



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, February 13, 2020

## REGULAR MEETING

4:30 p.m.

Board Room  
Building A

*Classified Employees*  
in PARTNERSHIP with EDUCATION  
Personnel Commission  
1966 – 2019

**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, FEBRUARY 13, 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 JANUARY 16, 2020:** The Personnel Commission will receive the minutes of the January 16, 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.)*

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

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – FEBRUARY 13, 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**
- January 7, 2020 – Exhibit A
  - January 21, 2020 – Exhibit B
8. **REMOVAL OF NAMES FROM ELIGIBILITY LISTS:** The Personnel Commission will receive the Director’s recommendation to remove the names of two candidates from eligibility lists in accordance with Merit System Rule 6.1.8. *(Copy of letter provided to Commissioners only.)* **(ACTION)**  
**Pages 8-9**  
**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. 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  
January 16, 2020**

**CALL TO ORDER** Commissioner Bidnick called the January 16, 2020, Regular Personnel Commission Meeting to order at 4:30 p.m.

**PLEDGE OF ALLEGIANCE** Phi Tran led the pledge of allegiance.

**ROLL CALL** Commissioners Bidnick and Gooch were present. Director Vellanoweth was present. Commissioner Ewing was absent.

**STAFF MEMBERS AND GUESTS** Michelle Eifert; Betzabeth Vazquez; Phi Tran

**ELECTION OF OFFICERS** In accordance with Merit System Rule 2.1.6, Commissioner Bidnick opened nominations for officers of the Personnel Commission.

Chair: Commissioner Gooch nominated Commissioner Bidnick as Chair. Seconded by Commissioner Bidnick and carried with a 2:0 vote.

Commissioner Bidnick was elected as Chair for the Personnel Commission.

Vice-Chair: Commissioner Bidnick nominated Commissioner Gooch as Vice-Chair. Seconded by Commissioner Gooch and carried with a 2:0 vote.

Commissioner Gooch was elected as Vice-Chair for the Personnel Commission.

**PUBLIC COMMENTS** There were no comments from the public.

**MINUTES OF DECEMBER 12, 2019** Motion by Commissioner Gooch to approve the minutes of the December 12, 2019, 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

- 2019-36 Instructional Assistant – Sign Language
- 2019-37 Instructional Assistant - ABA

**MINUTES OF THE JANUARY 16, 2020, PERSONNEL COMMISSION MEETING – PAGE 2**

**CONSENT  
CALENDAR  
(CONTINUED)**

- 2019-38 Early Learning Instructional Assistant
- 2019-39 Noon Duty Supervisor
- 2019-40 School Library Specialist
- 2019-41 Child Care Attendant

Motion by Commissioner Gooch 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 List that was presented for approval at the Board of Trustees meeting of December 10, 2019.

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA Chapter #375, liaison to the Personnel Commission, announced that one of the District's CSEA members received \$500 from the CSEA Humanitarian Fund. This fund is run by CSEA and is made up of contributions by CSEA members for classified employees in need. CSEA member of the year nominations are open. This is distinct from the OCDE Classified School Employee of the Year. Mr. Tran also mentioned that several college scholarships are available to members and their dependents. Applications are due March 1, 2020. He also shared that CSEA is still in negotiations.

**COMMISSIONER  
REPORTS**

Commissioners Bidnick and Gooch had nothing to report.

Commissioner Bidnick asked Director Vellanoweth about the trainings being provided to Instructional Assistants – ABA. He asked whether the trainings would be concurrent with their employment rather than having them come on board as a substitute during their training. Director Vellanoweth answered yes, and stated that now instead of hiring the trainees on a substitute basis, have them go through the training and once they pass, make them a permanent employee, we are hiring them as permanent employees, and during their probationary period they are receiving the training. She explained that there are two different types of training available. One is through WOCCE, the District's Special Education consortium, and the other is through Gateway, to provide an internal ABA training program.

Commissioner Bidnick asked if it was too soon to assess whether these programs have impacted employee retention. Director Vellanoweth answered yes, it is still too soon.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth announced that the next meeting of the Personnel Commission is scheduled for February 13, 2020. She gave the Commissioners an update on the continuation of classification work particularly for the Food Service department, to establish some classifications to help staff the Central Kitchen.

**MINUTES OF THE JANUARY 16, 2020, PERSONNEL COMMISSION MEETING – PAGE 3**

**DIRECTOR AND  
STAFF REPORTS  
(CONTINUED)**

Commissioner Gooch asked who was staffing the Central Kitchen currently. Director Vellanoweth answered that when the Central Kitchen was located on the Westmont campus, it was staffed by current Food Service Workers, as it is now. Now that there is a larger kitchen facility that can accommodate much more food preparation, there will be a need for more classified employees, as well as employees with different skill sets.

Director Vellanoweth shared with the Commissioners some success indicators. Mr. Felix Avila had requested information about the Personnel Commission's accomplishments over the last few months to provide to the Superintendent. There were 33 recruitments from October to January, and 381 classified transactions were processed. She also mentioned that the minimum wage increase to \$13.00 per hour, became effective January 1, 2020. This affects Parent Teacher Conference Interpreters, Athletic Officials, Bus Driver Trainees, and Noon Duty Supervisors.

**ADJOURNMENT**

Commissioner Bidnick asked for a motion to adjourn.

Motion by Commissioner Gooch to adjourn the meeting.

Motion was seconded by Commissioner Bidnick, and carried with a 2:0 vote at 4:46 p.m.

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Michelle Vellanoweth, Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Eifert  
Personnel Assistant  
**DATE:** February 13, 2020  
**SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)**

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## 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:

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

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## Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-42 through 2019-45.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** February 13, 2020

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

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## Background Information

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

- January 7, 2020 (Exhibit A)
- January 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.

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## Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of January 7, 2020, and January 21, 2020.



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

**Approve Employment**

**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Hoodman, Celea	Noon Duty Supervisor	Westmont	\$12.00 per hour	22.1	12/09/19
Melton, Allen	Instructional Assistant – Special Education	Oak View	\$16.294 per hour	25.1	12/17/19
Nesheiwat, Asmahan (Amy)	Instructional Assistant – Severely Disabled	Lake View	\$17.549 per hour		12/06/19
Ojeda, Emily	Noon Duty Supervisor	College View	\$12.00 per hour		12/16/19

**Approve Substitute Employment**

**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Bikhazi, Patricia	School Health Technician	Substitute	\$17.990 per hour	26.1	12/09/19
Custudio, Julie	Instructional Assistant	Substitute	\$15.895 per hour	21.1	12/02/19
Custudio, Julie	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	12/02/19
Custudio, Julie	Instructional Assistant – ABA	Substitute	\$17.990 per hour	26.1	12/02/19
Low, Adrienne	Instructional Assistant	Substitute	\$15.895 per hour	21.1	12/03/19
Means, Julie	Instructional Assistant	Substitute	\$15.895 per hour	21.1	12/11/19
Means, Julie	Instructional Assistant – Special Education	Substitute	\$16.294 per hour	22.1	12/11/19
Wilson, Taylor	Custodian	Substitute	\$18.908 per hour	28.1	12/13/19

**Approve Reinstatement**

**In accordance with Merit System Rule 8.4.1:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Henry, Alvina	Child Care Attendant	Spring View	\$15.514 per hour	18.2	01/07/20

**Approve Separation – Resignation**

**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Dang, Nancy	Speech and Language Assistant	Village View	09/19/17	01/13/20
Mandayam, Padmini	Instructional Assistant – Special Education	Vista View	10/30/06	11/29/19
Savastano, Sarah	Food Service Worker	Vista View	09/05/17	12/20/19
Terborg, Mackensie	Accounting Technician	District Office	04/20/15	01/03/20
Vanderveen, Alyson	Instructional Assistant – ABA	Pleasant View	10/08/18	12/20/19

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

**Approve Employment**

**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Ghaly, Aida	Child Care Attendant	Golden View	\$14,764 per hour	18.1	01/06/20

**Approve Substitute Employment**

**In accordance with Merit System Testing Procedures:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>	<b><u>SALARY</u></b>	<b><u>RANGE/ STEP</u></b>	<b><u>EFFECTIVE DATE</u></b>
Lopez, Jadira	Instructional Assistant	Substitute	\$15,895 per hour	21.1	01/06/20
Ramirez, Tanya	Instructional Assistant – Special Education	Substitute	\$16,294 per hour	22.1	12/05/19
Ramirez, Tanya	Instructional Assistant – Severely Disabled	Substitute	\$17,549 per hour	25.1	12/05/19
Ramirez, Tanya	Instructional Assistant – ABA	Substitute	\$17,990 per hour	26.1	12/05/19
Rizkalla, Kristeen	Food Service Worker	Substitute	\$14,764 per hour	18.1	01/06/20
Vargas, Bobi	Instructional Assistant – Special Education	Substitute	\$16,294 per hour	22.1	01/09/20
Vargas, Bobi	Instructional Assistant – Severely Disabled	Substitute	\$17,549 per hour	25.1	01/09/20
Via, Susan	Instructional Assistant	Substitute	\$15,895 per hour	21.1	01/06/20

**Approve Separation – Resignation**

**In accordance with Merit System Rules 8.1 to 8.6:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Anaya, Susana	Instructional Assistant – ABA	Pleasant View	01/14/19	01/20/20
Bavouset, Monica	Instructional Assistant – Bilingual	Oak View	05/13/13	01/24/20
Hazen, Emma	Instructional Assistant – Bilingual	Lake View	10/03/16	12/19/19
Jackson, Ryan	Instructional Assistant – Physical Education	Multiple Sites	10/16/18	01/31/20
Moore, Desiree	Administrative Secretary	District Office	10/08/09	12/19/19

**Approve Leave of Absence Without Pay**

**In accordance with Merit System Rules 8.10:**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>EFFECTIVE DATE</u></b>
Ransom, Courtney	Instructional Assistant – ABA	Hope View	01/21/20	05/15/20

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth  
Director, Classified Personnel

DATE: February 13, 2020

**SUBJECT: Agenda Item No. 8: Removal of Names from Eligibility List**

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**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 eligibles be removed from eligibility lists for reasons outlined in Rule 6.1.8. These eligibles are:

Richard Dencer  
Eligibility Lists: 2019-34 Maintenance Worker

Reginald Butts  
Eligibility Lists: 2019-34 Maintenance Worker

The attached letters (*Commissioners only*) outline the reasons for the Director's recommendation to remove the above named eligibles from the respective eligibility lists. These letters, sent to the eligibles via regular and certified mail, notified them of the eligibility lists 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 names.

Attachments:

Letters to eligibles Richard Dencer and Reginald Butts dated January 20, 2020 (*Commissioners only*)

.....  
**Recommendation:**

The Director, Classified Personnel recommends that Richard Dencer and Reginald Butts be removed from Eligibility List 2019-34 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)*