



OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
AGENDA**

Thursday, March 14, 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, MARCH 14, 2019
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 Regular Personnel Commission Meeting of February 14, 2019.

ACTION
Pages 1-3
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

ACTION
Page 4-10
Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

1. Instructional Assistant - ABA

B. RECRUITMENT AND TESTING:

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

- 2018-49 Child Care Attendant
- 2018-50 Instructional Assistant – Special Education
- 2018-51 Instructional Assistant – Severely Disabled
- 2018-52 Child Care Attendant
- 2018-53 Instructional Attendant - ABA

AGENDA FOR THE PERSONNEL COMMISSION MEETING – MARCH 14, 2019 – PAGE 2

7. **CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meeting of:
- February 5, 2019 – Exhibit A
 - February 19, 2019 – Exhibit B
- INFORMATION**
Pages 11-14

8. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the name of one candidate from an eligibility list in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)*
- ACTION**
Pages 15-16
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

10. **COMMISSIONER REPORTS**

11. **DIRECTOR AND STAFF REPORTS**

12. **ADJOURNMENT** **TIME: _____**

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 available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1400 or 1401.

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

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

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

PLEDGE OF ALLEGIANCE Commissioner Bidnick led the pledge of allegiance.

ROLL CALL All Commissioners were present. Director Vellanoweth was present.

STAFF MEMBERS AND GUESTS Michelle Eifert; Betzabeth Vazquez; Phi Tran; Keith Farrow; Karmin Thompson; Rekha Powar

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF JANUARY 17, 2019 Motion by Commissioner Gooch to approve the minutes of the January 17, 2019, Regular Personnel Commission meeting.
Seconded by Commissioner Bidnick, and carried with a 3:0 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:

B. Recruitment and Testing – Eligibility Lists

- 2018-46 Instructional Assistant - ABA
- 2018-47 Instructional Assistant – Special Education
- 2018-48 Instructional Assistant – Severely Disabled

Motion by Commissioner Bidnick 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 January 8, 2019, and January 22, 2019.

REMOVAL OF NAME FROM ELIGIBILITY LIST Director Vellanoweth stated that in the course of contacting eligibles for employment, there was a candidate on the eligibility list for Custodian who should be removed. A letter was sent to the candidate outlining the reason for his removal via regular and certified mail. He was provided an opportunity to protest the removal of his name. A copy of the letter was provided to the Commissioners.

MINUTES OF THE FEBRUARY 14, 2019 PERSONNEL COMMISSION MEETING – PAGE 2

**REMOVAL OF
NAME FROM
ELIGIBILITY LIST
(CONTINUED)**

Motion by Commissioner Bidnick to approve the Removal of Name From Eligibility List.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA Liaison to the Personnel Commission, provided the Commissioners with updates regarding the Sycamore Creek Charter School vote being postponed, upcoming media filming days where CSEA would go out to school sites to interview chapter members, the Know Your Rights Training, CSEA scholarships, CSEA member award separate from the Classified School Employee of the Year, a Pre-Retirement Seminar, and the Merit System Committee.

**COMMISSIONER
REPORTS**

Commissioner Bidnick stated that he sat on the oral panel for his replacement at Anaheim City School District. He provided some information that he obtained there regarding recruiting for Bus Drivers that might be helpful when conducting our recruitments.

Commissioner Gooch mentioned that he thought it would be beneficial for the new Chair to continue to meet with the Superintendent.

Commissioner Ewing announced that the next meeting of the Personnel Commission was scheduled for March 14, 2019.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth stated that things are going very well with special education staffing. Aside from four ABA positions, all other special education and severely disabled positions are fully staffed. There are currently some employees going through ABA training and the District has contracted with an outside agency to assist the District with internal training as an alternative to going through WOCCSE. There are several retirees interested in returning as substitutes and the staff is working to bring them back on board. Noon Duty Supervisors are now part of the classified service so the staff is working on documenting them and getting them set up as classified employees. The electronic workflow system has been implemented district wide as of February 4, 2019. Extended School Year planning is already under way. Director Vellanoweth wanted to share a request of the Commission mentioned in the monthly memo from Mr. Phi Tran. Through CSEA's Merit System Committee, Merit System trainings are conducted at various school districts, in conjunction with or after a regular Personnel Commission meeting at the host district. This allows training participants to see what a real commission meeting is like. Director Vellanoweth hopes that the Commissioners would be open to possibly doing this. It would likely be scheduled next school year. The only caveat would be that our meetings would have to start a little later so those who attend the training could attend our meeting. The Commissioners all were open to this idea.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Director Vellanoweth will check with Mr. Tran to obtain some dates and then check with the Commissioners regarding their availability. Lastly, the Director and staff attended the CSPCA conference in Anaheim. At the luncheon on Saturday, Commissioner Ewing was recognized for his fifteen years of distinguished service to the Commission. Director Vellanoweth presented a certificate and pin to Commissioner Ewing commemorating his fifteen years of service, and photos were taken of Director Vellanoweth and the Commissioners.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 3:0 vote at 4:54 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: March 14, 2019

SUBJECT: Agenda Item No. 6A: Job Description Revision – Instructional Assistant - ABA

Background Information

The Personnel Commission Rules provide for a periodic review of the content of classification specifications to ensure they adequately and accurately represent duties being performed by incumbents, and that the requisite skills, knowledge and abilities required are appropriate. The Instructional Assistant – Applied Behavior Analysis (ABA) classification was fully reviewed and updated in August 2015.

Persons employed in the Instructional Assistant – ABA classification, must complete extensive training in the principles of applied behavior analysis, including a full week of classroom and hands on instruction, followed by up to 25 hours of observation/coached practice working with students. During this time they are employed in a substitute “at will” capacity, and their time is not counted toward permanent employment status with the district. Training sessions are conducted by the West Orange County Consortium for Special Education (WOCCSE) four times each year and typically only five training spots are available for each session. These training spots are used not only for new trainees coming into the program, but also existing employees who could benefit from the training. In addition, often times, once candidates are trained they often leave for positions with other schools and/or agencies.

In an effort to increase our candidate pool and appropriately provide coverage to students who require ABA support as part of their Individual Education Plan (IEP), the district has worked with the PC team to explore several new options. The district has approved to contract with an outside agency that can assist us in providing more frequent training by providing it in-house. The PC Department recruits on a continuous basis for candidates who are already trained in ABA practices and takes full advantage of all training spots offered by WOCCSE. Now, the district and your director would like to conduct ABA training during an employee’s probationary period. This will help the retention of ABA employees by allowing us to extend permanent job offers before training begins, offer regular work schedules, and offer the higher Instructional Assistant - ABA rate of pay during training.

Draft revisions reflecting these changes to the job description were prepared and provided to the Executive Director, Special Education, Coordinator of Special Education, as well as the Assistant Superintendent, Human Resources. All have reviewed and recommend the final draft which is attached. The draft was also shared and discussed with CSEA.

Job Description Revision – Instructional Assistant – ABA
Page 2

It is therefore requested that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – ABA job description.

Attachment: Proposed revised job description for Instructional Assistant – ABA draft dated December 1, 2018.

.....
Recommendation

The Director recommends that the Personnel Commission review, discuss and adopt the proposed revisions to the Instructional Assistant – ABA job description.



Instructional Assistant – (ABA) Applied Behavior Analysis

JOB SUMMARY:

Under the direction of Special Education certificated staff and the general supervision of the Director, Special Education and site administrator or designee, administers Applied Behavior Analysis (ABA) tutoring to students to assist children in acquiring learning and social skills, participate in behavior modification and management of students, and assist students with and demonstrate proper physical care and hygienic needs.

CLASS CHARACTERISTICS:

This class is distinguished from other classes in the Instructional Series by being assigned to work with students having severe behavior challenges and/or learning needs. Incumbents are expected to assist Special Education certificated staff working with assigned students to achieve behavior, educational and/or daily living skill goals as established by the certificated staff or Program Specialist to implement the students Individual Education Plan (IEP). Some incumbents may be required to travel between more than one school site.

REPRESENTATIVE DUTIES:

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

Essential Duties:

- Conduct specific behavioral therapy with students one-on-one or in groups using behavior intervention plans while maintaining strict confidentiality at all times;
- Collect data, prepare summary, and record anecdotal therapy notes of student's progress in targeted behavioral areas;
- Confer with certificated staff and Program Specialist to provide input regarding student progress, performance and behavior;
- Administer drills and implement program accommodation and modifications as directed and according to the needs of the students IEP;
- Assist assigned children in communication and social activities; work with children in their development of psycho-motor, self-help and social skills;
- Use positive reinforcement to assist students in their development and behavior; identify appropriate replacement behaviors, guidance and strategies needed to further enhance student development;
- Assist and supervise in the toilet training, toileting, diapering, dressing, cleaning, feeding, lifting of children as necessary and maintain awareness of the disability of each child;
- Observe and control the behavior of students according to approved procedures;
- Assist with overseeing students during class, tutoring, playground, eating activities, during fire and earthquake emergencies and preparedness drills; assist in transferring children to and from buses, special equipment, classrooms, and events;
- Build, maintain and organize student program notebooks and prepare materials to use in therapy; confer and identify with certificated staff any new teaching materials;
- Participate in training sessions as provided by District/West Orange County Consortium

- for Special Education (WOCCSE);
- Administer basic first aid or CPR as needed, perform other health and safety related functions; notify appropriate personnel of health related issues as necessary;
- Attend staff meetings and trainings as required;
- Prepare and maintain a variety of records, reports and program materials and perform a variety of clerical tasks;
- Provide demonstration and instruction to less experienced aides through modeling and/or shadowing techniques;
- Operate, remove, and replace special equipment, devices, orthopedic braces, wheelchairs, while monitoring cleanliness and functionality of such apparatus;
- Assist in maintaining a disciplined, neat, orderly and attractive learning environment;

SUPERVISION:

General supervision is received from the Director, Special Education and site administrator or designee. Direction is provided by Special Education certificated staff.

Supervision is not exercised over other employees. However, leadership and/or guidance may be provided to Instructional Assistants as assigned.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- General needs and behavior of children diagnosed with autism;
- Appropriate behavior management techniques and interventions for use with special education students;
- Child guidance principles and practices as they relate to students with learning disabilities;
- Record keeping systems and methods;
- Appropriate safety and health procedures and precautions;
- Basic mathematics and science, English usage including reading, grammar, spelling, and punctuation;
- Modern office methods, procedures, terms, and equipment, including a working knowledge of the use of personal computers, word processing, spreadsheet, database, email and internet computer applications.

Ability to:

- Successfully complete ABA/DTT training including: methods, practices and terminology used in applied behavior analysis;
- Effectively use behavior management techniques and deliver therapy;
- Follow behavioral intervention plans identified in student IEPs;
- Utilize a variety of instructional materials and procedures to enhance a positive educational environment;
- Oversee and discipline students in accordance with approved policies and procedures;
- Exercise flexibility, patience and sensitivity;
- Operate various office equipment, including data and word processing equipment and software programs;

- Communicate effectively with children and adults, demonstrating poise, patience, sensitivity and understanding;
- Maintain confidentiality in all communications, including with parents, staff and students;
- Maintain accurate records and schedules;
- Work independently, understand and carry out instructions;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Education:

- High School Diploma or equivalent;
- Passing the Instructional Assistant Competency Examination or equivalent;
- Some post-secondary education in child development or early childhood education is desirable.

Experience:

- Prior paid or unpaid experience working with the severely disabled and knowledge of applied behavior analysis methodology is desirable.

Licenses Required:

- Certification/verification of successful completion of required ABA/DTT training within 3 months of hire;
- Some positions may require possession of a valid and appropriate California Driver License;
- Within two (2) months of employment required to possess and maintain valid current First Aid and Adult/Child CPR Certificates.

All the above certificates must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

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

Work Environment:

The working environment is both in and out-of-doors exposed to sunlight, wind and weather elements found in a Southern California beach community. Has hands in soapy water and wears latex/vinyl gloves; is frequently exposed to minor and on occasion to severe contagions including blood borne pathogens and illnesses; has constant direct contact with disabled students and frequent contact with students, staff and the public, occasionally in difficult interpersonal situations.

Physical Demands:

Requires frequent standing, sitting, bending, stooping, kneeling; occasionally runs after eloping students, climbs stools or step ladders and reaches over head. Performs heavy work with frequent lifting, carrying, pushing objects/students weighing up to 50 pounds. Uses fingers on both hands; frequently twists wrists/hands when manipulating materials. Requires rapid mental and muscular coordination. Visual acuity sufficient to see and observe student activities and behavior; speech and vocal capacity sufficient to be heard by students in a noisy environment; hearing sufficient to be able to know when a student is having difficulty or is being disruptive. Employment contingent upon passing a physical and back evaluation test.

SALARY RANGE

Range 26

Classified Bargaining Unit

Revised 9/10/09, 12/16/10, 10/10/13

Job Description Review and Proposed Revisions Effective: 3/14/19

Proposed updates draft 12/1/18

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: March 14, 2019
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:

- 2018-49 Child Care Attendant
- 2018-50 Instructional Assistant – Special Education
- 2018-51 Instructional Assistant – Severely Disabled
- 2018-52 Child Care Attendant
- 2018-53 Instructional Assistant – ABA

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-49 through 2018-53.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 14, 2019

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

Background Information

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

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

The Board of Trustees received the above Classified Personnel Activity List(s) (Exhibits A and B) 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 February 5, 2019, and February 19, 2019.

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

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>
Garcia-Quintana, Grecia	Instructional Assistant	Golden View	\$15.895 per hour	21.1	01/28/19
Petty, Julia	Child Care Attendant	Star View	\$14.764 per hour	18.1	01/17/19
Pilon, Michelle	Intermediate Clerk Typist	District Office	\$18.908 per hour	28.1	01/23/19

Approve Substitute Employment

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Castillo, Michelle	Instructional Assistant – Bilingual	Substitute	\$16.294 per hour	22.1	01/19/19
Gutierrez-Hernandez, Carlos	Custodian	Substitute	\$18.908 per hour	28.1	01/28/19
Jorge, Lia	Parent/Teacher Conference Interpreter	Substitute	\$12.00 per hour		01/22/19
Olmedo, Jimena	Parent/Teacher Conference Interpreter	Substitute	\$12.00 per hour		01/22/19
Wilkinson, Nina	Instructional Assistant	Substitute	\$15.895 per hour	21.1	01/17/19
	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	01/17/19
	Instructional Assistant – Physical Education	Substitute	\$17.549 per hour	25.1	01/17/19
	Instructional Assistant – Adapted Physical Education	Substitute	\$17.549 per hour	25.1	01/17/19
	Child Care Attendant	Substitute	\$14.764 per hour	18.1	01/17/19

Approve Reemployment

In accordance with Merit System Rules 8.5.2:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
O'Brien, Aida	Instructional Assistant – Bilingual	Westmont	\$17.124 per hour	22.2	01/17/19

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>
Garrison, Hortensia	Instructional Assistant - Bilingual	Marine/Spring	09/05/18	02/15/19
Molina, Iridian	Child Care Attendant	Mesa View	03/22/16	01/25/19
Rodriguez, Dolores	Instructional Assistant – Bilingual	Oak View	11/06/17	02/01/19
Vanderveen, Alyson	Instructional Assistant – Special Education	Lake View	10/08/18	01/23/19

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

Approve Separation – Release Within Probation
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>
Molina, Angel	Custodian	Star View	10/24/18	01/22/19

Approve Professional Growth Payment
In accordance with Board Policy 4133:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>STIPEND</u>	<u>EFFECTIVE DATE</u>
De La Vega, Sandra	Instructional Assistant – Severely Disabled	Lake View	\$669.38	02/06/19

Approve Leave of Absence Without Pay
In accordance with Merit System Rules 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Miller, Colleen Moore, Lisa	Child Care Program Facilitator Instructional Assistant – Special Education	Hope View Marine View	02/11/19 02/05/19	03/08/19 03/01/19

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

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Brooks, Linda	School Office Manager	Substitute	\$28,056 per hour	36.5	02/05/19
	Department Secretary	Substitute	\$28,056 per hour	36.5	02/05/19
	School Office Clerk	Substitute	\$23,036 per hour	28.5	02/05/19
	Clerk Typist	Substitute	\$20,347 per hour	23.5	02/05/19
Flores, Yesica	Parent/Teacher Conference Interpreter	Substitute	\$12.00 per hour		02/06/19
Guite, Julie	School Office Manager	Substitute	\$28,056 per hour	36.5	01/31/19
	School Office Clerk	Substitute	\$23,036 per hour	28.5	01/31/19
	Instructional Assistant	Substitute	\$19,371 per hour	21.5	01/31/19
La Rock, Dena	Instructional Assistant	Substitute	\$15,895 per hour	21.1	02/04/19
Ostrowski, Mary	School Office Manager	Substitute	\$28,056 per hour	36.5	02/04/19
	School Office Clerk	Substitute	\$23,036 per hour	28.5	02/04/19
Stein, Randy	Computer/Multimedia Technician	Substitute	\$35,054 per hour	45.5	02/01/19
Terry, Robert	Instructional Assistant – Special Education	Substitute	\$19,848 per hour	22.5	02/04/19
Wroniak, Thomas	Bus Driver	Substitute	\$25,417 per hour	32.5	02/05/19

Approve Separation – Release Within Probation
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>
Ha, Khoa	Senior Account Clerk	District Office	08/01/18	01/31/19

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>
Davey, Karianne	Payroll Technician	District Office	04/16/17	02/15/19
Garcia, Leticia	Instructional Assistant – Special Education	Marine View	02/04/15	02/22/19

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: March 14, 2019

SUBJECT: Agenda Item No. 8: Removal of Name from Eligibility List

Background Information

Merit System 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 Merit System Rule 6.1.8. This eligible is:

Erika Bethke
Eligibility List: 2018-49 Instructional Assistant – Special Education

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove Ms. Bethke from the designated eligibility list. This letter, sent via regular and certified mail, notified the eligible of the eligibility list being removed from, and the reason for removal in accord with Merit System Rule 6.1.8. The eligible was also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:

- Letter to eligible Ms. Erika Bethke dated March 5, 2019 (*Commissioners only*)
- Merit System Rule 6.1.8 – Removal of Names from Eligibility List

Recommendation

The Director, Classified Personnel recommends that Ms. Erika Bethke be removed from eligibility list 2018-49 Instructional Assistant – Special Education 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)