



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, June 11, 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, JUNE 11, 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
Password: 195034

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 MAY 27, 2020:** The Personnel Commission will receive the minutes of the May 27, 2020, Regular Personnel Commission Meeting for approval.

(ACTION)
Pages 1-5
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

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

B. **RECRUITMENT AND TESTING:**

(THERE ARE NO
CONSENT CALENDAR
ITEMS REQUIRING
ACTION AT THIS TIME)
Page 6

AGENDA FOR THE PERSONNEL COMMISSION MEETING – MAY 27, 2020 – 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 7-8

- May 19, 2020 – Exhibit A

- 8. PROPOSED PERSONNEL COMMISSION MEETING DATES FOR 2020-2021:** The Personnel Commission will receive for approval the proposed Personnel Commission meeting dates for 2020-2021. **(ACTION)**
Pages 9
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: _____

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

May 27, 2020

4:30 p.m.

Zoom Meeting Link: www.ovsd.org/pcmeeting

CALL TO ORDER Commissioner Bidnick called the May 27, 2020, Regular Personnel Commission Meeting to order at 4:30 p.m. via Zoom Meeting.

PLEDGE OF ALLEGIANCE Keith Farrow 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

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF APRIL 9, 2020 Motion by Commissioner Gooch to approve the minutes of the April 9, 2020, Regular Personnel Commission meeting.

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

CONSENT CALENDAR There were no items brought forward for approval on the consent calendar.

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 April 7, 2020, and April 21, 2020.

PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2020-2021 Commissioner Bidnick opened the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2020-2021 at 4:34 p.m.

Director Vellanoweth thanked Commissioner Gooch for his help as the budget liaison to the Personnel Commission for this year and deferred to him for his comments to begin the public hearing.

Commissioner Gooch thanked the attendees for being present at the public hearing. He stated that during these irregular times the Personnel Commission is working in conjunction with the administration and pared down the budget to conform with the request of the Superintendent. While it is painful, the Personnel Commission is pleased to participate. It was done in the spirit of working together. In that same spirit, it is hopeful that should unanticipated funds come down the road in the future that the Personnel Commission would benefit minimally and proportionately due to the returned surplus funds. Commissioner Gooch then deferred to Director Vellanoweth.

**PUBLIC HEARING ON
THE PROPOSED
ANNUAL BUDGET OF
THE PERSONNEL
COMMISSION FOR
FISCAL YEAR 2020-
2021 (CONTINUED)**

Director Vellanoweth provided some background about the Personnel Commission budget. Education Code does require that the Personnel Commission prepare an annual budget for its own office. A first reading draft was brought forward at the last Personnel Commission meeting on April 9, 2020. After the first reading, a public hearing should be held prior to May 30 for adoption. During the public hearing, the governing board and the district administration is provided with an opportunity to present their views on the proposed budget.

Director Vellanoweth stated that following the first reading at the April 9, 2020 Personnel Commission meeting, further information about the outlook of the state funding for school districts came forth. According to the Governor's May budget revision, the impact is far worse than previously anticipated. The Personnel Commission does appreciate the seriousness of the current situation, is aware of the financial constraints that are now being placed upon the school district, and has taken under the advisement the district's recommendation to reduce the Commission's budget for the 2020-2021 school year. Therefore, the May 15, 2020, Personnel Commission meeting, in which the second reading and public hearing were to take place, was postponed to provide an opportunity to revisit the budget and take the district's recommendations into consideration so it could be in alignment with the district's overall budget moving forward.

Director Vellanoweth shared that she worked closely with Commissioner Gooch, Vice Chair and this year's budget liaison to the Personnel Commission, and with Director of Fiscal Services, Keith Farrow, to come up with a budget that will meet the needs of the Commission as well as align with the district budget objectives. If after this public hearing, the Commission approves the budget, it will be forwarded to the Superintendent for her final review and signature, then on to the Orange County Department of Education. In developing the draft budget, Director Vellanoweth had discussions with Director Farrow and Commissioner Gooch to identify the essential needs of the Commission, including the Commission's delivery of services and how these will align with the current budget constraints facing the district. Given the seriousness of the situation, it is evident that we need to be mindful of the district's solvency and as such, all areas of the budget have been reviewed in an attempt to keep the new budget as low as possible while meeting the minimal and essential needs of the department. In addition, Director Vellanoweth will continue to be prudent and strategically plan the department's expenditures around the essential, necessary, and discretionary priority levels so that any remaining funds can be redeposited into the general fund at the end of the school year.

Director Vellanoweth then shared a document with the Commissioners and meeting attendees, which outlined each budget line, and she provided updated information on each item.

PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2020-2021 (CONTINUED)

Deputy Superintendent Michael Conroy informed the Commissioners that he appreciated working with Director Vellanoweth and Director Farrow on the budget. This is an unprecedented time and as Director Vellanoweth shared, the fiscal outlook for the district right now is not the best it has ever been. As the district continues working through finding solutions, he hopes that the Commission will be able to refill, so to speak, its budget along with other department budgets. He thanked Director Vellanoweth and Director Farrow for working with the district on this.

Commissioner Bidnick thanked Commissioner Gooch for assisting with the budget. He also thanked Keith Farrow and Michelle Vellanoweth for their work on developing the budget. He backed up Commissioner Gooch's sentiments that when times return to normal, that these cuts are revisited and taken into consideration.

The Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2020-2021 was closed at 4:48 p.m.

ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2020-2021

Motion by Commissioner Ewing to approve the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2020-2021 as presented this evening.

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

SECOND PUBLIC COMMENTS

Phi Tran, CSEA liaison to the Personnel Commission, shared that CSEA has ratified its tentative agreement with the district and is waiting for board approval. CSEA is moving forward with a virtual conference this year. The annual conference has been turned fully virtual for the entire state and it is anticipated that a lot more chapters will be participating this year. The theme is 2020 Vision For All. CSEA Chapter #375 has written a couple of resolutions for the conference, one of which directs the union to do certain things or accomplish certain tasks and was unanimously recommended by a committee for a yes vote, which is a huge accomplishment. CSEA chapter meetings are being held via zoom and attendance has been higher. Mr. Tran will be meeting with the Merit System Committee this coming Saturday.

COMMISSIONER REPORTS

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for June 11, 2020.

Commissioner Gooch asked that everyone take a moment to pause and reflect on Monday being Memorial Day in honor of those who spent their last moments in defense of freedom.

**COMMISSIONER
REPORTS
(CONTINUED)**

Commissioner Bidnick thanked everyone who attended tonight's meeting. He stated that right now it is very difficult for us, not just in the situation we are currently facing with students being away and figuring out distance learning in a hurry, and how to plan for year-end ceremonies, promotions, and graduations, but as the icing on the cake we are also looking at an unprecedented budget for fall. He thanked the district for what it is doing to ensure the district remains fiscally solvent. Commissioner Bidnick also stated that he has been participating in countywide discussions for reopening schools next August or September. Numerous CEOs and Directors have been working on this committee for a few weeks and there is still a lot of uncertainty with what it is going to look like when students do return. He asks for patience and understanding from everyone involved in the education industry as this is very difficult for all of us. He has been reminding his staff that this is temporary, anything we do or say now will have a lasting impact. Commissioner Bidnick also thanked Ocean View School District for being communicative.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked Commissioner Bidnick for his comments, which are particularly relevant as he is a former employee of the district as well as a current parent of the district. As we move close to the end of the school year, the district is trying to plan for year-end activities and events in a modified way. This includes collecting textbooks, chrome books, and materials from students, which involves a lot of coordination from the school sites. She gave kudos to the Principals for how they are handling all of this. More and more classified employees are returning to work, both virtually and in person, to support classrooms and offices. There has also been an opportunity to offer virtual trainings during this time. It is hoped that this can continue in the future in order to provide employees a chance to improve their skill sets and be more successful in their jobs. Director Vellanoweth mentioned that the Personnel Commission office staff will be meeting soon with the Special Education department to discuss Extended School Year. The Personnel Commission office has also been working on reasonable assurance letters to the classified ten and eleven month employees, and working with Felix Avila's office on the layoffs and reductions in the preschool program, trying to determine alternate placement for those employees, and also communicating with the Transportation staff and working with them. The staff has also been processing a very large number of unemployment insurance claims. We are now looking ahead to plan for fall. As Dr. Hansen has shared with the leadership team, it is uncertain what that will look like, but we are planning based upon what we know now and what we think things may look like. Personnel Analyst, Betzabeth Vazquez, has been attending the CSPCA Merit System Academy. This was put on hold because of the virus, but is now moving forward in a virtual format.

MINUTES OF THE MAY 27 , 2020, PERSONNEL COMMISSION MEETING – PAGE 5

**DIRECTOR AND
STAFF REPORTS
(CONTINUED)**

The month of May was the Month of the Employee. Classified employees, certificated employees, and administrators were thanked and celebrated during the week of May 11-15, 2020. Director Vellanoweth thanked all employees for their work during this time.

ADJOURNMENT

Commissioner Bidnick asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Ewing and carried with a 3:0 vote at 5:01 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: June 11, 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).

- There are no current eligibility lists being submitted for approval

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: June 11, 2020

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

Background Information

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

- May 19, 2020 (Exhibit A)

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 May 19, 2020.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 19, 2020

<u>Approve Separation – Abandonment of Position</u>				
<u>In accordance with Merit System Rules 8.1 to 8.6:</u>				
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Gomez, Alexandra	Instructional Assistant – ABA	Circle View	03/12/12	04/29/20
<u>Approve Separation – Resignation</u>				
<u>In accordance with Merit System Rules 8.1 to 8.6:</u>				
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Patterson, Brittany	Instructional Assistant – ABA	Spring View	10/05/18	03/11/20
<u>Approve Separation – Release Within Probation</u>				
<u>In accordance with Merit System Rules 8.1 to 8.6:</u>				
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Hoodman, Celea	Noon Duty Supervisor	Westmont	12/09/19	05/01/20
<u>Approve Retirement</u>				
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Obado-Ito, Glenda	School Library Specialist	Marine View	03/10/97	06/18/20

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Personnel Assistant
DATE: June 11, 2020
**SUBJECT: Agenda Item No. 8: PROPOSED PERSONNEL COMMISSION MEEETING
DATES FOR 2020-2021 SCHOOL YEAR**

Background Information

The Personnel Commission meets on the second Thursday of the month, in the District Office Board Room, Building A, 17200 Pinehurst Lane, Huntington Beach, California, at 4:30 p.m., unless otherwise noted.

The following dates are the proposed dates for the Regular Meetings of the Personnel Commission for the 2020-2021 school year and are forwarded for ratification:

- Thursday, July 16, 2020*
- Thursday, August 13, 2020
- Thursday, September 10, 2020
- Thursday, October 8, 2020
- Thursday, November 12, 2020
- Thursday, December 10, 2020
- Thursday, January 14, 2021
- Thursday, February 11, 2021
- Thursday, March 11, 2021
- Thursday, April 15, 2021**
- Thursday, May 13, 2021
- Thursday, June 10, 2021

*Third Thursday of the month due to Independence Day holiday

**Third Thursday of the month due to Spring Break holiday

Recommendation

The Director of Classified Personnel recommends that the Personnel Commission adopt the proposed Personnel Commission meeting dates for the 2020-2021 school year.