



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Wednesday, May 27, 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

WEDNESDAY, MAY 27, 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: 8Ur5rf

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 APRIL 9, 2020:** The Personnel Commission will receive the minutes of the April 9, 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)
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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 7-9**

- April 7, 2020 – Exhibit A
- April 21, 2020 – Exhibit B

8. PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2020-2021: The Personnel Commission will hold a Public Hearing prior to taking action on its proposed Annual Budget of the Personnel Commission for the fiscal year 2020-2021.

**(DISCUSSION)
Pages 10-19**

Open Time: _____ p.m.

Close Time: _____ p.m.

9. ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2020-2021: The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2020-2021. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for Fiscal Year 2020-2021, to be forwarded to the County Superintendent once the District's budget is adopted.

**(ACTION)
Moved: ____
Second: ____
Vote: ____**

COMMUNICATIONS

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

11. COMMISSIONER REPORTS

12. DIRECTOR AND STAFF REPORTS

13. ADJOURNMENT

TIME: _____

**(ACTION)
Moved: ____
Second: ____
Vote: ____**

AGENDA FOR THE PERSONNEL COMMISSION MEETING – MAY 27, 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

April 9, 2020

4:30 p.m.

Zoom Meeting Link: <https://ovsd.zoom.us/j/4679939951>

- CALL TO ORDER** Commissioner Bidnick called the April 9, 2020, Regular Personnel Commission Meeting to order at 4:31 p.m. via Zoom Meeting.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing 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; Bophary Ngin, Personnel Technician
- PUBLIC COMMENTS** There were no comments from the public.
- MINUTES OF MARCH 12, 2020** Motion by Commissioner Gooch to approve the minutes of the March 12, 2020, Regular Personnel Commission meeting.
Seconded by Commissioner Ewing, 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:
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists
- 2019-50 Instructional Assistant – Physical Education
 - 2019-51 Department Secretary
- Motion by Commissioner Ewing 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 March 3, 2020, and March 17, 2020.
- PROPOSED BUDGET 2020-2021 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION** Director Vellanoweth stated that the Education Code requires the Personnel Commission to prepare an annual budget for its own office, which will be included with the Governing Board’s regular budget for the school district and a public hearing shall be held prior to the Commission budget adoption.

**PROPOSED BUDGET
2020-2021 –
PRELIMINARY DRAFT
– FIRST READING
AND DISCUSSION
(CONTINUED)**

Today Director Vellanoweth is presenting to the Commissioners a first reading of the Personnel Commission budget for the school year 2020-2021. Director Vellanoweth has met on several occasions with Keith Farrow, Director of Fiscal Services, to obtain direction from him as far as the district's objective for the budget for the upcoming school year. She also met with the Vice Chair, Commissioner Gooch, who is the budget liaison to the Commission for the 2019-2020 school year. If after the presentation, there are questions or it is decided to make any changes, it can be discussed. If there are no changes, the Personnel Commission will move forward with presenting the proposed budget for a public hearing, second reading, and adoption at the May Personnel Commission meeting, which will meet the Education Code deadline for submission to the County.

Director Vellanoweth went over the proposed budget for a first reading, and explained the rationale for each budget item.

Commissioner Bidnick had a question about the Travel and Conference budget line. He asked for the background of the amount of \$600 that was budgeted for the 2018-2019 school year. Director Vellanoweth explained that the \$600 was budgeted to allow for the Personnel Analyst to attend the Merit System Academy. The first year it was budgeted, the Analyst was not able to attend due to the location where the academy was being held. The amount was carried over to 2019-2020 in order for her to attend this school year. She did receive a scholarship to attend the Merit System Academy, so it was not necessary to expend the \$600 that was set aside for that purpose.

Commissioner Gooch added that he is very appreciative of the Director's efforts. As she mentioned, in identifying the numbers that are in front of the Commission, with the exception of those items that are out of the Commission's control, this proposal is actually under budget. He is pleased to present this budget to the Personnel Commission.

There was no further discussion or action at this time. The public hearing and adoption will take place at the next meeting of the Personnel Commission.

**REMOVAL OF NAME
FROM ELIGIBILITY
LIST**

Commissioner Gooch stated that he continues to be dismayed at having to remove names for people's inability to follow directions.

Motion by Commissioner Ewing to approve the removal of name from eligibility list.

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

**SECOND PUBLIC
COMMENTS**

Superintendent Hansen thanked the Personnel Commissioners for their continued service. She informed the Commissioners that Ocean View School District is moving ahead with distance learning for the students regardless of the school closures. She acknowledged Director Vellanoweth and her team for their work in helping the schools when needed. Superintendent Hansen also acknowledged the classified staff who have been doing some incredible work during these unprecedented times. The District distributed over 2,100 chromebooks to students so they could learn from home. Classified employees from Maintenance and other departments were called in to clean and sanitize about 7,000 chromebooks. Additionally, every single day there are Food Service Workers coming in to work early to prepare both breakfast and lunch, Grab and Go meals. As of last Friday, the District has served over 40,000 meals, which is pretty astonishing for a district of our size. The District is averaging about 15,000 meals per week. Also, as materials have been made ready to push out to families, many classified employees including School Office Managers and School Office Clerks have been helping to distribute them, and the District very much appreciates them. Superintendent Hansen also mentioned that Director Vellanoweth has reached out to the Instructional Assistants to have them work possibly remotely, to sign in to teacher's classrooms, and to help with students who are English learners, or special education students, who need assistance.

Phi Tran, CSEA Liaison to the Personnel Commission, thanked the Commissioners for their continued service. He informed the Commissioners that CSEA found out that the students are not only anxious to interact with their teachers, but also with the classified staff, such as the Custodian, the Health Technician, or the School Office Manager. He mentioned that the chapter has seen a huge increase in attendance at the chapter meetings due to the meetings being held virtually over Zoom. There were 30 attendees at the March meeting and 38 attendees at the April meeting. All CSEA offices are working remotely and all services are still available. Mr. Tran mentioned that the May Board of Directors meeting and annual classified dinner have been canceled. The Board of Directors has been very quick to address some of the issues the chapters have been experiencing. Other districts have even reached out to Ocean View School District to ask about conducting meetings over Zoom, since our district has been using Zoom for some time now. He mentioned that the Merit System Committee is still doing business. They will meet April 18 over Zoom. He again thanked the Commissioners, Director Vellanoweth, and the Personnel Commission staff for continuing to support the district.

**COMMISSIONER
REPORTS**

Commissioner Ewing thanked Dr. Hansen for being present at the meeting today and for her leadership during this tough time. He mentioned that both of his daughters are classified employees and have reported how things have been going. His fourth grade grandson attends College View and is participating in online education. He announced that the next meeting of the Personnel Commission is scheduled for May 14, 2020.

Commissioner Gooch appreciated Dr. Hansen's comments regarding the classified employees. He is very pleased and proud of the classified employees and expected nothing less. He appreciates Director Vellanoweth and the staff's efforts. He asked Superintendent Hansen how the district is determining the average daily attendance and how the reimbursement from the state is going at this time.

Superintendent Hansen answered that as part of the Governor's orders, that has been suspended and so the average daily attendance has been based upon information up to February 28, 2020.

Commissioner Bidnick echoed the sentiment of appreciation to all classified, certificated, and management staff for keeping education moving. As a colleague in education, as a parent in Ocean View School District, and as a Personnel Commissioner, what the district has done to keep the parents involved and up-to-date has been commendable. He congratulated Dr. Hansen and her team for how everyone has handled this situation. Commissioner Bidnick thanked Commissioner Gooch for his help and work on the budget. He also wanted to comment to Dr. Hansen, that in doing quick numbers, Ocean View School District is serving about 3,000 meals per day. Newport Mesa Unified School District, with almost twice the enrollment, is serving about 2,500 meals per day. He congratulated the District for distributing that many meals out to the families.

Commissioner Bidnick also noted that normally the Director's evaluation would have been held prior to the April meeting of the Personnel Commission in closed session. He asked Commissioner Ewing and Commissioner Gooch if this is something they would like to hold off on until the next meeting or until they can meet in person.

Commissioner Gooch stated that his preference is to conduct the evaluation in person as he does not believe there is anything critical that needs to be brought forth at this time. Commissioner Ewing was in agreement. Commissioner Bidnick stated that the Director's evaluation would be postponed until it could be scheduled in person.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth stated that the talk of the day is the COVID-19. It seems like months, but it has only been about 3 ½ weeks since school sites have been closed. It has now been announced that the district will be closed through the end of the school year. The distance learning has officially been launched and had a great second “first day of school”.

Director Vellanoweth thanked the Commissioners for being so supportive, flexible, and available to her and the Personnel Commission staff as we move through this process. She thanked the Board of Trustees, the Superintendent, and the Cabinet for their innovation, dedication, support, and continued communication to all employees and community. The communications that have gone out have been outstanding and transparent. She thanked her fellow leadership team members for their cohesiveness in coming together to tackle this situation and their expert problem solving skills. She thanked Educational Services, Information Technology, Facilities, Custodians, Food Services, and Purchasing. She also thanked the Personnel Commission staff. The team continues to be in communication with each other via phone calls, emails, text messages, and Zoom meetings. She appreciates their hard work and dedication. It is not easy working remotely, but they have really stepped up to the plate to keep things running as smoothly as possible. She thanked all teaching staff, school site staff, district office staff who continue to balance working remotely, while also being at home trying to support their own children in distance learning. Lastly, she thanked the students and families since this has impacted them the most.

ADJOURNMENT

Commissioner Bidnick asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Gooch and carried with a 3:0 vote at 5:11 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: May 27, 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: May 27, 2020

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

Background Information

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

- April 7, 2020 (Exhibit A)
- April 21, 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 April 7, 2020, and April 21, 2020.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 7, 2020

<u>Approve Employment</u>		
<u>In accordance with Merit System Testing Procedures:</u>		
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>
Fillet, Lauren	Instructional Assistant – ABA	Lake View
Lopez, David	Maintenance Worker	Facilities
		<u>SALARY</u>
		\$17,990 per hour
		\$3,591.00 per month
		<u>RANGE/STEP</u>
		26.1
		33.1
		<u>EFFECTIVE DATE</u>
		03/16/20
		03/16/20
<u>Approve Promotion</u>		
<u>In accordance with Merit System Testing Procedures:</u>		
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>
Morgan, Rachel	Instructional Assistant – Special Education	Westmont
		<u>SALARY</u>
		\$16,294 per hour
		<u>RANGE/STEP</u>
		22.1
		<u>EFFECTIVE DATE</u>
		02/18/20
<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>
Chavez, Alfredo	Custodian	Facilities
Craft, Brittini	Noon Duty Supervisor	Hope View
		<u>BEGINNING DATE</u>
		03/07/18
		10/18/19
		<u>EFFECTIVE DATE</u>
		03/23/20
		03/06/20
<u>Approve Retirement</u>		
<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>
Doering, Denise	Program Support Specialist	District Office
		<u>BEGINNING DATE</u>
		10/07/91
		<u>EFFECTIVE DATE</u>
		04/17/20

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 April 21, 2020

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>
Saldivar, Reyna	Instructional Assistant	Substitute	\$17.549 per hour	21.3	02/12/20
Sanchez, Sergio	Head Custodian	Substitute	\$20.860 per hour	32.1	03/06/20

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Clayton, Mary	School Health Technician	Pleasant View	09/04/02	06/18/20

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: May 27, 2020

SUBJECT: Agenda Items No. 8 and 9: Public Hearing on the Proposed Budget 2020-2021 of the Personnel Commission – Followed by Personnel Commission Discussion and Adoption of a 2020-2021 Budget

Background

Education Code 45253 requires the Commission 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 proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then 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.

At their April 9, 2020 meeting, the Commission reviewed for a first reading a proposed draft of the budget for Personnel Commission operations in the 2020-2021 school year. Following this discussion, the proposed budget for 2020-2021 was to be brought back to the Commission on May 14, 2020, for the required public hearing and adoption. However, since the time the Commission reviewed the first draft, the impact of COVID-19 has caused major changes in the outlook of state funding, and the impact is far worse than originally anticipated. The Commission appreciates the seriousness of the current situation, is aware of the fiscal constraints placed on the school district, and has taken under advisement the district's recommendation to reduce the Personnel Commission budget for the 2020-2021 school year. Therefore, the May 14, 2020 Commission meeting and public hearing were postponed to May 27, 2020 to allow for a further review of the budget. The budget draft now being presented was developed in collaboration with the Director, Classified Personnel, Personnel Commission Vice-Chair and Budget Advisor, Dan Goch, and Director, Fiscal Services Keith Farrow, to ensure it will meet the essential needs of the Commission to operate for the coming year as well as align with the district's recommendations and guidelines.

If, after the public hearing, the Commission acts to approve the proposed budget, it will be forwarded for the Superintendent's review and signature, and then forwarded to Dean West, Associate Superintendent Business Services, at the Orange County Department of Education.

**Public Hearing on the Proposed Budget 2020-2021 of the Personnel Commission
Followed by Personnel Commission Discussion and Adoption of a 2020-2021 Budget
May 27, 2020
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Discussion

In preparing to develop this 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 and district objectives. The Director also met and consulted with Personnel Commission Vice-Chair and budget liaison, Dan Gooch, to discuss the essential needs of the Commission, delivery of services, and how these align with the current budget constraints facing the district.

The seriousness of the current situation is evident and it is understood that we need to be mindful of the District's fiscal solvency. As such, the Director Classified Personnel reviewed all areas of the budget, in an attempt to keep the new budget as low as possible while meeting the minimal and essential needs of the department. In addition, the Director will continue to be prudent, strategically planning expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District's reserves.

This preliminary draft budget was shared and reviewed with Personnel Commission Vice-Chair and budget liaison, Dan Gooch, to ensure it will meet the minimal 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. The Director also shared this draft with Deputy Superintendent, Michael Conroy.

The Personnel Commission's proposed 2020-2021 non-salary discretionary budget contains ten line as follows:

- **Administrative Supplies** *Recommended decrease from last year.* Used to purchase all consumable paper products, office supplies, testing materials, postage, job fair/recruitment/promotional materials, the revolving cash funds, and any other materials purchased for operating the Personnel Office.
- **Non Capitalized Equipment (Over \$500)** *Recommended no change.* No new equipment forecasted to be necessary.
- **Mileage** *Recommended no change.* Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.
- **Travel/Conference** *Recommended decrease from last year.* Used for attendance of Personnel Commissioners, Director, and staff at State, regional and local Personnel Commissioner conferences. This account is also used to cover expenses involved in Personnel Commission Director and staff attendance at job related workshops, seminars, trainings, and job fairs. Reduction includes, but is not limited to, amount budgeted previous year for Merit Academy. Any expenditure for Travel/Conference will be subject to prior approval.

**Public Hearing on the Proposed Budget 2020-2021 of the Personnel Commission
Followed by Personnel Commission Discussion and Adoption of a 2020-2021 Budget
May 27, 2020
Page Three**

- **District Memberships** *Recommended increase from last year.* Used to pay for organizational memberships in CODESP (testing consortium), California School Personnel Commissioners Association, and Personnel Commissioners Association of Southern California. The recommended increase is due to increased membership fees for CODESP.
- **Repair/Maintenance** *Recommended decrease from last year.* Used for repair/maintenance of aging equipment and HP print services.
- **Duplication** *Recommended decrease from last year.* Used to pay for internal printing costs, i.e. Personnel Commission agendas, on-boarding packets, job fair materials, examination materials, etc.
- **Employment Advertisements** *Recommended decrease from last year.* Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (EdCal), GovernmentJobs.com, Craig's List, and other recruitment resources.
- **Consultants** *Recommended no change.* Not necessary to budget for contingency costs of a hearing officer for potential appeals as there is no way to estimate legal costs. District agrees to support cost of hearing officer if Personnel Commission deems necessary to secure those services.
- **Outside Services** *Recommended no change.* Used to pay for on-going costs of shared HR/PC employee database and automated workflow systems as contracted with Orange County Department of Education.

The Personnel Commission's 2020-2021 discretionary salary budget contains three line items as follows:

- **Overtime** *Recommended decrease from last year.* Used for overtime of the Commission's Personnel Assistant taking minutes at Personnel Commission meetings.
- **Substitutes** *Recommended decrease from last year.* Used to support continuing office activities in the absence of Personnel Commission staff due to long-term illness, scheduled vacation, job fair attendance, etc. Substitutes will only be utilized beginning in the 3rd day of continued absence.
- **Temporaries** *Recommended decrease from last year.* Used to provide additional assistance when necessary, i.e., employees serving on interview panels outside their normal working hours, exam proctoring, proctoring/grading of foreign language examinations, and temporary support in Commission Office during peak periods.

**Public Hearing on the Proposed Budget 2020-2021 of the Personnel Commission
Followed by Personnel Commission Discussion and Adoption of a 2020-2021 Budget
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The Personnel Commission's 2020-2021 discretionary budget totals \$40,733 reflecting an overall reduction of 25% from 2019-2020.

Attachments: Personnel Commission Preliminary Draft Budget 2020-2021
Education Code 45253

Recommendation

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2020-21 and fully consider any input received.

The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2020-2021, to be forwarded to the County Superintendent.

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)

<u>Categories/Object Code</u>	<u>2017-2018</u> Actuals	<u>2018-2019</u> Actuals	<u>2019-2020*</u> Budgeted/ Expended thru 3rd Quarter	<u>2019-2020</u> Budgeted/ Est to close	<u>2020-2021</u> Proposed Budget	<u>Comments/Rationnale</u>
Admin Supplies (4305)						
Budgeted	\$6,500.00	\$4,500.00	\$4,500.00	\$4,500.00		
Reduced Spending *			-\$1,350.00	-\$1,350.00		
Expended	\$3,393.00	\$4,306.00	\$2,843.00	\$3,043.00	\$3,200.00	Decrease \$1,300 (29%) - Will meet needs with minimal spending. Expenditures estimated through end of school year included replacing depleted office supplies and recruitment/promotional materials.
% Expended	52%	96%	90%	97%		
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$1,000.00	\$500.00	\$0.00	\$0.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
% Expended	0%	0%	0%	0%		
Mileage (5201)						
Budgeted	\$500.00	\$150.00	\$150.00	\$150.00		
Expended	\$63.00	\$81.00	\$18.00	\$35.00	\$150.00	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	13%	54%	12%	23%		
Travel/Conference (5202)						
Budgeted	\$1,500.00	\$2,100.00	\$2,100.00	\$2,100.00		
Reduced Spending *			-\$630.00	-\$630.00		
Expended	\$1,756.00	\$1,069.00	\$882.00	\$882.00	\$900.00	Decrease \$1,200 (57%) - Supports director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff trainings. Amount budgeted previous year for Merit Academy no longer needed.
% Expended	117%	51%	72%	72%		
District Memberships (5301)						
Budgeted	\$2,890.00	\$2,890.00	\$3,100.00	\$3,100.00		
Expended	\$2,890.00	\$2,950.00	\$3,100.00	\$3,100.00	\$3,200.00	Increase \$100 (3%) - CODESP restructuring membership fees based upon employee FTE rather than student enrollment for an increase of \$100 annually. Memberships for PCASC and CSPCA anticipated to remain the same.
% Expended	100%	102%	100%	100%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2017-2018</u> Actuals	<u>2018-2019</u> Actuals	<u>2019-2020*</u> Budgeted/ Expended thru 3rd Quarter	<u>2019-2020</u> Budgeted/ Est to close	<u>2020-2021</u> Proposed Budget	<u>Comments/Rationnale</u>
Repair/Maintenance (5617)						
Budgeted	\$500.00	\$250.00	\$700.00	\$700.00		
Expended	\$0.00	\$472.00	\$187.00	\$300.00	\$400.00	Decrease \$300 (43%) - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department rather than districtwide.
% Expended	0%	189%	27%	43%		
Duplication Charges (5715)						
Budgeted	\$1,000.00	\$1,000.00	\$800.00	\$800.00		
Reduced Spending *	\$834.10	\$363.00	-\$240.00	-\$240.00	\$500.00	Decrease \$300 (38%) - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
% Expended	83%	36%	57%	68%		
Employment Advertisements (5805)						
Budgeted	\$1,500.00	\$2,670.00	\$2,300.00	\$2,300.00		
Expended	\$1,385.00	\$820.00	\$2,050.00	\$2,050.00	\$2,100.00	Decrease \$200 (9%) - EdJoin and Government Jobs (7 posts per year) meet most posting needs except for highly technical and management positions where outside advertising is necessary through CASBO/ACSA, or other recruitment options as needed such as veteran sites and/or Craig's List. May need to limit outside advertising dependent upon number of technical/management recruitments.
% Expended	92%	31%	89%	89%		
Consultants (5820)						
Budgeted	\$3,000.00	\$1,000.00	\$0.00	\$0.00		
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Continue - 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%	0%	0%	0%		
Outside Services - Non Repair/Mtce (5825)						
Budgeted	\$1,500.00	\$1,500.00	\$19,283.00	\$19,283.00		
Expended	\$1.75	\$20,108.00	\$18,533.00	\$18,533.00	\$19,283.00	Continue - PC's half of HR/PC employee database HR2.0 annual fee totals \$18,533. Ongoing cost of PC share for workflow system is \$750.
% Expended	0%	1341%	96%	96%		

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2017-2018</u> Actuals	<u>2018-2019</u> Actuals	<u>2019-2020*</u> Budgeted/ Expended thru 3rd Quarter	<u>2019-2020</u> Budgeted/ Est to close	<u>2020-2021</u> Proposed Budget	<u>Comments/Rationnale</u>
TOTAL NON SALARY ITEMS						
Budgeted	\$19,890.00	\$16,560.00	\$32,933.00	\$32,933.00	\$29,733.00	Overall reduction \$3,200 (10%) from last year.
Reduced Spending *			-\$2,220.00	-\$2,220.00		\$3,300 reduction in administrative supplies, travel/conference,
Expended	\$10,323.00	\$30,169.00	\$27,829.00	\$28,243.00		repair/maintenance, duplication and employment advertisements
% Expended	52%	182%	91%	93%		\$ 100 increased cost of necessary services, CODESP membership.

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2017-2018</u> Actuals	<u>2018-2019</u> Actuals	<u>2019-2020*</u> Budgeted/ Expended thru 3rd Quarter	<u>2019-2020</u> Budgeted/ Est to close	<u>2020-2021</u> Proposed Budget	<u>Comments/Rationnale</u>
Overtime (2490)						
Budgeted	\$100.00	\$2,400.00	\$2,400.00	\$2,400.00		
Expended	\$697.00	\$805.00	\$1,487.00	\$2,000.00	\$2,000.00	Decrease \$400 (17%) - Personnel Assistant overtime for PC Meetings
% Expended	697%	34%	62%	83%		
Substitutes (2497)						
Budgeted	\$3,000.00	\$5,000.00	\$5,000.00	\$5,000.00		
Expended	\$8,994.00	\$5,387.00	\$2,536.00	\$2,536.00	\$2,000.00	Decrease \$3,000 (60%) - Support office activities in absence of employees due to illness, scheduled vacation, job fair attendance, etc. Substitutes will only be utilized beginning in the 3rd day of continued absence.
% Expended	300%	108%	51%	51%		
Temporaries (2495)						
Budgeted	\$4,000.00	\$14,000.00	\$14,000.00	\$14,000.00		
Expended	\$7,095.00	\$11,314.00	\$5,434.00	\$7,000.00	\$7,000.00	Decrease \$7,000 (50%) - Support needed for oral exam panel members, exam proctoring, proctoring/grading foreign language exams, and temporary office support during peak periods.
% Expended	177%	81%	39%	50%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$7,100.00	\$21,400.00	\$21,400.00	\$21,400.00	\$11,000.00	
Expended	\$16,786.00	\$17,506.00	\$9,457.00	\$11,536.00		Overall reduction of \$10,400 (49%) from last year. This amount includes hourly rate of pay plus statutory benefits.
% Expended	236%	82%	44%	54%		

Non Discretionary Budget (Salaries)

<u>Categories/Object Code</u>	<u>2017-2018</u> Actuals	<u>2018-2019</u> Actuals	<u>2019-2020*</u> Budgeted/ Expended thru 3rd Quarter	<u>2019-2020</u> Budgeted/ Est to close	<u>2020-2021</u> Proposed Budget	<u>Comments/Rationnale</u>
TOTAL SALARY ITEMS						
Budgeted	\$431,716.00	\$446,064.00	\$471,571.00	\$471,571.00	\$492,615.00	Increase \$21,044 (4%) - Scheduled salary step increases and statutory benefit increases for permanent staff: Director, Assistant, Analyst and Technician. Negotiations for cost of living salary increases yet unsettled for 2018/2019 (bargaining unit only). Proposed salary budget includes estimate based upon tentative agreement.
Expended	\$441,308.00	\$456,879.00	\$309,719.00	\$472,622.00		
% Expended	102%	102%	66%	100%		

PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY

	<u>2017-2018</u> Actuals	<u>2018-2019</u> Actuals	<u>2019-2020*</u> Budgeted/ Expended thru 3rd Quarter	<u>2019-2020</u> Budgeted/Es t to close	<u>2020-2021</u> Proposed Budget	
Budgeted	\$458,706.00	\$484,024.00	\$525,904.00	\$525,904.00		Discretionary Spending Overall reduction of \$13,600 = 25% To align with District budget reductions
Reduced Spending *			-\$2,220.00	-\$2,220.00		
Expended	\$468,417.00	\$504,554.00	\$347,005.00	\$512,401.00	\$533,348.00	Non-Discretionary Spending Staff Salaries & Statutory Benefit increases of \$21,044
% Expended	102%	104%	66%	98%		