



# OCEAN VIEW SCHOOL DISTRICT

## PERSONNEL COMMISSION AGENDA

**Thursday, April 11, 2019**

### **CLOSED SESSION**

4:00 p.m.

Human Resources Conference Room  
Building B

### **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, APRIL 11, 2019**  
**CLOSED SESSION**  
**4:00 p.m.**  
**HUMAN RESOURCES CONFERENCE ROOM**  
**BUILDING B**  
**REGULAR MEETING**  
**4:30 p.m.**  
**BOARD ROOM**  
**BUILDING A**

1. **CLOSED SESSION**  
**CALL TO ORDER** **TIME: \_\_\_\_\_ p.m.**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of June 14, 2018.

**ACTION**  
**Page 1**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**INFORMATION-DISCUSSION-ACTION ITEMS**

4. **THE PERSONNEL COMMISSION WILL MEET IN CLOSED SESSION TO DISCUSS:**

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

**DISCUSSION**

1. Director, Classified Personnel evaluation

5. **ADJOURNMENT** **TIME: \_\_\_\_\_ p.m.**

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

6. **RECONVENE TO OPEN SESSION**  
**CALL TO ORDER** **TIME: \_\_\_\_\_ p.m.**

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

- 10. TIME CERTAIN – 2019 CLASSIFIED SCHOOL EMPLOYEE OF THE YEAR RECOGNITIONS:** On behalf of the Personnel Commission and Ocean View School District, Director Vellanoweth and staff will recognize the 2019 Classified School Employees of the Year. **INFORMATION/PRESENTATION**

- Julissa Aleman Instructional Assistance Village View
- Jill Earnest Child and Nutrition Oak View
- Cynthia Smith Office and Technical Star View
- Noah Valadez Maintenance and Operations Facilities

- 11. RECESS:** Please join the Personnel Commissioners in a brief reception to congratulate the Classified School Employees of the Year.

**12. RECONVENE TO OPEN SESSION**

- 13. 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.

- 14. APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the March 14, 2019, Regular Personnel Commission Meeting for approval.

**ACTION**  
**Pages 2-4**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMISSION BUSINESS**

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

**ACTION**  
**Page 5**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

**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.)*

- 2018-54 Lead Reprographic Technician
- 2018-55 Instructional Assistant
- 2018-56 Instructional Assistant – Special Education

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 11, 2019 – PAGE 3**

- 2018-57 Instructional Attendant – Severely Disabled
- 2018-58 Noon Duty Supervisor
- 2018-59 Bus Driver

**16. CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity Lists received by the Board of Trustees for their approval at the Ocean View School District, Regular Board Meetings of:

**INFORMATION  
Pages 6-8**

- March 5, 2019 – Exhibit A
- March 19, 2019 – Exhibit B

**17. PROPOSED BUDGET 2019-2020 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION:** The Personnel Commission will receive the Director’s recommendation to review and discuss the preliminary budget of the Personnel Commission for the fiscal year 2019-2020, for a first reading and discussion.

**FIRST READING  
AND DISCUSSION  
PAGES 9-16**

**COMMUNICATIONS**

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

**19. COMMISSIONER REPORTS**

**20. DIRECTOR AND STAFF REPORTS**

**21. ADJOURNMENT** **TIME:** \_\_\_\_\_

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

*The Ocean View School District Personnel Commission meets on the 2<sup>nd</sup> 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  
Closed Session  
Meeting of the Personnel Commission  
June 14, 2018**

**CALL TO ORDER**                   The June 14, 2018, Closed Session meeting of the Personnel Commission was called to order at 4:00 p.m.

**ROLL CALL**                        All Commissioners were present.

**APPROVAL OF MINUTES**            Motion by Commissioner Ewing to approve the minutes of the May 24, 2018, Closed Session Meeting.

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

**COMMISSION BUSINESS**

**INFORMATION/  
ACTION ITEMS**                    The Personnel Commission met regarding:

A.     Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1, 54957.5 and 54957.6.

1.     Director, Classified Personnel

**ADJOURNMENT**                    Motion by Commissioner Ewing to adjourn the June 14, 2018, Regular Closed Session Meeting at 4:22 p.m.

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

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Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

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

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

**PLEDGE OF ALLEGIANCE** Mr. Phi Tran 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; Felix Avila

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

**MINUTES OF FEBRUARY 14, 2019** Prior to approval of minutes, two corrections were noted.  
Motion by Commissioner Gooch to approve the minutes of the February 14, 2019, Regular Personnel Commission meeting, as amended.  
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:  
1. Instructional Assistant – ABA

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

1. Recruitment and Testing – Eligibility Lists
- 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

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 February 5, 2019, and February 19, 2019.

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

**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 Instructional Assistant – Special Education who should be removed. A letter was sent to the candidate outlining the reason for her removal via regular and certified mail. She was provided an opportunity to protest the removal of her name. A copy of the letter was provided to the Commissioners.

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

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

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA Liaison to the Personnel Commission, informed the Commissioners that CSEA is preparing for 2019-2021 contract negotiations. He recognized Director Vellanoweth for thirty years with Ocean View School District and seven as the Personnel Commission Director.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick congratulated all of the Classified School Employee of the Year nominees. He asked whether it was known who was moving on to the County level. Director Vellanoweth answered that Noah Valadez was moving forward to the County level.

Commissioner Gooch mentioned that in the monthly memo, he noticed that the Director has been working with the Director of Fiscal Services regarding the annual budget and he is pleased about that. He is appreciative to know that the addition of hours budgeted for extra help has allowed for the completion of tasks that normally may not have been completed.

Commissioner Ewing announced that the next meeting of the Personnel Commission was scheduled for April 11, 2019. He also mentioned that he had his first meeting earlier today with Dr. Hansen. It was a very productive and enjoyable meeting.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth stated that the next meeting on April 11, 2019, would include a closed session beginning at 4:00 to conduct her annual evaluation. She provided the Commissioners with a copy of her evaluation form. She will also be providing the Commissioners a copy of her self-evaluation with next month's agenda and monthly memo. Director Vellanoweth also mentioned that at the next meeting we will have the first reading of the proposed budget for 2019-2020. She is scheduled to meet with Keith Farrow, Director of Fiscal Services on March 20, 2019. She informed Commissioner Bidnick that usually the Vice Chair serves as the budget liaison and advised him that she would like to discuss a time that they could meet to go over the proposed budget.

**DIRECTOR  
REPORTS  
(CONTINUED)**

Director Vellanoweth reported that recruitments are steadily rising, up from 22 for the entire year nine years ago, to 74 this year with four months still left in the school year. There are three job fairs coming up, at Goldenwest College, Huntington Beach Adult School, and Orange County Department of Education. The Human Resources and Personnel Commission offices are hosting an upcoming Employee Appreciation Breakfast for the District Office. Director Vellanoweth mentioned she has been able to visit some school sites and has taken two staff members with her. This has been a good opportunity to get out of the office and see how the schools operate. With our relationship building efforts, we are reaching out to other departments to structure more productive working relationships and communications to assist them with their needs.

**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 4:41 p.m.

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

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Date



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

## Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** April 11, 2019  
**SUBJECT: Agenda Item No. 15B.: ELIGIBILITY LIST(S)**

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### 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:

- 2018-54 Lead Reprographic Technician
- 2018-55 Instructional Assistant
- 2018-56 Instructional Assistant – Special Education
- 2018-57 Instructional Assistant – Severely Disabled
- 2018-58 Noon Duty Supervisor
- 2018-59 Bus Driver

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### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2018-54 through 2018-59.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 11, 2019

**SUBJECT: Agenda Item No. 16: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

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## Background Information

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

- March 5, 2019 (Exhibit A)
- March 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.

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## Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of March 5, 2019, and March 19, 2019.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 March 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/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Anaya, Susana	Instructional Assistant – ABA	Pleasant View	\$17,990 per hour	26.1	02/22/19
Bello, Natalia	Senior Purchasing Clerk	District Office	\$3,682.00 per month	34.1	02/25/19
Gonzalez, Jessica	Payroll Technician	District Office	\$3,966.00 per month	37.1	03/04/19
McGhie, Sierra	Instructional Assistant – ABA	Circle View	\$17,990 per hour	26.1	02/19/19
Mejia, Maura	Instructional Assistant – Special Education	Mesa View	\$16,294 per hour	22.1	02/14/19
Seaton, Samantha	Instructional Assistant – Special Education	Lake View	\$16,294 per hour	22.1	02/22/19
Vanderveen, Alyson	Instructional Assistant – ABA	Pleasant View	\$17,990 per hour	26.1	02/22/19
Wilson, Jennifer	Instructional Assistant – English Learner	Oak View	\$16,703 per hour	23.1	03/04/19

**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>
Brunette, Robin	Bus Driver	Substitute	\$25,417 per hour	32.5	02/20/19
Gorham, Laureen	Food Service Worker	Substitute	\$17,990 per hour	18.5	02/21/19
Lecander, Madeleine	Lead Food Service Worker	Substitute	\$19,371 per hour	21.5	02/21/19
	Lead DTT/ABA Instructional Assistant	Substitute	\$24,801 per hour	31.5	02/19/19
	Instructional Assistant – ABA	Substitute	\$21,920 per hour	26.5	02/19/19
	Instructional Assistant – Severely Disabled	Substitute	\$21,377 per hour	25.5	02/19/19
	Instructional Assistant – Special Education	Substitute	\$19,848 per hour	22.5	02/19/19
Remo, Ann	Instructional Assistant – Severely Disabled	Substitute	\$17,549 per hour	25.1	02/21/19
	Instructional Assistant – Special Education	Substitute	\$16,294 per hour	22.1	02/21/19
Roselius, Connie	School Office Clerk	Substitute	\$23,036 per hour	28.5	02/13/19
	School Health Technician	Substitute	\$21,920 per hour	26.5	02/13/19

**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>
Carter, Adam	Field Service Technician	District Office	11/06/18	02/26/19

**Approve Separation – Release Within Probation**

**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>
Jimenez, Alejandra	Child Care Attendant	Hope View	09/05/18	02/21/19

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
March 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/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Borack, Christy	Intermediate Clerk Typist	District Office	\$3,777.00 per month	35.1	03/04/19
Clendining, Megan	Child Care Attendant	Hope View	\$14,764 per hour	18.1	03/11/19
Fuentes, Leticia	Instructional Assistant – Bilingual	Marine/Spring	\$16,294 per hour	22.1	03/18/19
Heyer, William	Field Service Technician	District Office	\$3,966.00 per month	37.1	03/18/19
Jenkins, Nicole	Instructional Assistant – Special Education	Marine View	\$16,294 per hour	22.1	03/11/19

**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>
Cortez, Geny	School Health Technician	Substitute	\$17,990 per hour	26.1	03/20/19
Jankowski, Wendy	Child Care Attendant	Substitute	\$14,764 per hour	18.1	03/06/19
LaCaille, Claudette	School Health Technician	Substitute	\$17,990 per hour	26.1	03/20/19
Lodge, Kaitlyn	Instructional Assistant – ABA Trainee	Substitute	\$16,294 per hour	22.1	03/11/19
Maly, Kim	Instructional Assistant – ABA Trainee	Substitute	\$16,294 per hour	22.1	03/11/19

**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>
Johnson, Kendell	Instructional Assistant – ABA	Westmont	01/07/19	03/15/19
Ruiz, Christopher	Custodian	Harbour View	08/18/17	03/15/19
Tait, Emelie	Noon Duty Supervisor	Mesa View	10/01/18	03/08/19

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** April 11, 2019

**SUBJECT: Agenda Item No. 17: Proposed Personnel Commission Budget 2019-2020  
Preliminary Draft  
First Reading and Discussion**

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## Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A public hearing shall be held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action. Prior to holding the public hearing, a proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to the public hearing.

In addition, the Commission established in February 2002 that each year the Vice-Chair of the Commission serve as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Lance Bidnick, current Vice-Chair, is serving as the liaison this year for the 2019-2020 Personnel Commission budget.

## Process and Recommendation

In preparing to develop this preliminary draft budget, the Director met on several occasions with the Director, Fiscal Services, Keith Farrow, to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies. The Director also had conversations with budget liaison, Vice-Chair, Lance Bidnick to discuss the needs of the Commission.

The Director, Classified Personnel then conducted extensive research, utilizing a variety of resources, to review all areas of the budget, in an attempt to keep the new budget as low as possible, meet the minimal needs of the department, while maintaining prudent flexibility.

The Director recommends decreases in areas where contingency budgets are no longer deemed necessary, where costs have decreased, and where trends indicate usage has decreased. Most line items are recommended to continue as currently budgeted, as they will meet the needs of the

**Proposed Personnel Commission Budget – 2019-2020**  
**First Reading and Discussion**  
**April 11, 2019**  
**Page Two**

department with minimal spending. Increases are limited to line items where cost of living and cost of necessary outside services have increased such as salaries and statutory benefits, county services, district memberships, etc. The Director will be prudent in authorizing discretionary expenditures to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year.

This preliminary draft budget has been shared and reviewed with budget liaison, Lance Bidnick, to ensure it will meet the needs of the Commission for the coming year, as well with the Director, Fiscal Services, Keith Farrow, to ensure it aligns with the district’s budget goals and objectives. Mr. Farrow has also shared this draft with Deputy Superintendent, Michael Conroy.

The Preliminary Draft 2019-2020 Annual Budget of the Personnel Commission is the Director’s best estimate as to the minimum budget required to operate during the next fiscal year.

Attachments:            Personnel Commission Preliminary Draft Budget 2019-2020  
                                 Education Code 45253

.....  
**Recommendation**

Personnel Commission Vice-Chair Bidnick and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2019-2020 Annual Budget of the Personnel Commission for first reading and discussion. It is further recommended that the Commission fully consider any expressed views on the budget and that a public hearing/adoption of the 2019-2020 budget be held on May 9, 2019.

## Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<b>Categories/Object Code</b>	<b>2016-2017</b> Actuals	<b>2017-2018</b> Actuals	<b>2018-2019*</b> Budgeted/ Expended thru 3rd Quarter	<b>2018-2019</b> Budgeted/ Est to close	<b>2019-2020</b> Proposed Budget	<b>Comments/Rationnale</b>
<b>Admin Supplies (4305)</b>						
Budgeted	\$6,500.00	\$6,500.00	\$4,500.00	\$4,500.00		Continue - Will continue to meet needs with minimal spending while attempting to reduce in areas where possible. Expenditures through end of school year include job fair materials and replacing depleted office supplies.
Expended	\$4,789.30	\$3,393.00	\$4,336.00	\$4,500.00	<b>\$4,500.00</b>	
% Expended	73.7%	52.2%	96.4%	100.0%		
<b>Non Capitalized Equipment (Over \$500) (4490)</b>						
Budgeted	\$6,000.00	\$1,000.00	\$500.00	\$500.00		Decrease \$500 - Last year's budget was to cover cost of new printer. Per Fiscal Services, not necessary to budget for contingency equipment costs.
Expended	\$3,702.24	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
% Expended	61.7%	0.0%	0.00%	0.00%		
<b>Mileage (5201)</b>						
Budgeted	\$500.00	\$500.00	\$150.00	\$150.00		Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
Expended	\$141.36	\$63.00	\$84.00	\$145.00	<b>\$150.00</b>	
% Expended	28.30%	12.6%	56.00%	96.67%		
<b>Travel/Conference (5202)</b>						
Budgeted	\$2,000.00	\$1,500.00	\$2,100.00	\$2,100.00		Continue - This will maintain current support of director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff training. Last year included Analyst attendance at Merit Academy \$600, but not used. Carrying over \$600 for this year for Analyst to attend Merit System Academy, although we will apply for a scholarship.
Expended	\$656.29	\$1,756.00	\$1,266.00	\$1,500.00	<b>\$2,100.00</b>	
% Expended	32.80%	117.1%	60.29%	71.43%		
<b>District Memberships (5301)</b>						
Budgeted	\$2,790.00	\$2,890.00	\$2,890.00	\$2,890.00	<b>\$3,100.00</b>	Increase \$210- PCASC membership increased by \$60 after creation of last year's budget. CODESP increased 2019/2020 by \$150. Also includes membership for CSPCA with no increases.
Expended	\$2,790.00	\$2,890.00	\$2,950.00	\$2,950.00		
% Expended	100.00%	100.00%	102.08%	102.08%		



Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2016-2017</u> Actuals	<u>2017-2018</u> Actuals	<u>2018-2019*</u> Budgeted/ Expended thru 3rd Quarter	<u>2018-2019</u> Budgeted/ Est to close	<u>2019-2020</u> Proposed Budget	<u>Comments/Rationnale</u>
<b>Repair/Maintenance (5617)</b>						
Budgeted	\$500.00	\$500.00	\$250.00	\$250.00		Increase \$450 - Repair/maintenance of aging equipment; Increase to cover HP print services now calculated and charged to each individual department rather than districtwide.
Expended	\$236.52	\$0.00	\$0.00	\$0.00	<b>\$700.00</b>	
% Expended	47.30%	0.00%	0.00%	0.00%		
<b>Duplication Charges (5715)</b>						
Budgeted	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		Decrease \$200 - To more closely align with usage trend. Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
Expended	\$707.36	\$834.10	\$442.00	\$800.00	<b>\$800.00</b>	
% Expended	70.70%	83.41%	44.20%	80.00%		
<b>Employment Advertisements (5805)</b>						
Budgeted	\$2,500.00	\$1,500.00	\$2,670.00	\$2,670.00		Decrease \$370 - Last year increased by \$1,170 to cover PC half of Governmentjobs.com. HR no longer sharing cost of Governmentjobs.com, mainly used for posting trade & D.O. positions. Instead of \$2,340 annual cost for unlimited posts shared between two departments (\$1,170 ea), PC reduced service to \$800 individual membership that includes 7 posts per year. EdJoin and Government Jobs meet most posting needs except for highly technical and management positions where outside advertising is necessary, or other recruitment options as needed such as veteran sites and/or Craig's List.
Expended	\$480.00	\$1,385.00	\$870.00	\$920.00	<b>\$2,300.00</b>	
% Expended	19.20%	92.33%	32.58%	34.46%		
<b>Consultants (5820)</b>						
Budgeted	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00		Decrease \$1,000 - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support cost of hearing officer, if PC deems necessary.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	<b>\$0.00</b>	
% Expended	0.0%	0.0%	0.0%	0.0%		
<b>Outside Services - Non Repair/Mtce (5825)</b>						
Budgeted	\$0.00	\$1,500.00	\$1,500.00	\$1,500.00		Increase \$17,783 - PC's half of HR/PC employee database HR2.0 annual fee totals \$18,533. Last year full amount charged to HR only. Ongoing cost of PC share for workflow system is now \$750, down from \$1,500 last year shared portion of workflow set up.
Expended	\$67.45	\$1.75	\$20,033.00	\$20,033.00	<b>\$19,283.00</b>	
% Expended	167.5%	0.1%	1335.5%	1335.5%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2016-2017</u> Actuals	<u>2017-2018</u> Actuals	<u>2018-2019*</u> Budgeted/ Expended thru 3rd Quarter	<u>2018-2019</u> Budgeted/ Est to close	<u>2019-2020</u> Proposed Budget	<u>Comments/Rationnale</u>
<b>TOTAL NON SALARY ITEMS</b>						
Budgeted	\$24,790.00	\$19,890.00	\$16,560.00	\$16,560.00	\$32,933.00	Overall Increase of \$16,373 from previous year All increases are from line items where cost of necessary services have increased, i.e. HR2.0, HP Print Services & District Memberships Excluding Outside Services (Object 5825) for PC share of workflow and employee database, discretionary budget is down to \$13,650, which is equivalent to 2016/2017 actuals
Expended	\$13,570.52	\$10,323.00	\$29,981.00	\$30,848.00		
% Expended	54.70%	51.90%	181.04%	186.28%		

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2016-2017</u> Actuals	<u>2017-2018</u> Actuals	<u>2018-2019*</u> Budgeted/ Expended thru 3rd Quarter	<u>2018-2019</u> Budgeted/ Est to close	<u>2019-2020</u> Proposed Budget	<u>Comments/Rationnale</u>
<b>Overtime (2490)</b>						
Budgeted	\$100.00	\$100.00	\$2,400.00	\$2,400.00		
Expended	\$0.00	\$697.00	\$370.00	\$880.00	<b>\$2,400.00</b>	Continue - Personnel Assistant overtime for PC Meetings (12 each year)
% Expended	0.0%	697.0%	15.4%	36.7%		OT for 2 employees for 24 additional hours during peak periods due to increased work load and recruitments. Attempting to use temp time if possible instead of OT as temp is the least expensive option.
<b>Substitutes (2497)</b>						
Budgeted	\$1,600.00	\$3,000.00	\$5,000.00	\$5,000.00		
Expended	\$3,657.05	\$8,994.00	\$3,717.00	\$5,000.00	<b>\$5,000.00</b>	Continue - Support continuing office activities in absence of employees due to illness, scheduled vacation, or workshop attendance.
% Expended	228.6%	299.8%	74.34%	100.00%		
<b>Temporaries (2495)</b>						
Budgeted	\$4,000.00	\$4,000.00	\$14,000.00	\$14,000.00		
Expended	\$2,911.46	\$7,095.00	\$8,974.00	\$14,000.00	<b>\$14,000.00</b>	Continue - Support needed for increased number of panel members, exam proctoring, proctoring/grading foreign language exams, and additional help in PC Department for recruitments, ongoing increased work load and during peak periods.
% Expended	72.80%	177.38%	64.10%	100.00%		
<b>TOTAL OTHER SALARY ITEMS</b>						
Budgeted	<b>\$5,700.00</b>	<b>\$7,100.00</b>	<b>\$21,400.00</b>	<b>\$21,400.00</b>	<b>\$21,400.00</b>	
Expended	\$6,568.51	\$16,786.00	\$13,061.00	\$19,880.00		Same as last year with no increase.
% Expended	115.24%	236.42%	61.03%	92.90%		This amount includes hourly rate of pay plus statutory benefits.

**Non Discretionary Budget (Salaries)**

<u>Categories/Object Code</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019*</u>	<u>2018-2019</u>	<u>2019-2020</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget
<b>TOTAL SALARY ITEMS</b>					
Budgeted	\$415,188.00	\$431,716.00	\$446,064.00	\$446,064.00	\$471,571.00
Expended		\$441,308.00	\$336,432.00	\$446,064.00	
% Expended		102.2%	75.4%	100.0%	
Increase \$25,507 - Scheduled salary step increases, longevity increases, and statutory benefit increases for permanent staff: Director, Assistant, Analyst and Technician. Negotiations for any cost of living salary increases yet unsettled for 2018/2019 and 2019/2020					

**PERSONNEL COMMISSION  
BUDGET TOTALS  
THREE YEAR HISTORY**

	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019*</u>	<u>2018-2019</u>	<u>2019-2020</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/Est to close	Proposed Budget
Budgeted	\$445,678.00	\$458,706.00	\$484,024.00	\$484,024.00	\$525,904.00
Expended	\$435,327.00	\$468,417.00	\$379,474.00	\$496,792.00	
% Expended	97.67%	102.1%	78.40%	102.64%	
Overall increase of \$41,880					
Increases in budget due to: Staff Salaries & Statutory Benefits, HR2.0 & Workflow, HP Print Services, District Memberships					
Decreases in the areas of: Non-Capitalized Equipment, Duplication, Advertisements, Consultants					