



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, April 9, 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, APRIL 9, 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
<https://ovsd.zoom.us/j/4679939951>

Meeting ID: 467 993 9951

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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.

AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 9, 2020 – PAGE 2

5. **APPROVAL OF MINUTES – REGULAR MEETING MARCH 12, 2020:** (ACTION)
The Personnel Commission will receive the minutes of the March 12, 2020, Regular Personnel Commission Meeting for approval. Pages 1-2

Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

6. **CONSENT CALENDAR:** The Personnel Commission will receive the following items on the Consent Calendar: (ACTION)
Pages 3

A. JOB DESCRIPTION REVIEWS/REVISION

Moved: _____
Second: _____
Vote: _____

B. RECRUITMENT AND TESTING:

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

- 2019-50 Instructional Assistant – Physical Education
- 2019-51 Department Secretary

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 4-6

- March 3, 2020 – Exhibit A
- March 17, 2020 – Exhibit B

8. **PROPOSED BUDGET 2020-2021 – 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 2020-2021, for a first reading and discussion. (FIRST READING AND DISCUSSION)
Pages 7-14

9. **REMOVAL OF NAME FROM ELIGIBILITY LIST:** The Personnel Commission will receive the Director’s recommendation to remove the name of one candidate from an eligibility list in accordance with Merit System Rule 6.1.8. (*Copy of letter provided to Commissioners only.*) (ACTION)
Pages 15-16

Moved: _____
Second: _____
Vote: _____

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
March 12, 2020**

CALL TO ORDER Commissioner Bidnick called the March 12, 2020, Regular Personnel Commission Meeting to order at 4:31 p.m.

PLEDGE OF ALLEGIANCE Phi Tran led the pledge of allegiance.

ROLL CALL Personnel Commissioners Lance Bidnick, Bob Ewing were present. Commissioner Gooch was absent.

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

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF FEBRUARY 13, 2020 Motion by Commissioner Ewing to approve the minutes of the February 13, 2020, Regular Personnel Commission meeting.

Seconded by Commissioner Bidnick, and carried with a 2:0 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

- 2019-46 Instructional Assistant
- 2019-47 Accounting Technician
- 2019-48 Instructional Assistant – ABA
- 2019-49 Noon Duty Supervisor

Motion by Commissioner Ewing to approve the Consent Calendar.

Seconded by Commissioner Bidnick, and carried with a 2:0 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 4, 2020, and February 18, 2020.

MINUTES OF THE MARCH 12, 2020, PERSONNEL COMMISSION MEETING – PAGE 2

SECOND PUBLIC COMMENTS Phi Tran, CSEA Liaison to the Personnel Commission, informed the Commissioners that a tentative agreement has been signed but is still currently pending clearance from the CSEA field office.

COMMISSIONER REPORTS Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for April 9, 2020.

Commissioner Bidnick had nothing to report.

DIRECTOR AND STAFF REPORTS Director Vellanoweth informed the Commissioners that at the next meeting of the Personnel Commission, there would be a first reading of the proposed annual budget for the Personnel Commission for 2020-2021. She also reminded the Commissioners that they would be discussing the Director's annual evaluation. She stated that there would be a closed session prior to the regular meeting to discuss her evaluation.

Director Vellanoweth notified the Commissioners that their annual Conflict of Interest forms were provided to them for signature. She provided information about the PAL² retreat and the LCAP. She informed the Commissioners that layoff letters were being prepared to send out to those employees who were affected by the recent layoff approved by the Board of Trustees. Director Vellanoweth notified the Commissioners that the Superintendent had been providing updates to the District regarding the Coronavirus and how it will impact and affect school closures.

ADJOURNMENT Commissioner Bidnick asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 2:0 vote at 4:45 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: April 9, 2020
SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)

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:

- 2019-50 Instructional Assistant – Physical Education
- 2019-51 Department Secretary

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-50 through 2019-51.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 9, 2020

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

Background Information

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

- March 3, 2020 (Exhibit A)
- March 17, 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 March 3, 2020, and March 17, 2020.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 March 3, 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>
Picquelle, Taylor	Instructional Assistant – Special Education	Spring View	\$17,990 per hour	26.1	02/25/20

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>
Angus, Julie	School Library Specialist	Substitute	\$18,438 per hour	27.1	01/29/20
Arizmendi, Ricardo	Bus Driver	Substitute	\$20,860 per hour	32.1	02/20/20
Ellis, Tracy	Instructional Assistant – Special Education	Substitute	\$19,371 per hour	21.5	01/31/20
Mullen, Stacey	Early Learning Instructional Assistant	Substitute	\$16,294 per hour	22.1	01/31/20
Murrillo, Holly	Instructional Assistant	Substitute	\$15,895 per hour	21.1	02/21/20
Murrillo, Holly	Instructional Assistant – Special Education	Substitute	\$16,294 per hour	22.1	02/21/20

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>
Hulen, Leigh	Instructional Assistant – Special Education	College View	06/23/08	02/26/20

Approve Separation – Release Within Training

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>
Kasparian, Levon	Bus Driver Trainee	Transportation	08/08/19	12/18/19

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 17, 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>
Blair, Rebecca	Child Care Attendant	Hope View	\$14,764 per hour	18.1	03/09/20
Davey, Karianne	Instructional Assistant – Special Education	Vista View	\$16,294 per hour	22.1	02/18/20
Kocher, Jamie	Custodian	Mesa View	\$19,853 per hour	28.1	03/16/20
Morgan, Rachel	Instructional Assistant – Special Education	Westmont	\$16,294 per hour	22.1	02/18/20

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>
Angus, Julie	School Library Specialist	Substitute	\$18,438 per hour	27.1	02/19/20
Angus, Julie	Instructional Assistant – Special Education	Substitute	\$16,294 per hour	22.1	02/19/20
Murrillo, Holly	Instructional Assistant	Substitute	\$15,895	21.1	02/21/20

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>
Cardenas Castellanos, Marcella	Parent Liaison Instructional Assistant Bilingual	Mesa View	10/17/16	03/06/20
Seaton, Samantha	Instructional Assistant – Special Education	Lake View	02/22/19	03/09/20

Approve Separation – Release Within Probation

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>
Castillo, Michelle	Instructional Assistant – Severely Disabled	Village View	09/04/19	03/04/20
El-Hatoum, Sarah	Instructional Assistant – ABA	Pleasant View	09/04/19	03/02/20
Humphrey, Garrett	Noon Duty Supervisor	Circle View	09/04/19	03/04/20

Approve Retirement

NAME

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Dekle, Carolyn	Lead Food Service Worker	Hope View	09/18/95	03/11/20

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: April 9, 2020

**SUBJECT: Agenda Item No. 8: Proposed Personnel Commission Budget 2020-2021
Preliminary Draft
First Reading and Discussion**

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. Dan Gooch, current Vice-Chair, is serving as the liaison this year for the 2020-2021 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, Dan Gooch to discuss the needs of the Commission.

The Director, Classified Personnel then conducted extensive research 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.

**Proposed Personnel Commission Budget 2020-2021
Preliminary Draft
First Reading and Discussion
Page Two**

The Director recommends decreases in areas where costs have decreased. Most line items are recommended to continue as currently budgeted, as they will meet the needs of the 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, district memberships, etc. The Director will continue to honor the reduced spending implemented in the 1st interim 2019/2020, and 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, 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. Mr. Farrow has also shared this budget information with Deputy Superintendent, Michael Conroy.

The Preliminary Draft 2020-2021 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 2020-2021
Education Code 45253

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Recommendation

Personnel Commission Vice-Chair Dan Gooch and Director, Classified Personnel Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2020-2021 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 2020-2021 budget be held on May 14, 2020.

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		Continue - Will continue to meet needs with minimal spending. Expenditures through end of school year will include replacing depleted office supplies and recruitment/promotional materials. Will continue to honor reduced spending of \$1,350 implemented 1st interim 2019/2020.
Reduced Spending *			-\$1,350.00	-\$1,350.00		
Expended	\$3,393.00	\$4,306.00	\$2,843.00	\$3,043.00	\$4,500.00	
% Expended	52%	96%	90%	97%		
Non Capitalized Equipment (Over \$500) (4490)						
Budgeted	\$1,000.00	\$500.00	\$0.00	\$0.00		Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
% Expended	0%	0%	0%	0%		
Mileage (5201)						
Budgeted	\$500.00	\$150.00	\$150.00	\$150.00		Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
Expended	\$63.00	\$81.00	\$18.00	\$35.00	\$150.00	
% Expended	13%	54%	12%	23%		
Travel/Conference (5202)						
Budgeted	\$1,500.00	\$2,100.00	\$2,100.00	\$2,100.00		Decrease - Reduce by amount budgeted previous year for Merit Academy. Remainder will be maintained to support director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff trainings. Will continue to honor reduced spending of \$630 implemented 1st interim 2019/2020.
Reduced Spending *			-\$630.00	-\$630.00		
Expended	\$1,756.00	\$1,069.00	\$882.00	\$882.00	\$1,500.00	
% Expended	117%	51%	72%	72%		
District Memberships (5301)						
Budgeted	\$2,890.00	\$2,890.00	\$3,100.00	\$3,100.00		Increase: 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	\$2,890.00	\$2,950.00	\$3,100.00	\$3,100.00	\$3,200.00	
% 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/Rationale</u>
Repair/Maintenance (5617)						
Budgeted	\$500.00	\$250.00	\$700.00	\$700.00		Continue - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department rather than districtwide.
Expended	\$0.00	\$472.00	\$187.00	\$300.00	\$700.00	
% Expended	0%	189%	27%	43%		
Duplication Charges (5715)						
Budgeted	\$1,000.00	\$1,000.00	\$800.00	\$800.00		Continue - Current budget will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas. Will continue to honor reduced spending of \$240 implemented 1st interim 2019/2020.
Reduced Spending *			-\$240.00	-\$240.00	\$800.00	
Expended	\$834.10	\$363.00	\$216.00	\$300.00		
% Expended	83%	36%	57%	68%		
Employment Advertisements (5805)						
Budgeted	\$1,500.00	\$2,670.00	\$2,300.00	\$2,300.00		Continue - 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.
Expended	\$1,385.00	\$820.00	\$2,050.00	\$2,050.00	\$2,300.00	
% Expended	92%	31%	89%	89%		
Consultants (5820)						
Budgeted	\$3,000.00	\$1,000.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
% Expended	0%	0%	0%	0%		
Outside Services - Non Repair/Mtce (5825)						
Budgeted	\$1,500.00	\$1,500.00	\$19,283.00	\$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	\$1.75	\$20,108.00	\$18,533.00	\$18,533.00	\$19,283.00	
% 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		Overall decrease of \$500 from previous year
Reduced Spending *			-\$2,220.00	-\$2,220.00	\$32,433.00	Increase from cost of necessary services, CODESP membership. Decrease from travel/conference, elimination of Merit Academy expense. Will continue to honor \$2,220 reduced spending implemented 1st interim 2019/2020.
Expended	\$10,323.00	\$30,169.00	\$27,829.00	\$28,243.00		
% Expended	52%	182%	91%	93%		

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	\$2,400.00	Continue - Personnel Assistant overtime for PC Meetings (12 each year). OT for 2 employees for 24 additional hours during peak periods due to increased work load and recruitments. Attempt to use temp time if possible instead of OT as temp is the least expensive option.
% 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	\$5,000.00	Continue - Support continuing office activities in absence of employees due to illness, scheduled vacation, or workshop attendance.
% 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	\$14,000.00	Continue - Support needed for oral exam 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	177%	81%	39%	50%		
TOTAL OTHER SALARY ITEMS						
Budgeted	\$7,100.00	\$21,400.00	\$21,400.00	\$21,400.00	\$21,400.00	
Expended	\$16,786.00	\$17,506.00	\$9,457.00	\$11,536.00	\$21,400.00	Same as last year with no increase. 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>		<u>2019-2020</u> Budgeted/ Est to close	<u>2020-2021</u> Proposed Budget
			Budgeted/ Expended thru 3rd Quarter	%		
TOTAL SALARY ITEMS						
Budgeted	\$431,716.00	\$446,064.00	\$471,571.00	66%	\$471,571.00	\$492,522.00
Expended	\$441,308.00	\$456,879.00	\$309,719.00		\$474,305.00	
% Expended	102%	102%			100%	
Increase \$20,951 - 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 2019/2020 (bargaining unit only) and 2020/2021 (bargaining unit and management). Proposed salary budget includes estimate based upon 2019/2020 tentative agreement.						

**PERSONNEL COMMISSION
BUDGET TOTALS
THREE YEAR HISTORY**

	<u>2017-2018</u> Actuals	<u>2018-2019</u> Actuals	<u>2019-2020*</u>		<u>2019-2020</u> Budgeted/Est to close	<u>2020-2021</u> Proposed Budget
			Budgeted/ Expended thru 3rd Quarter	%		
Budgeted	\$458,706.00	\$484,024.00	\$525,904.00	66%	\$525,904.00	\$546,355.00
Reduced Spending *			-\$2,220.00		-\$2,220.00	
Expended	\$468,417.00	\$504,554.00	\$347,005.00	104%	\$514,084.00	
% Expended	102%	104%			98%	
Overall increase of \$20,451 Increases in budget due to: Staff Salaries & Statutory Benefits \$20,951 District Memberships \$100 Decreases in the areas of Travel and Conference \$600 Will continue to honor additional \$2,220 reduced spending implemented 1st interim 2019/2020						

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Vellanoweth
Director, Classified Personnel
DATE: April 9, 2020

SUBJECT: Agenda Item No. 9: 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:

Beth Bradley
Eligibility List: 2019-14 Noon Duty Supervisor

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 Beth Bradley dated March 11, 2020 (*Commissioners only*)

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Recommendation:

The Director, Classified Personnel recommends that Beth Bradley be removed from Eligibility List 2019-14 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)