



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, November 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, NOVEMBER 14, 2019**  
**REGULAR MEETING**  
**4:30 p.m.**  
**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 – REGULAR MEETING OCTOBER 10, 2019:** The Personnel Commission will receive the minutes of the October 10, 2019, Regular Personnel Commission Meeting for approval.

**(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)**  
**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.)*

- 2019-22 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

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

7. **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: **(INFORMATION)**  
**Pages 5-7**
- October 2, 2019 – Exhibit A
  - October 15, 2019 – Exhibit B

8. **REMOVAL OF NAMES FROM ELIGIBILITY LISTS:** The Personnel Commission will receive the Director’s recommendation to remove the name of three candidates from eligibility lists in accordance with Merit System Rule 6.1.8. *(Copy of letters provided to Commissioners only.)* **(ACTION)**  
**Pages 8-18**  
**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: \_\_\_\_\_**

*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. 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.*

**(ACTION)**  
**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  
October 10, 2019**

**CALL TO ORDER** Commissioner Bidnick called the October 10, 2019, Regular Personnel Commission Meeting to order at 4:30 p.m.

**PLEDGE OF ALLEGIANCE** Keith Farrow 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; Keith Farrow.

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

**MINUTES OF SEPTEMBER 12, 2019** Motion by Commissioner Gooch to approve the minutes of the September 12, 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

- 2019-18 Noon Duty Supervisor
- 2019-19 Custodian
- 2019-20 Public Information Manager
- 2019-21 Bus Driver

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 September 3, 2019, and September 17, 2019.

**MINUTES OF THE OCTOBER 10, 2019, PERSONNEL COMMISSION MEETING – PAGE 2**

**ADVANCE STEP  
PLACEMENT –  
TRISH  
MONTGOMERY,  
PUBLIC  
INFORMATION  
MANAGER**

Director Vellanoweth explained that a recruitment for Public Information Manager had just concluded. A request for Advance Step Placement for the selected candidate, Trish Montgomery, has been received from the Superintendent's Office. The request was submitted for step 5 placement on the management salary schedule. The rationale for this request is due to Ms. Montgomery's extensive training and experience. She was the only candidate with recent Public Information Manager experience in a southern California school district. She has been a Public Information Manager in Orange County for over twenty years. This request comes before the Commission for approval, with the approval of Assistant Superintendent, Felix Avila, and the Director of Classified Personnel.

Motion by Commissioner Gooch to approve the Advance Step Placement – Trish Montgomery, Public Information Manager.

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

**REMOVAL OF  
NAME FROM  
ELIGIBILITY LIST**

Director Vellanoweth stated that she is recommending the removal of Jason Bustillos from eligibility lists 2018-34 Custodian and 2019-01 Lead Evening Custodian in accordance with the Merit Rules. Director Vellanoweth had a conversation with Mr. Bustillos advising him of the reason for his removal from the eligibility lists and for rescinding the job offer of substitute custodian. A copy of the letter sent to Mr. Bustillos was provided to the Commissioners. Mr. Bustillos was given an opportunity to protest the action of removing his name, however he has not done so.

Motion by Commissioner Gooch to approve the Removal of Name from Eligibility List.

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

**SECOND PUBLIC  
COMMENTS**

There were no comments from the public.

**COMMISSIONER  
REPORTS**

Commissioner Gooch and Commissioner Bidnick had nothing to report.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth announced that the next meeting of the Personnel Commission is scheduled for November 14, 2019. Commissioner Ewing will not be present at that meeting. She thanked Superintendent Hansen for inviting her to be a member of extended Cabinet this year. They had their first meeting and it is a great experience and opportunity for Director Vellanoweth to contribute to conversations that will help make well-rounded decisions on behalf of the district, and be a voice for the Personnel Commission. Director Vellanoweth shared that there is a new Executive Director of Special Education, Reagan Headrick, who comes to Ocean View School District from Westminster School District.

**MINUTES OF THE OCTOBER 10, 2019, PERSONNEL COMMISSION MEETING – PAGE 3**

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Director Vellanoweth congratulated Circle View Elementary School for being named a Blue Ribbon school. Superintendent Hansen and Principal Jessica Haag will be going to Washington D.C. to be honored for this award. She mentioned that Ocean View School District will be hosting the C.S.E.A. Board of Director's meeting on May 16, 2020. These meetings are held at various locations throughout the state and C.S.E.A. requested to come to Ocean View School District. Mr. Phi Tran advised Director Vellanoweth that he has had conversations with C.S.E.A. and they are open to having the Commissioners present at this event for a part of the meeting. In addition, on May 15, 2020, C.S.E.A. will be hosting a classified family dinner. The Commissioners are invited to attend this, as well. Director Vellanoweth will share more information with the Commissioners as she receives it. She mentioned that applications for Classified School Employee of the Year 2020 are now being accepted through December 16, 2019.

**ADJOURNMENT**

Commissioner Bidnick asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 2:0 vote at 4:38 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:** November 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:

- 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 – Special Education
- 2019-27 Instructional Assistant – Severely Disabled
- 2019-28 Instructional Assistant – ABA
- 2019-29 Director of Transportation

---

### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-22 through 2019-29.



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** November 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:

- October 2, 2019 (Exhibit A)
- October 15, 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 October 2, 2019, and October 15, 2019.



OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 October 2, 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/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Arnett, Autumn	Instructional Assistant – ABA	Pleasant View	\$17,990 per hour	26.1	09/16/19
Le, John	Noon Duty Supervisor	Spring View	\$12.00 per hour		09/16/19
Lodge, Molly	Instructional Assistant – Severely Disabled	Spring View	\$17,549 per hour	25.1	10/03/19
Maldonado, Stephanie	Instructional Assistant – Special Education	Westmont	\$16,294 per hour	22.1	09/23/19
Montgomery, Trish	Public Information Manager	District Office	\$5,061.00 per month	M61.1	10/21/19
Morreale, Colleen	Food Service Worker	Lake View	\$14,764 per hour	18.1	09/20/19
Rasheed, Nadia	Instructional Assistant – Special Education	Marine View	\$16,294 per hour	22.1	09/23/19

**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/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Amaral, Joseph	Instructional Assistant – Sign Language	Substitute	\$16,703 per hour	23.1	09/16/19
Ciarrocchi, Carsan	Instructional Assistant – ABA	Substitute	\$17,990 per hour	26.1	09/16/19
Edds, Brad	Head Custodian	Substitute	\$20,860 per hour	32.1	09/10/19
Macias, Shelly	Child Care Attendant	Substitute	\$14,764 per hour	18.1	09/18/19
Mack, Desiree	Child Care Attendant	Substitute	\$14,764 per hour	18.1	09/06/19

**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 DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Byrne, Virginia	Instructional Assistant	Westmont	02/10/00	06/18/19
Martins, Anastasia	Instructional Assistant – Severely Disabled	Star View	05/29/18	09/27/19

**Approve Retirement**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
McClelland, Shelly	Bus Driver	Transportation	06/26/00	09/24/19

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 October 15, 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>
Golden, Guadalupe	Bus Driver	Transportation	\$20.860 per hour	32.1	10/01/19
Pfaff, Patricia	Noon Duty Supervisor	Oak View	\$12.00 per hour		10/07/19
Roa, Sandra	Noon Duty Supervisor	Hope View	\$12.00 per hour		10/07/19

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Kardos, Lara	School Health Technician	Lake View	\$19.848 per hour	26.3	09/30/19
Nelson, Theresa	Bus Driver	Transportation	\$23.036 per hour	32.3	10/01/19

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

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Pavia, Juan	Groundskeeper I	Facilities	\$3,591.00 per month	31.2	10/07/19

**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>
Cashman, Vanessa	Instructional Assistant – ABA	Pleasant View	02/25/08	10/09/19
Cheybun, Julia	Instructional Assistant – English Learner	Westmont	10/26/17	09/26/19
Cortez, Geny	Noon Duty Supervisor	Oak View	04/01/13	09/30/19
Luna, Patsy	Instructional Assistant – Bilingual	Oak View	09/18/17	09/27/19
Mallette, Ebonnee	Noon Duty Supervisor	Westmont	05/04/16	11/01/19
Vitangeli, Shirley	Instructional Assistant – English Learner	Vista View	10/11/18	11/01/19

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

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

**SUBJECT: Agenda Item No. 8: 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:

Jayne Barraca		
Eligibility Lists:	2019-15	Instructional Assistant – Special Education
	2019-16	Instructional Assistant – Severely Disabled
Liza German		
Eligibility List:	2019-09	Food Service Worker
Clifton Guillory		
Eligibility Lists:	2019-15	Instructional Assistant – Special Education
	2019-16	Instructional Assistant – Severely Disabled

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove the above named eligibles from the respective 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. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their names.

### Attachments:

Letters to eligibles Jayme Barraca dated October 29, 2019, Liza German dated October 28, 2019, and Clifton Guillory dated October 29, 2019. (*Commissioners only*)

**Removal of Names from Eligibility List  
November 14, 2019  
Page Two**

.....  
**Recommendation:**

The Director, Classified Personnel recommends that Jayme Barraca be removed from Eligibility Lists 2019-15 and 2019-16, Liza German be removed from Eligibility List 2019-09, and Clifton Guillory be removed from Eligibility Lists 2019-15 and 2019-16 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)*

