



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, March 12, 2020

REGULAR MEETING

4:30 p.m.

Board Room
Building A

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, MARCH 12, 2020
REGULAR MEETING
4:30 p.m.
BOARD ROOM
BUILDING A

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 FEBRUARY 13, 2020:** The Personnel Commission will receive the minutes of the February 13, 2020, Regular Personnel Commission Meeting for approval.

(ACTION)
Pages 1-3
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

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

A. JOB DESCRIPTION REVIEWS/REVISION

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.*)

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

AGENDA FOR THE PERSONNEL COMMISSION MEETING – MARCH 12, 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 5-7

- February 4, 2020 – Exhibit A
- February 18, 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. For information call (714) 847-2551, extensions 1400 or 1401.

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

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
February 13, 2020**

CALL TO ORDER Commissioner Bidnick called the February 13, 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, and Daniel Gooch were present.

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 JANUARY 16, 2020 Motion by Commissioner Gooch to approve the minutes of the January 16, 2020, Regular Personnel Commission meeting.

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

Commissioner Ewing abstained from the vote due to his absence from the January 16, 2020, Personnel Commission meeting.

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

- 2019-42 Instructional Assistant – ABA
- 2019-43 Noon Duty Supervisor
- 2019-44 Instructional Assistant – Special Education
- 2019-45 Instructional Assistant – Severely Disabled

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 January 7, 2020, and January 21, 2020.

MINUTES OF THE FEBRUARY 13, 2020, PERSONNEL COMMISSION MEETING – PAGE 2

REMOVAL OF NAMES FROM ELIGIBILITY LISTS

Director Vellanoweth explained that in the course of contacting eligibles, there are two eligibles that she is recommending be removed from the Maintenance Worker eligibility list. She did speak to each of the candidates personally over the phone, as is her usual practice, and explained the reason for the removal. Letters were sent to the individuals and neither have requested an appeal of their removal from the eligibility lists.

Motion by Commissioner Gooch to approve the Removal of Names from the Eligibility Lists.

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

SECOND PUBLIC COMMENTS

Phi Tran, CSEA Liaison to the Personnel Commission, welcomed Commissioner Ewing back. He informed the Commissioners that he would be going to San Jose the following day for Merit System Committee business. Mr. Tran also stated that CSEA has signed a tentative agreement that is in the process of being reviewed by the field office.

COMMISSIONER REPORTS

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

Commissioner Gooch informed the Director and Commissioners that he will not be in attendance at the next Personnel Commission meeting.

Commissioner Bidnick congratulated all of the Classified School Employees of the Year, Flo Epperson, Joe Sejut, and Mailieu Thornton. He and Commissioner Gooch accompanied staff in the site visitations to present them with certificates. Commissioner Bidnick asked if there were any updates as to the next steps for County selection. Director Vellanoweth answered that their names have been submitted to the County and we should find out if they were selected as County recipients in March.

Commissioner Bidnick congratulated Betzabeth Vazquez, Personnel Analyst, for being selected to receive a scholarship to attend the CSPCA Merit System Academy. Mr. Bidnick also thanked the Personnel Commission staff for handling a situation superbly during the Director's absence. He also acknowledged Dr. Hansen for assisting with the situation.

Commissioner Bidnick also asked if it would be possible to start thinking about the next budget cycle. Director Vellanoweth answered that Commissioner Gooch had reached out to her earlier in the day to discuss this. As the Vice-Chair, he is the budget liaison for this year.

Commissioner Gooch explained that past practice for this matter is that the Vice-Chair meets with the Director to review the preliminary budget figures, and if there is anything that warrants discussion with the other Commissioners, it is discussed at a Personnel Commission meeting.

MINUTES OF THE FEBRUARY 13, 2020, PERSONNEL COMMISSION MEETING – PAGE 3

**COMMISSIONER
REPORTS
(CONTINUED)**

For the most part, the Vice Chair and Director prepare the budget, and the Director presents it at the Personnel Commission meeting. Commissioner Bidnick stated that the Commission will continue with this practice.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth thanked Commissioner Bidnick for his assistance while she was out of the office the previous week. She thanked the Personnel Commission staff for their work, and thanked everyone for their integrity and for following and upholding merit system practices.

She mentioned that the Classified School Employees of the Year will be honored at the February 18, 2020, Board Meeting. A brief discussion determined that the Personnel Commission would also recognize the recipients at the April 9, 2020, Personnel Commission meeting. Director Vellanoweth also congratulated Betzabeth Vazquez on receiving a scholarship to the Merit Academy.

Director Vellanoweth provided an update on the Personnel Commission's recruitment efforts. She thanked the Public Information Manager, Trish Montgomery, who has assisted with getting the word out about classified job openings, by posting them on social media and the district website. Information about job openings and how to apply has also been sent out on Peach Jar, which is the software that disseminates information to parents. In addition, the marquee outside the new Central Kitchen on Warner Avenue displays information that the district is hiring.

Director Vellanoweth stated that she would be meeting with Commissioner Gooch, Vice-Chair, to review the annual budget, and then meeting with Director of Fiscal Services, Keith Farrow to review the budget and receive information about the District expectations in developing the budget.

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 4:43 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: March 12, 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:

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

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-46 through 2019-49.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: March 12, 2020

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

Background Information

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

- February 4, 2020 (Exhibit A)
- February 18, 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 February 4, 2020, and February 18, 2020.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 4, 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>
Castillo Garcia, Angelica	School Library Specialist	College View	\$18,438 per hour	27.1	01/27/20
Condrón, Maria	Instructional Assistant – Special Education	Oak View	\$16,294 per hour	22.1	01/21/20
Ferry, Harley	School Library Specialist	Westmont	\$18,438 per hour	27.1	01/21/20
Oneill-Wong, Ronda	Instructional Assistant – ABA	Lake View	\$17,990 per hour	26.1	01/22/20
Owens, William	Instructional Assistant – ABA	Spring View	\$17,990 per hour	26.1	01/27/20
Ramirez, Tanya	Instructional Assistant – ABA	Spring View	\$17,990 per hour	26.1	01/22/20
Robbins-Canova, Destinee	Child Care Program Facilitator	Mesa View	\$20,860 per hour	32.1	02/11/20

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>
Buelna, Monica	Child Care Attendant	Substitute	\$14,764 per hour	18.1	01/09/20
Buelna, Monica	School Library Specialist	Substitute	\$18,438 per hour	27.1	01/09/20
Lugo, Sergio	Food Service Worker	Substitute	\$14,764 per hour	18.1	01/27/20

Approve Promotion

In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Barrera, Yasmin	Instructional Assistant – ABA	Lake View	\$17,990 per hour	26.1	01/27/20
Hanna, Enas	Early Learning Instructional Assistant	Pleasant View	\$16,294 per hour	22.1	01/22/20
Velez, Yesenia	Instructional Assistant – ABA	Pleasant View	\$17,990 per hour	26.1	01/27/20

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>
Craig, Glenna	Noon Duty Supervisor	Lake View	03/09/17	01/30/20
McGhie, Sierra	Instructional Assistant – ABA	Circle View	02/19/19	01/24/20
Roe, Tanya	Noon Duty Supervisor	College View	09/04/13	10/11/19

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 February 18, 2020

Approve Reinstatement

In accordance with Merit System 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Costales, Khristina	Instructional Assistant – ABA	Hope View	\$21.920 per hour	26.5	02/12/20

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>
Chen, Winnie	School Library Specialist	Substitute	\$18.438 per hour	27.1	01/28/20

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>
Afiy, Yasmin	Noon Duty Supervisor	Village View	09/24/18	01/27/20
Cannizzo, Thomasina	Noon Duty Supervisor	Spring View	11/07/19	01/28/20
Gonzalez, Ramiro	Custodian	Mesa View	01/24/18	02/19/20
Ojeda, Emily	Noon Duty Supervisor	College View	12/16/19	02/06/20
Zeitlin, Avital	Locksmith	Facilities	08/15/18	02/14/20