



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, November 12, 2020

REGULAR MEETING
4:30 p.m.
VIRTUAL MEETING

Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 – 2020

PERSONNEL COMMISSION:

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

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

THURSDAY,
NOVEMBER 12, 2020
REGULAR MEETING
4:30 p.m.
VIRTUAL MEETING

In response to the Governor's Order regarding COVID-19, the Ocean View School District's Personnel Commission meeting will be held virtually. You can join the meeting by clicking on the URL below:

Join Zoom Meeting
www.ovsd.org/pcmeeting

Public comments must be emailed to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the record. For information call (714) 847-2551, extensions 1400 or 1401 or email mvellanoweth@ovsd.org or meifert@ovsd.org.

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 8, 2020:** The Personnel Commission will receive the minutes of the October 8, 2020, Regular Personnel Commission Meeting for approval.

(ACTION)
Pages 1-4
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

(ACTION)
Page 5
Moved: _____
Second: _____
Vote: _____

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

B. **RECRUITMENT AND TESTING:**

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

CONSENT CALENDAR CONTINUED:

ELIGIBILITY LIST(S):

- 2019-31 Noon Duty Supervisor (*Correction*)
- 2019-39 Noon Duty Supervisor (*Correction*)
- 2019-43 Noon Duty Supervisor (*Correction*)
- 2019-49 Noon Duty Supervisor (*Correction*)
- 2020-11 Custodian
- 2020-12 Instructional Assistant – Sign Language
- 2020-13 School Office Manager (Bilingual)
- 2020-14 Instructional Assistant – ABA
- 2020-15 Instructional Assistant – Special Education
- 2020-16 Instructional Assistant – Severely Disabled
- 2020-17 Human Resources Technician

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 6-8

- October 6, 2020 (Exhibit A)
- October 20, 2020 (Exhibit B)

8. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the name of a candidate from an eligibility list in accordance with Merit System Rule 6.1.8. (*Copy of letter provided to Commissioners only.*) **(ACTION)**
Pages 9-10
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: _____**

- (ACTION)**
Moved: _____
Second: _____
Vote: _____

AGENDA FOR THE PERSONNEL COMMISSION MEETING – NOVEMBER 12, 2020 – PAGE 3

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.

Public comments must be emailed to the Director, Classified Personnel at mvellanoweth@ovsd.org no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the records. For information call (714) 847-2551, extensions 1400 or 1401 or email mvellanoweth@ovsd.org or meifert@ovsd.org.

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, 1401, or mvellanoweth@ovsd.org or meifert@ovsd.org at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1).

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
October 8, 2020
4:30 p.m.

Zoom Meeting Link: www.ovsd.org/pcmeeting

CALL TO ORDER Commissioner Bidnick called the October 8, 2020, Regular Personnel Commission Meeting to order at 4:32 p.m. via Zoom.

PLEDGE OF ALLEGIANCE Commissioner Bidnick led the pledge of allegiance.

ROLL CALL Personnel Commissioners Lance Bidnick, Bob Ewing, and Daniel Gooch were present.

STAFF MEMBERS PRESENT Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst.

PUBLIC COMMENTS Superintendent Hansen welcomed everyone back to school as we are formally in person in the Ocean View School District. She shared with the Commissioners that many school districts up and down the State and even in Orange County continue to do distance learning. On September 9, 2020, which was our first day of school, we brought back all of our special education students into small cohorts. She is glad that the district was able to negotiate with the classified and certificated unions to make this happen. Then on September 28, 2020, we began our hybrid approach to instruction where students are here two days a week learning in person and at home three days a week. Dr. Hansen acknowledged the hard work of all employees and stated it was a team effort from everyone, including administrators, teachers, and classified staff. This was able to happen due to the great relationships with our employees because negotiations had to occur regarding the changes in working conditions. She stated that she is especially proud of the safety protocols she witnessed when visiting the school sites. Student temperatures are taken, health checks are conducted, students are required to wear masks, and there are new cleaning procedures. Much of these duties are conducted and made possible by the classified employees, as these are things that are not in their regular job descriptions. They have really stepped up, pivoted, and taken on new job responsibilities, all for the betterment of our students to be there in person. She let the Commissioners know that if they ever wanted to visit a school with her, she would be happy to take them to see what is going on. It does look different and there is a different feel, but it is agreed that it is better to have students back in person rather than at home learning the entire time.

Commissioner Gooch congratulated Dr. Hansen on the wonderful award she received, the 2020 Distinguished Alumna for the School of Education, from UCI's Lauds & Laurels Program. He stated that is a testimonial to her dedication to the educational process.

MINUTES OF THE OCTOBER 8 , 2020, PERSONNEL COMMISSION MEETING – PAGE 2

**PUBLIC COMMENTS
(CONTINUED)**

Commissioner Bidnick thanked Dr. Hansen for her comments and for showing appreciation to all staff. He also thanked her for keeping the district moving. Being a parent and a life-long member of the Ocean View School District, he is grateful.

**APPROVAL OF
MINUTES**

Motion by Commissioner Ewing to approve the minutes of the September 10, 2020, Regular Personnel Commission meeting.

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

Commissioner Bidnick abstained from the vote since he was absent from the September 10, 2020, Personnel Commission meeting.

**CONSENT
CALENDAR**

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

- A. Job Description Reviews/Revisions:
1. Human Resources Technician

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

1. Recruitment and Testing – Eligibility Lists

- 2020-05 Instructional Assistant – ABA (Correction)
- 2020-08 Instructional Assistant – Special Education
- 2020-09 Instructional Assistant – Severely Disabled
- 2020-10 Instructional Assistant - ABA

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**CLASSIFIED
ACTIVITY LISTS**

The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of September 15, 2020.

**SECOND PUBLIC
COMMENTS**

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, agreed with Dr. Hansen that we are off to a great start to the school year with the hybrid in-person instruction. He is pleased to announce that the 2019-2022 CSEA contract was approved by the Board on September 22, 2020. This gives the classified professionals a 1.74% salary increase and retroactive pay to January 1, 2019. He thanked Commissioner Bob Ewing for speaking about this to the Board on behalf of the classified members. He also thanked the Personnel Commission staff and Fiscal Services staff for doing what they can to process this salary increase.

**SECOND PUBLIC
COMMENTS
(CONTINUED)**

Mr. Tran congratulated Commissioner Bidnick on the completion of his first term and on his reappointment to another three-year term. He thanked the Commissioners and Director Vellanoweth for sending letters in support of AB2234, which is the law that allows Commissions to have their own counsel. Lastly, his work on the Merit System Committee continues at the state level. They met last week via Zoom at their mandatory annual retreat to review legislative victories on merit systems this year and coordinating trainings across the state.

Dr. Hansen also thanked Phi Tran and everyone in the Information Technology department for their behind the scenes assistance with technical issues during Board Meetings.

**COMMISSIONER
REPORTS**

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for November 12, 2020.

Commissioner Gooch stated that for the first time he voted by dropping off his ballot. It was one of the most unique experiences of his life. He encouraged everyone to vote.

Commissioner Bidnick thanked the Board of Trustees and the District for allowing him to serve another three-year term on the Personnel Commission. He also thanked all staff, classified and certificated, for their hard work. His daughter is attending the online courses and he is deeply appreciative of the certificated staff that stepped up to the task of teaching the online curriculum so quickly. Mr. Bidnick thanked Information Technology for their continued work to make the online teaching happen. He also thanked the Personnel Commission staff and recognized Director Vellanoweth for being innovative and flexible with keeping the recruitment and hiring processes moving. It has been very difficult for many of the merit system districts to cope with the recruitment processes right now with the challenges of COVID.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth congratulated Mr. Bidnick on his reappointment to the Personnel Commission. She thanked the Board of Trustees for approving Mr. Bidnick's reappointment and for approving the CSEA contract agreement which includes the salary increase for the classified service. She also thanked Commissioner Ewing for expressing his support of the classified employees during the Board Meeting.

School reopening seemed to go very smoothly. There was a check-in with all the administrators after the first in-person day on September 28, when the District went back to the hybrid model, and overall everyone said it went very well. Director Vellanoweth visited Circle View and Spring View and it all seemed to run like clockwork.

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

Director Vellanoweth informed the Commissioners that surveillance COVID-19 testing is coming up for all certificated and classified staff. All staff has received notice that they can go to either the Anaheim Convention Center or the Orange County Fairgrounds for this mandatory testing.

Recruitments are picking up speed, but do take a little longer to complete. This is due in part to having to administer exams over multiple days since we have to test smaller groups. The patience and understanding of all our administrators is greatly appreciated as we work on getting positions filled.

Lastly, Director Vellanoweth reminded the Commissioners that Open Enrollment was taking place through October 16, 2020.

ADJOURNMENT

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Ewing 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 Eifert
Personnel Assistant
DATE: November 12, 2020
SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) are forwarded for approval. 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).

- 2019-31 Noon Duty Supervisor (*Correction*)*
- 2019-39 Noon Duty Supervisor (*Correction*)*
- 2019-43 Noon Duty Supervisor (*Correction*)*
- 2019-49 Noon Duty Supervisor (*Correction*)*
- 2020-11 Custodian
- 2020-12 Instructional Assistant – Sign Language
- 2020-13 School Office Manager (Bilingual)
- 2020-14 Instructional Assistant – ABA
- 2020-15 Instructional Assistant – Special Education
- 2020-16 Instructional Assistant – Severely Disabled
- 2020-17 Human Resources Technician

*Eligibility lists 2019-31, 2019-39, 2019-43, 2019-49 for Noon Duty Supervisor should have had the name of a candidate merged onto them. These lists come to the Commission again for approval as corrected.

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Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2019-31, 2019-39, 2019-43, 2019-49, and 2020-11 through 2020-17.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 12, 2020

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

Background Information

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

- October 6, 2020 (Exhibit A)
- October 20, 2020 (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 6, 2020, and October 20, 2020.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 6, 2020

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>
Han, Ellie	Instructional Assistant – Severely Disabled	Marine View	\$17,549 per hour	25.1	09/21/20
Murillo, Holly	Instructional Assistant – Special Education	College View	\$16,294 per hour	22.1	09/10/20
Walpole, April	School Health Technician	Circle View	\$17,990 per hour	26.1	09/08/20

Approved 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>
Rivera, Cecilia	Food Service Worker	Substitute	\$14,764 per hour	18.1	09/17/20
Swearingen, Naomi	Instructional Assistant – Special Education	Substitute	\$16,294 per hour	22.1	09/16/20

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>
Ponce, Maria	Instructional Assistant – ABA	Golden View	\$17,990 per hour	26.1	09/21/20

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>
Ciarrocchi, Carsan	Instructional Assistant – ABA	Mesa View	09/16/19	06/18/20
Cordell, Emma	Child Care Attendant	Mesa View	03/22/19	06/18/20

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>ENDING DATE</u>
Anderson, Jessica	Instructional Assistant – ABA	Lake View	09/16/20	02/01/21
Bhakhрани, Hina	Instructional Assistant – Special Education	Star View	09/09/20	10/09/20
Fillet, Lauren	Instructional Assistant – ABA	Lake View	09/15/20	03/15/21
Moore, Lisa	Instructional Assistant – Special Education	Marine View	09/11/20	11/27/20

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 October 20, 2020

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>
Aleman, Eden	Instructional Assistant – Special Education	Circle View	\$16.294 per hour	22.1	10/12/20
Miranda, Jessica	Instructional Assistant – ABA	Lake View	\$17.990 per hour	26.1	10/12/20

Approved 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>
Hunter, Travis	Computer Multimedia Technician	Substitute	\$28.579 per hour	45.1	09/30/20
Hunter, Travis	Field Service Technician	Substitute	\$23.602 per hour	37.1	09/30/20

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>
Bagnaschi, Ann	Noon Duty Supervisor	Circle View	10/14/19	06/17/20
Boyd, Matthew	Lead Behavioral Intervention Assistant	Multiple Sites	01/13/05	10/02/20
Di Monte, Mary	Noon Duty Supervisor	Star View	01/07/15	06/18/20
Gervais, Katrina	Instructional Assistant – ABA	Westmont	10/17/19	10/16/20
Gonzalez, Jose	Human Resources Technician	District Office	06/05/18	10/02/20
Leslie, Izabelle	Noon Duty Supervisor	Harbour View	10/18/19	10/09/20
Linares, Emmanuel	Instructional Assistant – Special Education	Oak View	09/05/18	06/18/20

Approve Retirement

NAME

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Flanagan, Robin	Noon Duty Supervisor	Harbour View	09/16/13	09/17/20
McCann, June	Bus Driver	Transportation	07/11/05	10/15/20

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>ENDING DATE</u>
D'Angelo, Alice	Noon Duty Supervisor	Hope View	09/14/20	03/01/21
Garrison, Delayna	Bus Driver	Transportation	09/14/20	03/14/21
Morreale Colleen	Food Service Worker	Lake View	09/14/20	03/15/21
Quaresma, Alexandra	Instructional Assistant – Bilingual	Golden/Star View	09/09/20	10/09/20
Ruhland, Cristina	Instructional Assistant – Special Education	Village View	09/09/20	12/18/20
Ruiz, Margarita	Food Service Worker	Hope View	09/08/20	03/08/21
Sedlak, Maria	Instructional Assistant - Bilingual	Oak View	09/28/20	03/01/21
Segui, Alejandra	Instructional Assistant – Special Education	Lake View	09/21/20	10/12/20

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: November 12, 2020

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

Background Information

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

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

Nicole Ramos
Eligibility List: 2020-10 Instructional Assistant - ABA

The attached letter (*Commissioners only*) outlines the reasons for the Director's recommendation to remove the above named eligible from the respective eligibility list. This letter, sent to the eligible via regular and certified mail, notified them of the eligibility list they were being removed from, and the reason for removal in accord with Personnel Rule 6.1.8. They were also provided a copy of Rule 6.1.8 and given the opportunity to protest the action of removal of their name.

Attachment:
Letter to eligible Nicole Ramos dated November 3, 2020, 2020 (*Commissioners only*)
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Recommendation:

The Director, Classified Personnel recommends that Nicole Ramos be removed from Eligibility List 2020-10 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)