



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, January 16, 2020

## REGULAR MEETING

4:30 p.m.

Board Room  
Building A

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

**PERSONNEL COMMISSION:**

Bob Ewing, Chair  
Lance Bidnick, Vice-Chair  
Dan Gooch, Member

**A G E N D A**  
**PERSONNEL COMMISSION**  
**OCEAN VIEW**  
**SCHOOL DISTRICT**

**THURSDAY, JANUARY 16, 2020**  
**REGULAR MEETING**  
**4:30 p.m.**  
**BOARD ROOM**  
**BUILDING A**

1. **CALL TO ORDER** **TIME:** \_\_\_\_\_
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.6, the Personnel Commission shall elect one its members as Chair and another as Vice-Chair.

Chair: Nominee: \_\_\_\_\_  
Elected: \_\_\_\_\_

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

Vice-Chair: Nominee: \_\_\_\_\_  
Elected: \_\_\_\_\_

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

5. **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.

6. **APPROVAL OF MINUTES – REGULAR MEETING DECEMBER 12, 2019:** The Personnel Commission will receive the minutes of the December 12, 2019, Regular Personnel Commission Meeting for approval.

**(ACTION)**  
**Pages 1-3**  
**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

**COMMISSION BUSINESS**

7. **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.*)

- 2019-36 Instructional Assistant – Sign Language
- 2019-37 Instructional Assistant - ABA
- 2019-38 Early Learning Instructional Assistant
- 2019-39 Noon Duty Supervisor
- 2019-40 School Library Specialist
- 2019-41 Child Care Attendant

**8. 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 5-6**

- December 10, 2019 – Exhibit A

**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  
December 12, 2019**

**CALL TO ORDER** Commissioner Bidnick called the December 12, 2019, Regular Personnel Commission Meeting to order at 4:37 p.m.

**PLEDGE OF ALLEGIANCE** Commissioner Gooch 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; Felix Avila; Keith Farrow; Craig Sample; Phi Tran

**ELECTION OF OFFICERS** The election of officers was tabled due to the absence of Commissioner Ewing.

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

**MINUTES OF NOVEMBER 14, 2019** Motion by Commissioner Gooch to approve the minutes of the November 14, 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

- 2019-30 Instructional Assistant
- 2019-31 Noon Duty Supervisor
- 2019-32 Child Care Attendant
- 2019-33 Food Service Worker
- 2019-34 Maintenance Worker
- 2019-35 School Health Technician

Motion by Commissioner Gooch to approve the Consent Calendar.

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

**MINUTES OF THE DECEMBER 12, 2019, PERSONNEL COMMISSION MEETING – PAGE 2**

**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 November 5, 2019, and November 19, 2019.

**REMOVAL OF  
NAME FROM  
ELIGIBILITY LIST**

Director Vellanoweth stated that she is recommending the removal of an eligible from an eligibility list in accordance with the Merit Rules. Director Vellanoweth had a conversation with the eligible advising them of the reason for their removal from the eligibility list. A copy of the letter sent to the eligible was provided to the Commissioners. The eligible was given an opportunity to protest the action of the removal of their name, however they have not done so.

Motion by Commissioner Gooch to approve the Removal of Name from Eligibility List.

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

**2020 CSPCA  
MERIT SYSTEM  
TRAINING  
ACADEMY**

Director Vellanoweth explained that every year the California School Personnel Commissioners Association (CSPCA) sponsors a Merit System Training Academy, consisting of five sessions. The training academy is for Personnel Directors, Personnel Commissioners, Personnel Analysts, or other Personnel Commission staff. Personnel Analyst, Betzabeth Vazquez, has submitted an interest in attending the training this year. Director Vellanoweth will work with Ms. Vazquez in completing a scholarship application. In the event a scholarship is not available, the amount of the training has been budgeted for in the Personnel Commission budget that was approved in May 2019.

Commissioner Gooch commented that he thinks it is wonderful our staff is capable and willing to participate in these annual trainings because having attended them in the past, they are a wealth of information, especially for newer staff.

Commissioner Bidnick stated that he attended this training in his first year as a Commissioner and it is a great program.

Motion by Commissioner Gooch to approve the attendance of Betzabeth Vazquez to the 2020 CSPCA Merit System Training Academy.

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

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA Chapter #375, liaison to the Personnel Commission, announced that the Chapter is in the midst of preparations for a holiday gathering next week. All chapter members and their families are invited. The CSEA Board of Directors meeting will be held at Westmont Elementary School on Saturday, May 16, 2020, and the family dinner will be held on Friday, May 15, 2020. Formal invitations will be forthcoming. He wished everyone happy holidays.

**MINUTES OF THE DECEMBER 12, 2019, PERSONNEL COMMISSION MEETING – PAGE 3**

**SECOND PUBLIC  
COMMENTS  
CONTINUED**

Felix Avila, Assistant Superintendent, Human Resources, shared that the District is engaged with a Toys for Tots drive. This is an activity that the employees have agreed to participate in together through the PAL (Partnership with Administration and Labor) council. Mr. Avila invited the Commissioners to attend the event on December 19, 2019, at 4:00 p.m., at Spring View Middle School. A bus will collect the toy bins from the school sites and departments and deliver them to Spring View where the toys will be picked up by the United States Marines. Hot cocoa and cookies will be served.

**COMMISSIONER  
REPORTS**

Commissioner Gooch wished everyone happy holidays, Happy Hanukkah, and Merry Christmas.

Commissioner Bidnick repeated Mr. Gooch's holiday wishes, and thanked the Personnel Commission and Human Resources staff, and all other departments in the district for everything they do. He mentioned it is nice still being connected to the district due to his long history with the district. He is also receiving many invitations for construction activities and projects being completed, such as the Golden View Farm and the new Central Kitchen, which is great to see.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth announced that the next meeting of the Personnel Commission is scheduled for January 16, 2020. She informed the Commissioners of some visits she attended this past month to Vista View, Circle View, and Hope View. The entire Personnel Commission staff visited Golden View to see the classrooms and the newly remodeled farm. She thanked the Commissioners for approving the attendance of Betzabeth Vazquez to the Merit System Training Academy. She reminded the Commissioners that the Central Kitchen Grand Opening is on December 17, 2019, and the Toys for Tots drive is December 19, 2019. Lastly, Director Vellanoweth wished everyone happy holidays.

**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 4:49 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:** January 16, 2020  
**SUBJECT: Agenda Item No. 7B.: 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:

- 2019-36 Instructional Assistant – Sign Language
- 2019-37 Instructional Assistant - ABA
- 2019-38 Early Learning Instructional Assistant
- 2019-39 Noon Duty Supervisor
- 2019-40 School Library Specialist
- 2019-41 Child Care Attendant

---

### Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2019-36 through 2019-41.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** January 16, 2020

**SUBJECT: Agenda Item No. 8: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

---

## **Background Information**

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

- December 10, 2019 (Exhibit A)

The Board of Trustees received the above Classified Personnel Activity List(s) for approval.

These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

---

## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of December 10, 2019.



OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 December 10, 2019

<u>Approve Employment</u> In accordance with Merit System Testing Procedures:		<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
<u>NAME</u>	<u>POSITION</u>				
Martin, Alicia	Noon Duty Supervisor	Vista View	\$12.00 per hour		11/07/19
<u>Approve Substitute Employment</u> In accordance with Merit System Testing Procedures:		<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
<u>NAME</u>	<u>POSITION</u>				
Anantharam, Shruthi	Noon Duty Supervisor	Substitute	\$12.00 per hour		11/06/19
<u>Approve Separation - Release Within Probation</u> In accordance with Merit System Rules 8.1 to 8.6:		<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>	
<u>NAME</u>	<u>POSITION</u>				
Le, John	Noon Duty Supervisor	Spring View	09/16/19	11/22/19	
Sadzikava, Nadya	Instructional Assistant – Special Education	Westmont	05/10/19	11/19/19	
<u>Approve Separation – Resignation</u> In accordance with Merit System Rules 8.1 to 8.6:		<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>	
<u>NAME</u>	<u>POSITION</u>				
Butcher, April	Instructional Assistant – ABA	Lake View	02/14/03	11/09/19	
Dunsford, Nimfeya	Noon Duty Supervisor	Circle View	02/23/16	11/22/19	
Fowler, Chelsea	Child Care Program Facilitator	Mesa View	07/06/16	11/22/19	
Selder, Leslie	School Library Specialist	College View	10/14/04	11/22/19	
Snyder, Tricia	Bus Driver	Transportation	05/02/18	11/15/19	