thomasina | Noon Duty Supervisor                        | Spring View        | \$12.00 per hour     |                               | 11/07/19                         |
| Gervais, Katrina    | Instructional Assistant – ABA               | Pleasant View      | \$17.990 per hour    | 26.1                          | 11/08/19                         |
| Haines, Melanie     | Noon Duty Supervisor                        | Circle View        | \$12.00 per hour     |                               | 11/04/19                         |
| Martin, Alicia      | Noon Duty Supervisor                        | Vista View         | \$12.00 per hour     |                               | 11/07/19                         |
| Shmuckler, Nicole   | Instructional Assistant – Severely Disabled | Star View          | \$17.549 per hour    | 25.1                          | 11/07/19                         |
| Shiba, Shawn        | Instructional Assistant – ABA               | Pleasant View      | \$17.990 per hour    | 26.1                          | 11/08/19                         |

**Approve Substitute Employment**

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

| <b><u>NAME</u></b> | <b><u>POSITION</u></b> | <b><u>STATUS</u></b> | <b><u>SALARY</u></b> | <b><u>RANGE/<br/>STEP</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|--------------------|------------------------|----------------------|----------------------|-------------------------------|----------------------------------|
| Cook, Jessica      | Noon Duty Supervisor   | Substitute           | \$12.00 per hour     |                               | 10/25/19                         |

**Approve Reinstatement**

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

| <b><u>NAME</u></b> | <b><u>POSITION</u></b>                 | <b><u>SITE</u></b> | <b><u>SALARY</u></b> | <b><u>RANGE/<br/>STEP</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|--------------------|----------------------------------------|--------------------|----------------------|-------------------------------|----------------------------------|
| Trujillo, Jessica  | Early Learning Instructional Assistant | Pleasant View      | \$17.124 per hour    | 22.2                          | 11/04/19                         |

**Approve Separation – Resignation**

**In accordance with Merit System Rules 8.1 to 8.6:**

| <b><u>NAME</u></b> | <b><u>POSITION</u></b>                      | <b><u>SITE</u></b> | <b><u>BEGINNING<br/>DATE</u></b> | <b><u>EFFECTIVE<br/>DATE</u></b> |
|--------------------|---------------------------------------------|--------------------|----------------------------------|----------------------------------|
| Banner, Bobbie     | School Library Specialist                   | Harbour View       | 08/17/18                         | 11/06/19                         |
| Beicher, Michelle  | Instructional Assistant – Special Education | Village View       | 09/06/17                         | 11/06/19                         |
| Menke, Jennifer    | Noon Duty Supervisor                        | Westmont           | 05/14/19                         | 11/01/19                         |
| Vo, Eryn           | Instructional Assistant – ABA               | Westmont           | 01/22/04                         | 11/15/19                         |

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** December 12, 2019

**SUBJECT: Agenda Item No. 9: Removal of Name from Eligibility List**

---

## **Background Information**

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

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

Ronda O’Neill-Wong  
Eligibility Lists:                      2019-28              Instructional Assistant – ABA

The attached letter (*Commissioners only*) outlines the reasons for the Director’s recommendation to remove the above named eligible from the respective eligibility lists. This letter, sent to the eligible 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. They 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 Ronda O’Neill-Wong dated November 22, 2019 (*Commissioners only*)  
.....

## **Recommendation:**

The Director, Classified Personnel recommends that Ronda O’Neill-Wong be removed from Eligibility List 2019-28 in accordance with Personnel Commission Rule 6.1.8.

Merit System Rules and Regulations for the Classified Service  
Ocean View School District Personnel Commission

6.1.8 Removal of Names from Eligibility List

The name of an eligible may be removed from an eligibility list for any of the following reasons:

- A. Written request by the eligible for removal
- B. Failure to respond within three days to an inquiry regarding availability for interview or employment.
- C. Termination of employment.
- D. Failure to appear for an interview after certification.
- E. Fraud or misrepresentation in certifying qualifications.
- F. Three waivers of certifications during the life of the eligibility list, except that waivers relating to limited term employment shall not be counted.
- G. After accepting an employment offer having been properly certified as an eligible for appointment, and subsequently refuses the offer.
- H. For any other good cause that may occur during the processing of the eligible's candidacy for employment, e.g., failure of a required pre-placement health screening or drug testing, conviction of specified crimes, failure to disclose prior convictions, etc.
- I. Failure to appear for duty at the time agreed upon after accepting appointment.
- J. Failure to provide satisfactory service as an Ocean View School District substitute employee.
- K. Any cause listed in Merit Rules section 4.1.3 Rejection of Applicants.

*(Revised 01/16/03)*

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

## Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** December 12, 2019

**SUBJECT: Agenda Item No. 10: 2020 CSPCA Merit System Training Academy**

---

### **Background Information**

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

The 2020 CSPCA Merit System Training Academy sessions are scheduled for:

- February 1, 2020
- February 29, 2020
- March 28, 2020
- April 25, 2020
- May 30, 2020

Betzabeth Vazquez, Personnel Analyst, has been recommended by the Director, Classified Personnel to attend this beneficial training.

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

### **Financial Implications**

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

---

### **Recommendation**

The Director, Classified Personnel recommends the Personnel Commission approve the attendance of the Personnel Analyst, Betzabeth Vazquez, at the 2020 CSPCA Merit System Training Academy, and approve the cost of \$630.00 in the event a scholarship is not granted to Ocean View School District.

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

**NAME OF WORKSHOP/MEETING/CONFERENCE:** 2020 CSPCA Merit System Academy

**SPONSORING ORGANIZATION:** CSPCA

**LOCATION:** San Bernardino City U.S.D.      **DATE(S):** 2/1/20,2/29/20,3/28/20,4/25/20,5/30/20

**TOTAL COST PER PERSON:** *(Include Registration Fee, Transportation, Lodging, Meals, etc.)* \$630 Reg fee + \$150 mileage

| NAME OF ATTENDEE(S)                | DEPARTMENT/SCHOOL    | ACCOUNT TO CHARGE  |
|------------------------------------|----------------------|--------------------|
| 1. Betzabeth Vazquez, Pers Analyst | Personnel Commission | 01-443-130-74 5202 |
| 2.                                 |                      |                    |
| 3.                                 |                      |                    |
| 4.                                 |                      |                    |
| 5.                                 |                      |                    |
| 6.                                 |                      |                    |
| 7.                                 |                      |                    |
| 8.                                 |                      |                    |
| 9.                                 |                      |                    |
| 10.                                |                      |                    |

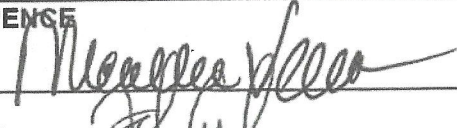
List additional attendee(s) on separate sheet and attach.

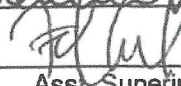
**PURPOSE OF ATTENDANCE:**

History of the Merit System; Roles of Board, Personnel Commission, and Director; Ed Code; Classification & Compensation; Recruitment & Selection; PC rules and policies; Brown Act; etc.

| FUNDING               | TOTAL COST | FUNDING SOURCE  |
|-----------------------|------------|-----------------|
| General Fund          | \$780.00   | Funding Source: |
| Project or Restricted |            | Funding Source: |
| Other                 |            |                 |

**AUTHORIZATION SEQUENCE**

Signature of Supervisor  Date: 12/4/19

Approval recommended by  Date: 12/4/19  
Asst. Superintendent, Administrator

Signature of Superintendent \_\_\_\_\_ Date: \_\_\_\_\_

**DATE OF BOARD MEETING APPROVAL:** 01/ /2020



**MERIT ACADEMY**



*Providing specialized human resource management training for Personnel Commissioners, HR Directors, District Administrators, HR staff, and Union Leaders who are interested in learning more about the Merit System.*

**Supporting Education Through Merit**  
[www.meritsystem.org](http://www.meritsystem.org)

**MERIT ACADEMY**  
 California School Personnel Commissioners Association  
 15250 Tenny Road  
 Apple Valley, CA 92307  
 Phone: 760-417-4997  
 Fax: 760-417-2543  
 E-mail: [info@meritacademy.com](mailto:info@meritacademy.com)

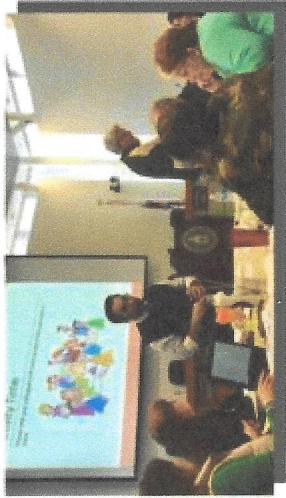
For more information, please contact:

**George Cole**  
 Executive Director  
[gc@meritacademy.com](mailto:gc@meritacademy.com)  
 760-417-4997



2018 Merit Academy Graduate

For more information visit our website:  
[www.meritsystem.org](http://www.meritsystem.org)  
 The Merit Academy is recognized by the following organizations:



2017 Merit Academy Presenter

**CURRICULUM AND TRAINING**

The Merit Academy is a five-session (one Saturday per month) program that includes training and instruction on the following topics:

- **Introduction to the Merit System**
  - History of the Merit System
  - Adding Value Through Merit
- **Understanding the Merit System Process**
  - The Role of the PC and the Board of Education
  - The Role of the Director
  - Selection of Personnel Commissioners
  - Selection of Commission Director and Staff
  - Hearings and Appeals
- **Best Practices – Human Resources**
  - Classification and Compensation
  - Recruitment and Selection
  - A Successful Merit System
  - Fair Employment / EEO
  - Using Technology and Social Media
- **Collective Bargaining**
  - Collective Bargaining Issues & the Role of the PC



2019 Merit Academy Attendee