



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, September 10, 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,
SEPTEMBER 10, 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 AUGUST 13, 2020:** The Personnel Commission will receive the minutes of the August 13, 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):

- 2020-02 Instructional Assistant – Special Education
- 2020-03 Instructional Assistant – Severely Disabled
- 2020-04 Early Learning Educator
- 2020-05 Instructional Assistant - ABA
- 2020-06 Child Care Attendant
- 2020-07 Early Learning Instructional Assistant

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
- August 11, 2020 – Exhibit A
 - September 1, 2020 – Exhibit B

COMMUNICATIONS

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: _____

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

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
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: September 10, 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).

- 2020-02 Instructional Assistant – Special Education
- 2020-03 Instructional Assistant – Severely Disabled
- 2020-04 Early Learning Educator
- 2020-05 Instructional Assistant - ABA
- 2020-06 Child Care Attendant
- 2020-07 Early Learning Instructional Assistant

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2020-02 through 2020-07.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 10, 2020

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

Background Information

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

- August 11, 2020 (Exhibit A)
- September 1, 2020, 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 August 11, 2020, and September 1, 2020.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 11, 2020

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>
Giles, Stephanie	Program Support Specialist	District Office	\$3,777.00 per month	35.1	07/29/20

Approve Substitute Employment
In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Ortiz, Catalina	Custodian	Substitute	\$18,908 per hour	28.1	07/23/20

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Abercrombie, Carol	Instructional Assistant – ABA	Pleasant View	04/21/03	06/18/20
Bledsoe, Dawn	Bus Driver	Transportation	08/30/05	08/06/20
To, Cap	Custodian	Vista View	08/09/00	07/10/20

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>
Lodge, Molly	Instructional Assistant – Severely Disabled	Spring View	01/07/19	06/18/20
Pavloff, Jonathan	Child Care Attendant	Village View	10/22/12	06/18/20
Urquiza, Perla	School Office Manager - Bilingual	Marine View	10/06/14	06/25/20

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 September 1, 2020

<u>Approve Separation - Resignation</u> In accordance with Merit System Rules 8.1 to 8.6:		<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
<u>NAME</u>	<u>POSITION</u>			
Thomas, Kristin	Instructional Assistant – ABA	Hope View	01/08/08	06/18/20
<u>Approve Leave of Absence Without Pay</u> In accordance with Merit System Rules 8.10:		<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
<u>NAME</u>	<u>POSITION</u>			
Davey, Karianne	Instructional Assistant – Special Education	Vista View	09/09/20	12/18/20
<u>Approve Retirement</u>		<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
<u>NAME</u>	<u>POSITION</u>			
Lew, Debra	School Library Specialist	Harbour View	09/15/97	08/31/20