



OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

Thursday, January 11, 2018

REGULAR MEETING

**Board Room
Building A**

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2018

PERSONNEL COMMISSION:
Daniel Gooch, Chair
Bob Ewing, Vice-Chair
Lance Bidnick, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW
SCHOOL DISTRICT

THURSDAY, JANUARY 11, 2018

4:30 P.M.
REGULAR MEETING

BOARD ROOM
BUILDING A

1. CALL TO ORDER TIME: _____
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 December 14, 2017, Regular Personnel Commission Meeting for approval.

Page 1- 5
(Action)

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

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(Action)

Moved: _____
Second: _____
Vote: _____

A. JOB DESCRIPTION REVIEWS/REVISIONS:

B. RECRUITMENT AND TESTING:

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

- 2017 – 33 Child Care Attendant
- 2017 – 34 District Receptionist
- 2017 – 35 Maintenance HVAC Mechanic
- 2017 – 36 Human Resources Technician
- 2017 – 37 Maintenance Electrician
- 2017 – 38 Sprinkler Mechanic

**Pages 7-9
(Information)**

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:
- December 11, 2017 – (Exhibit A)

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

9. **COMMISSIONER REPORTS**

10. **DIRECTOR AND STAFF REPORTS**

11. **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
December 14, 2017**

- CALL TO ORDER** Commissioner Gooch called the December 14, 2017, Regular Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Michelle Vellanoweth led the pledge of allegiance.
- ROLL CALL** Commissioners Ewing and Gooch were present. Director Vellanoweth was present. Also present was Lance Bidnick, who was selected as the Board Appointee at the Board Meeting of November 14, 2017.
- STAFF MEMBERS AND GUESTS** Michelle Eifert; Phi Tran; Jason Bozarth; Michael Hoeker; Ann Horton; Felix Avila; Dr. Carol Hansen.
- OATH OF OFFICE** In keeping with Government Code §1363, Director Vellanoweth administered the Oath of Office to newly appointed Commissioner, Lance Bidnick.
- ELECTION OF OFFICERS** In accordance with Merit System Rule 2.1.6, Commissioner Gooch opened nominations for officers of the Personnel Commission.
- Chair: Commissioner Ewing nominated Commissioner Gooch as Chair. Seconded by Commissioner Bidnick and carried with a 3:0 vote.
- Commissioner Gooch was elected as Chair for the Personnel Commission.
- Vice-Chair: Commissioner Bidnick nominated Commissioner Ewing as Vice-Chair. Seconded by Commissioner Gooch and carried with a 3:0 vote.
- Commissioner Ewing was elected as Vice-Chair for the Personnel Commission.
- PUBLIC COMMENTS** Phi Tran, CSEA Chapter 375 liaison to the Personnel Commission, had a message from the chapter regarding one of the job descriptions. Mr. Tran read the approved statement aloud. The message stated that the chapter had concerns about the recently revised job description for the position of Locksmith. While the membership approved the job description on October 17, 2017, concerns were raised pertaining to the sections mentioning new technologies, specifically keyless systems. As a unit, the chapter wonders what these changes may mean for other members and whether these responsibilities could mean more complex discipline issues arising from the use of technologically advanced door entry systems and where the Personnel Commission stands on this issue. Specifically, the chapter is concerned that biometrics, time stamping, and other log-in capabilities of new systems will affect how the District pursues discipline, how the Commission will consider evidence in discipline appeals, and the negative impact this will have on the rights of classified employees in the District.

**PUBLIC
COMMENTS
CONTINUED**

Because of this, the membership has voted to direct the executive board to notify the Personnel Commission that they approved the job description with these reservations. The chapter understands that the Commission does not direct the priorities of the District, but nevertheless have been directed to bring this possibility to the Commission's attention and hope that the Commission will consider these concerns. The chapter wishes to continue a positive partnership with the Commission and hopes that the Commission will continually work in the best interest of the classified employees, as well as the District.

Superintendent Hansen congratulated Mr. Lance Bidnick on his new position of Personnel Commissioner. She also congratulated Mr. Gooch and Mr. Ewing in taking on the positions of officers for the Personnel Commission. Dr. Hansen also mentioned that the Board of Trustees recently underwent a reorganization. Mr. Jack Souders is now the Board President, Mr. John Briscoe is Vice President, and Mrs. Gina Clayton-Tarvin is the Clerk. She also extended a welcome to the Personnel Commissioners to any of the board meetings. She wished the Commissioners a happy holiday.

Assistant Superintendent of Human Resources, Felix Avila, congratulated Lance Bidnick on his appointment to the Personnel Commission and looks forward to working with him. He also congratulated Mr. Gooch and Mr. Ewing on their elections to the officers of the Personnel Commission. Mr. Avila also shared with the Commission that the District is in the process of putting together what the District calls a PAL², or PAL to the Second Power, retreat. The District is working with the CSEA executive board and putting together an activity where they are bringing CSEA staff with administrators and explaining the power of the partnership, how that leads to a better working environment and how it impacts student academic success. Mr. Avila wished the Commissioners a safe and happy holiday.

**MINUTES OF
OCTOBER 12, 2017**

Motion by Commissioner Ewing to approve the minutes of the October 12, 2017, Regular Personnel Commission meeting.

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

Commissioner Bidnick abstained from the vote as he was not present at the October 12, 2017, Personnel Commission meeting.

**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

2016-47	Instructional Assistant – ABA (Amended)
2017-23	School Office Manager - Bilingual
2017-24	Instructional Assistant – English Learner

CONSENT	2017-25	Administrative Assistant
CALENDAR	2017-26	Instructional Assistant – Special Education
CONTINUED	2017-27	Instructional Assistant – Severely Disabled
	2017-28	Parent Liaison Instructional Assistant – Bilingual
	2017-29	Instructional Assistant - ABA
	2017-30	Senior Purchasing Clerk
	2017-31	Lead Groundskeeper
	2017-32	Instructional Assistant

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Bidnick 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 October 17, 2017, and November 14, 2017.

**REMOVAL OF
NAME FROM
ELIGIBILITY LIST**

Director Vellanoweth explained that an applicant did not disclose a prior conviction on his application, and per the Merit Rules, this is an automatic disqualification of his application and cause for removal from the eligibility list. Director Vellanoweth did have a personal conversation with the individual to explain and followed up with a letter.

Commissioner Bidnick asked whether the candidate appealed the decision. Director Vellanoweth answered no.

Commissioner Gooch stated that when he came into the office to review the agenda with Director Vellanoweth, she mentioned that the candidate is eligible to reapply for future positions with the District. He stated that it is a pet peeve of his that the District could potentially lose qualified employees simply due to an oversight or of a fear that they may not be viewed favorably if they put down a previous conviction on their application. Mr. Gooch acknowledged that the personnel office has gone to great lengths to display on the application that these must be disclosed, otherwise it is an automatic rejection of their application.

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

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

**2018 CSPCA
ANNUAL
CONFERENCE**

Director Vellanoweth stated that the California School Personnel Commissioners Association annual conference is being held this year in San Diego, from February 1, through February 4, 2018. Director Vellanoweth would like to attend the full session, and additionally, would like for Personnel Commission staff members to attend the half-day session designated for staff.

Motion by Commissioner Bidnick to approve the attendance of the Director and staff at the 2018 CSPCA Annual Conference.

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

**2018 CSPCA
MERIT SYSTEM
TRAINING
ACADEMY**

Director Vellanoweth stated that this training is beneficial to anyone working in a merit system. The Director has attended and the Personnel Analyst and the Personnel Technician have also attended. New Commissioner Lance Bidnick has indicated an interest in attending the Merit Academy. He will be applying for a scholarship but in the event that it is not granted, it is recommended that he be approved to attend and the fees paid from the Personnel Commission budget.

Jason Bozarth, President of CSEA Chapter 375, stated that he was recently selected and approved to attend the Merit Academy. Last year, Phi Tran was selected to attend the academy and CSEA has been reaping the benefits of the knowledge he attained ever since. Mr. Bozarth highly recommends sending anyone who will be working with the Personnel Commission and stated it is well worth the expenditure.

Motion by Commissioner Ewing to approve the attendance of Commissioner Bidnick at the 2018 Merit System Training Academy.

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

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA Chapter 375 liaison to the Personnel Commission, welcomed Commissioner Bidnick and stated that CSEA looked forward to working with him. He then congratulated Commissioner Gooch on his twenty years as a Personnel Commissioner. On behalf of the Chapter, he thanked Commissioner Gooch for his service. Mr. Tran mentioned that the Chapter has voted to send one chapter member per year to the Merit Academy. He also mentioned that the chapter has been encouraging staff to submit nominations for Classified School Employee of the Year. Monthly meetings with Director Vellanoweth have been very productive. Banquet planning is underway. It will be a district wide event with both CSEA and OVTA. Mr. Tran also wished the Commissioners and everyone in attendance a lovely holiday and a happy new year.

**COMMISSIONERS'
REPORTS**

Commissioner Bidnick thanked the District for having him back. He has a very long history with Ocean View School District and it is very near and dear to his heart. He is glad to be serving the District again in his new capacity.

Commissioner Ewing stated that the next meeting of the Personnel Commission is scheduled for January 11, 2018.

Commissioner Gooch had nothing to report.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth welcomed Commissioner Bidnick and thanked him for agreeing to serve in the capacity of Personnel Commissioner. She mentioned that nominations are being received for Classified School Employee of the Year. The closing date for nominations is December 22, 2017. Schools will be closed for the holidays beginning December 23, 2017, and will reconvene on January 8, 2018. The District Office will technically be closed to the public, however there will be staff working during this time. Director Vellanoweth wished the Commissioners and all in attendance a very happy holiday and hopes everyone

**DIRECTOR AND
STAFF REPORTS
CONTINUED**

enjoys some time off with family. She also stated that after the meeting is adjourned she would like to have a picture taken of all three commissioners and invited everyone to partake in some refreshments to celebrate Mr. Bidnick's appointment.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Bidnick to adjourn the meeting.

Motion was seconded by Commissioner Ewing, and carried with a 3:0 vote at 4:55 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: January 11, 2018
SUBJECT: Agenda Item No. 6.B.1: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for ratification. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. (Eligibility Lists to Commissioners only).

Following are the current lists for ratification:

- 2017 – 33 Child Care Attendant
- 2017 – 34 District Receptionist
- 2017 – 35 Maintenance HVAC Mechanic
- 2017 – 36 Human Resources Technician
- 2017 – 37 Maintenance Electrician
- 2017 – 38 Sprinkler Mechanic

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2017-33 through 2017-38.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: January 11, 2018

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

Background Information

At the Ocean View School District, Regular Board Meeting(s) of December 11, 2017, (Exhibit A) 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 December 11, 2017.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 December 11, 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>
Bolton, Sarah	Instructional Assistant	Westmont	\$15.660 per hour	21.1	11/27/17
Cardenas, Marcella	Parent Liaison Instructional Assistant - Bilingual	Mesa View	\$16.456 per hour	23.1	11/16/17
Cerami, Susan	Instructional Assistant	Hope View	\$15.660 per hour	21.1	12/11/17
Daro, Kimberly	Instructional Assistant – Special Education	Sun View	\$16.053 per hour	22.1	11/27/17
Galicia, Kristina	Senior Purchasing Clerk	District Office	\$3,628.00 per month	34.1	12/12/17
Gardner, Seama Wendy	Instructional Assistant – Special Education	Golden View	\$16.053 per hour	22.1	11/16/17
Gonzalez, Adriana	Human Resources Technician	District Office	\$3,814.00 per month	36.1	11/30/17
Hilliard, Brittanie	Instructional Assistant – ABA	Lake View	\$17.724 per hour	26.1	11/16/17
Ly, Steven	Instructional Assistant – English Learner	Vista View	\$16.456 per hour	23.1	11/06/17
Opperud, Summer	Instructional Assistant – ABA	Golden View	\$17.724 per hour	26.1	11/16/17
Rodriguez, Dolores	Instructional Assistant – English Learner	Oak View	\$16.456 per hour	23.1	11/06/17

**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>
Ashley, Sarah	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	11/07/17
Torres, Anita	Instructional Assistant – Special Education	Substitute	\$16.053 per hour	22.1	11/27/17

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 December 11, 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>
Konieczny, William	Custodian	Facilities	10/18/17	11/03/17
Syfers, Christopher	Instructional Assistant – Severely Disabled	Lake View	09/10/12	11/03/16
Tapia, Jasmine	Child Care Attendant	Hope View	10/23/17	12/21/17
Tinoco, Elizabeth	Instructional Assistant – ABA	Harbour View	02/21/08	11/17/17

Rescind Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Letcher, Loretta	Department Secretary	District Office	11/02/93	01/17/18

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bunoan, Wilhelmina	Parent Educator	Oak View Preschool	01/08/02	12/31/17
Letcher, Loretta	Department Secretary	District Office	11/02/93	06/29/18