



OCEAN VIEW SCHOOL DISTRICT



PERSONNEL COMMISSION AGENDA

Thursday, November 18, 2021

CLOSED SESSION

4:00 p.m.

H.R. Conference Room, Building B

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in **PARTNERSHIP** with **EDUCATION**

Personnel Commission

1966 – 2021

PERSONNEL COMMISSION:

Daniel P. Gooch, Chair

Bob Ewing, Vice-Chair

Lance Bidnick, Member

<p style="font-size: 24pt; margin: 0;">A G E N D A</p> <p style="font-size: 18pt; margin: 0;">PERSONNEL COMMISSION</p> <p style="font-size: 24pt; margin: 10px 0 0 0;">OCEAN VIEW</p> <p style="font-size: 24pt; margin: 0 0 0 0;">SCHOOL DISTRICT</p>	<p style="font-size: 18pt; margin: 0;">THURSDAY, NOVEMBER 18, 2021</p> <p style="font-size: 18pt; margin: 10px 0 0 0;">CLOSED SESSION</p> <p style="font-size: 18pt; margin: 0 0 0 0;">4:00 p.m.</p> <p style="font-size: 18pt; margin: 0 0 0 0;">H.R. CONFERENCE ROOM,</p> <p style="font-size: 18pt; margin: 0 0 0 0;">BUILDING B</p> <p style="font-size: 18pt; margin: 10px 0 0 0;">REGULAR MEETING</p> <p style="font-size: 18pt; margin: 0 0 0 0;">4:30 p.m.</p> <p style="font-size: 18pt; margin: 0 0 0 0;">BOARD ROOM, BUILDING A</p>
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1. **CLOSED SESSION** TIME: _____ p.m.
CALL TO ORDER

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of August 12, 2021.

ACTION
Pages 1
Moved: _____
Second: _____
Vote: _____

INFORMATION – DISCUSSION – ACTION ITEMS

4. **THE PERSONNEL COMMISSION WILL MEET IN CLOSED SESSION TO DISCUSS:**

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

- 1. Director, Classified Personnel evaluation

5. **ADJOURNMENT** TIME: _____ p.m.

ACTION
Moved: _____
Second: _____
Vote: _____

6. **RECONVENE TO OPEN SESSION**
CALL TO ORDER TIME: _____ p.m.

7. **PLEDGE OF ALLEGIANCE**

8. **ROLL CALL**

9. **REPORT OUT OF CLOSED SESSION**

AGENDA FOR THE PERSONNEL COMMISSION MEETING – NOVEMBER 18, 2021 – PAGE 2

- 10. PUBLIC COMMENTS:** Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

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.

Please note that masks are required to be worn inside the Board Room.

- 11. APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the October 14, 2021, Regular Personnel Commission meeting for approval.

ACTION
Pages 2-4
Moved: _____
Second: _____
Vote: _____

- 12. APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the November 4, 2021, Special Personnel Commission meeting for approval.

ACTION
Pages 5-7
Moved: _____
Second: _____
Vote: _____

COMMISSION BUSINESS

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

A. JOB DESCRIPTION REVIEWS/REVISIONS:

There are no job description reviews or revisions requiring approval at this time.

ACTION
Page 8
Moved: _____
Second: _____
Vote: _____

B. RECRUITMENT AND TESTING:

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

- 2021-25 Noon Duty Supervisor
- 2021-26 Noon Duty Supervisor
- 2021-27 Instructional Assistant – ABA
- 2021-28 Maintenance HVAC Mechanic
- 2021-29 School Library Specialist
- 2021-30 School Health Technician
- 2021-31 Director of Child Development Programs
- 2021-32 Instructional Assistant
- 2021-33 Instructional Assistant – ABA
- 2021-34 School Office Manager
- 2021-35 School Office Manager – Bilingual
- 2021-36 Child Care Attendant
- 2021-37 Early Learning Instructional Assistant
- 2021-38 Child Care Program Facilitator
- 2021-39 Maintenance Worker

AGENDA FOR THE PERSONNEL COMMISSION MEETING – NOVEMBER 18, 2021 – PAGE 3

14. CLASSIFIED PERSONNEL ACTIVITY LISTS: The Personnel Commission will receive for information the following Classified Personnel Activity Lists received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meetings of:

- October 12, 2021 (Exhibit A)
- October 26, 2021 (Exhibit B)

INFORMATION
Pages 9-13

15. REMOVAL OF NAMES FROM ELIGIBILITY LISTS: The Personnel Commission will receive the Director’s recommendation to remove two candidate’s names from eligibility lists in accordance with Merit System Rule 6.1.8. *(Copy of letters provided to Commissioners only.)*

ACTION
Page 14-15
Moved: _____
Second: _____
Vote: _____

COMMUNICATIONS

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

17. COMMISSIONER REPORTS

18. DIRECTOR AND STAFF REPORTS

19. ADJOURNMENT

TIME: _____ p.m.

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 at mvellanoweth@ovsd.org 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.

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).

Safety protocol reminders when attending Personnel Commission meetings in person:

- *Before entering the building, please perform the self “wellness check” posted on the entrance. If you answer Yes to any of the questions, please do not enter the premises.*
- *As you enter the meeting room, use hand sanitizer, which is located on the wall at both entrances.*
- *Wear a face covering at all times while in the meeting room.*
- *Practice social distancing by keeping 6 feet between yourself and others at all times.*

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Closed Session Meeting of the Personnel Commission
August 12, 2021**

- CALL TO ORDER** The August 12, 2021, Regular Closed Session meeting of the Personnel Commission was called to order at 4:03 p.m.
- ROLL CALL** Commissioners Bidnick, Ewing and Gooch were present. Director Vellanoweth was also present.
- APPROVAL OF MINUTES** Motion by Commissioner Ewing to approve the minutes of the June 17, 2021, Regular Closed Session Meeting.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote. Commissioner Bidnick abstained from the vote due to his not being present at the June 17, 2021, Regular Closed Session Meeting.

COMMISSION BUSINESS

- INFORMATION/
ACTION ITEMS** The Personnel Commission met regarding:
- A. Discussion of appointment of employees, and employee termination, evaluation of employee performance, complaints or charges against an employee, and other personnel matters as pursuant to Government Code sections 54957, 54957.1.
 - 1. Director, Classified Personnel evaluation

- ADJOURNMENT** Motion by Commissioner Ewing to adjourn the August 12, 2021, Closed Session Meeting at 4:29 p.m.
- Seconded by Commissioner Bidnick, and carried with a 3:0 vote.

Michelle Vellanoweth
Director, Classified Personnel
Secretary to the Personnel Commission

Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
October 14, 2021
4:30 p.m.

- CALL TO ORDER** Commissioner Gooch called the October 14, 2021, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Phi Tran led the pledge of allegiance.
- ROLL CALL** All Personnel Commissioners were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- PUBLIC COMMENTS** There were no comments from the public at this time.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the September 9, 2021, Regular Personnel Commission meeting.
- Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- Commissioner Ewing abstained as he was absent from the September 9, 2021, Personnel Commission meeting.
- CONSENT CALENDAR** The following job description reviews/revisions were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
- There were no job description reviews or revisions submitted for approval.
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
- B. Recruitment and Testing – Eligibility Lists:
- 2021-14 Noon Duty Supervisor
 - 2021-15 Noon Duty Supervisor
 - 2021-16 Instructional Assistant – ABA
 - 2021-17 Payroll Technician
 - 2021-18 Noon Duty Supervisor
 - 2021-19 Speech and Language Assistant
 - 2021-20 School Health Technician
 - 2021-21 Instructional Assistant – Special Education
 - 2021-22 Instructional Assistant – Severely Disabled
 - 2021-23 Transportation Supervisor
 - 2021-24 Delivery Worker
- Motion by Commissioner Ewing to approve the Consent Calendar.
- Seconded by Commissioner Bidnick, and carried with a 3:0 vote.
- CLASSIFIED PERSONNEL 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 September 14, 2021, and September 28, 2021.

**PUBLIC HEARING
AND APPOINTMENT
FOR THE
ANNOUNCED JOINT
APPOINTEE DANIEL
GOOCH TO THE
PERSONNEL
COMMISSION**

Director Vellanoweth announced that the term of Commissioner Daniel Gooch will expire November 30, 2021. He has expressed an interest in reappointment. At the last Personnel Commission meeting, Commissioner Bidnick and Commissioner Ewing both expressed their intent to reappoint Commissioner Gooch as the joint appointee to the Personnel Commission.

Commissioner Gooch opened the Public Hearing at 4:34 p.m. on the appointment for the announced joint appointee, Daniel Gooch, to the Personnel Commission.

Phi Tran, CSEA liaison to the Personnel Commission, expressed CSEA's gratitude to Mr. Gooch for all he has done. He and CSEA join their appointee Commissioner Ewing in endorsing Commissioner Gooch for reappointment. He expressed that it is a great pleasure to work with Mr. Gooch and looks forward to advancing the Merit System and hiring the most qualified professionals for the many positions the District has.

Commissioner Gooch closed the Public Hearing at 4:35 p.m.

Motion by Commissioner Ewing to reappoint Daniel Gooch as the Joint Appointee to the Personnel Commission for a three (3) year term of office from December 1, 2021, to November 30, 2024.

Seconded by Commissioner Bidnick, and carried with a 2:0 vote.
Commissioner Gooch abstained from the vote.

Commissioner Bidnick congratulated Commissioner Gooch on his reappointment. Commissioner Bidnick commented on the next agenda item, the Annual Report of the Personnel Commission, and thanked Director Vellanoweth and the Personnel Commission staff for putting the report together. He did have a chance to review it and he appreciates all the hard work put forth and expressed his gratitude.

Commissioner Bidnick left the meeting at 4:37 p.m.

**ANNUAL REPORT
OF THE
PERSONNEL
COMMISSION
2020-2021 FIRST
READING AND
ADOPTION**

Director Vellanoweth presented the Annual Report of the Personnel Commission. The presentation highlighted the activities performed by the Personnel Commission in the 2020-2021 school year. These activities include classified work force statistics, recruitment, testing, eligibility lists, employment actions, classification and job description reviews, Merit Rule revisions, and other actions taken on behalf of the District and its classified employees. The report also provides information on what a Merit System does, what the role of the Personnel Commission is, and the ongoing goals of the Personnel Commission.

Director Vellanoweth thanked the Personnel Commission staff for their hard work and for maintaining a positive attitude. She thanked the Commissioners for their support. She also thanked the District administration and CSEA for their support of the Merit System.

Commissioner Gooch expressed his thanks on behalf of the Personnel Commission to the staff for their hard work. He commented that a lot of extraordinary effort was given to get through this past year. He is always pleased and impressed with the level of work it takes to keep this District going.

Motion by Commissioner Ewing to adopt the Annual Report of the Personnel Commission 2020-2021, First Reading and Adoption.

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

MINUTES OF THE OCTOBER 14, 2021, PERSONNEL COMMISSION MEETING – PAGE 3

REMOVAL OF NAME FROM ELIGIBILITY LIST

Director Vellanoweth stated that Commission rules allow for the removal of names from an eligibility list for a variety of reasons. The letter that was sent to the candidate was provided to the Commissioners, which provided the reason for the recommendation for removal from the eligibility list for Noon Duty Supervisor.

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

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

SECOND PUBLIC COMMENTS

Phi Tran thanked Director Vellanoweth for the annual report. He shared that Chapter 375 is working with the District and Cabinet on increased communication with the Partnership of Administration and Labor (PAL). CSEA is noticing an upward trend of promotional only recruitments and expressed their gratitude to the Commission for this. Negotiations continue between CSEA and the District. At the state level, all Committee members have been reappointed. AB438 which makes classified professionals on par with teachers and management with regard to layoff restrictions, was passed.

COMMISSIONER REPORTS

Commissioner Ewing reported that the next Personnel Commission meeting is scheduled for November 18, 2021.

Commissioner Gooch had nothing to report.

DIRECTOR AND STAFF REPORTS

Director Vellanoweth congratulated Commissioner Gooch on his reappointment to a new three year term. There have been some changes to the return to work guidance for unvaccinated employees following COVID exposures. Quarantine time has been shortened with proof of negative COVID test. Mr. Tran mentioned the passage of A238. This will require some readjustments on behalf of the District. In addition, Director Vellanoweth will be providing updates to the Merit Rules and Regulations to reflect the new guidelines for layoff. The Great California Shakeout will take place on October 21, 2021, at 10:21 a.m. Director Vellanoweth mentioned that she served on a second oral exam panel for Fountain Valley School District this week for Director of Human Resources. As for recruitment updates, she shared a lot of information in the annual report. She also shared with the Commissioners recently some articles about the national shortage of applicants, particularly for Bus Drivers and for Child Care. The District does have quite a few vacancies to fill, but we are working very hard to bring people on board as quickly as we can even while we are conducting recruitments.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Gooch and carried with a 2:0 vote at 5:11 p.m.

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

Date

OCEAN VIEW SCHOOL DISTRICT
Special Personnel Commission Meeting Minutes
November 4, 2021
4:30 p.m.

- CALL TO ORDER** Commissioner Gooch called the November 4, 2021, Special Personnel Commission Meeting to order at 4:30 p.m.
- PLEDGE OF ALLEGIANCE** Director Michelle Vellanoweth led the pledge of allegiance.
- ROLL CALL** Commissioners Bidnick, Ewing, and Gooch were all present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant
- PUBLIC COMMENTS** Reagan Headrick, Assistant Superintendent, Human Resources, advised she would like to speak to agenda item number 5.
- Jim Riner, Director, Food and Nutrition Services, advised he would like to speak to agenda item number 6.
- Keith Farrow, Assistant Superintendent, Administrative Services, advised that he would like to speak to agenda items 5 and 6.
- APPROVAL OF MINUTES** There were no minutes presented for approval.
- CONSENT CALENDAR** There were no consent calendar items presented for approval.
- CLASSIFIED PERSONNEL ACTIVITY LISTS** There were no classified personnel activity lists presented for approval.
- ADVANCE STEP PLACEMENT FOR KYLE COATES, CANDIDATE FOR DIRECTOR, CHILD DEVELOPMENT PROGRAMS** Director Vellanoweth stated that a request for advance step placement has been received from Assistant Superintendent, Educational Services, Julianne Hoefler, for Kyle Coates who has been offered the position of Director, Child Development Programs.
- The advanced step request for Step 4 placement (\$8,787 per month) on the appropriate salary range for the class of Director, Child Development Programs on the Classified Management Salary Schedule comes to the Commission upon the request of Assistant Superintendent, Educational Services, Julianne Hoefler, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.
- The rationale for the Personnel Commission to approve this request include the candidate's supervisory experience in public education sector child care and preschool programs as well as their education, certification, and credentials. The candidate's recommendations also demonstrate their qualifications as an exemplary candidate.

**ADVANCE STEP
PLACEMENT FOR
KYLE COATES,
CANDIDATE FOR
DIRECTOR, CHILD
DEVELOPMENT
PROGRAMS
(CONTINUED)**

Reagan Headrick, Assistant Superintendent, Human Resources, stated that she was at the meeting tonight on behalf of Dr. Julianne Hoefer, Assistant Superintendent, Educational Services. She first thanked the Commissioners and Director Vellanoweth for the prompt attention to this matter as the District is extremely eager to fill this vacancy. She highlighted the fact that this candidate was the number one choice throughout the interview process by all key stakeholders involved, which included Educational Services, District administrators, site Principals, and CSEA. The candidate has four years of experience overseeing both preschool and child development, which stood out through the interview process, considering the District's vacancy oversees both programs, as well. The District recommends this candidate for the position and looks forward to hearing the outcome of this request.

Keith Farrow, Assistant Superintendent, Administrative Services, assured the Commissioners that there was a lot of collaborative discussion and review on both of the agenda items for advance step placement.

Motion by Commissioner Ewing to approve the Advance Step Placement for Kyle Coates, Candidate for Director, Child Development Programs.

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

**ADVANCE STEP
PLACEMENT FOR
CARY BOURDEAU
RUBIO, DELIVERY
WORKER**

Director Vellanoweth stated that a request for advanced step placement has been received from Director, Food and Nutrition Services, Jim Riner, for Cary Bourdeau-Rubio who has been offered and accepted the position of Delivery Worker.

The advanced step request for Step 3 placement (\$22.869 per hour) on the appropriate salary range for the class of Delivery Worker on the Classified Bargaining Unit Salary Schedule comes to the Commission upon the request of Director, Food and Nutrition Services Jim Riner, and the approvals of Assistant Superintendent, Human Resources, Reagan Headrick, and the Director, Classified Personnel.

The rationale for the Personnel Commission to approve this request include the candidate's extensive experience as demonstrated by regular performance of the duties of the classification over the last three years, as well as exceeds standards performance ratings.

Jim Riner, Director, Food and Nutrition Services, thanked the Commissioners for the opportunity to speak and for their consideration of this agenda item. He shared that Cary has been a valuable member of their team for the past seven years. During that time, for just under three years, she has assisted the department in this additional temporary assignment. Once during a long term driver absence, and also during the COVID-19 pandemic to assist in driving all the meals out to the school sites. Her willingness to take on the delivery worker position during these times was an integral part of maintaining operations. He stated that approving the advance step placement request would be the right thing to do commensurate with her long term employment in her role prior to her current position as the permanent Delivery Worker.

Commissioner Bidnick wanted to recognize the fact that the hiring authorities have taken the time to attend this special meeting to provide their support for these requests. He thinks it is exemplary of the District's leadership and dedication to support their departments, and he thanked them for coming.

MINUTES OF THE NOVEMBER 4, 2021, SPECIAL PERSONNEL COMMISSION MEETING – PAGE 3

**ADVANCE STEP
PLACEMENT FOR
CARY BOURDEAU
RUBIO, DELIVERY
WORKER
(CONTINUED)**

Motion by Commissioner Bidnick to approve the Advance Step Placement for Cary Bourdeau Rubio, Delivery Worker.

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

**SECOND PUBLIC
COMMENTS**

There were no comments from the public.

**COMMISSIONER
REPORTS**

There were no reports from the Commissioners, except to state that the next regular meeting of the Personnel Commission is scheduled for November 18, 2021.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth had nothing to report.

ADJOURNMENT

Commissioner Gooch 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 4:38 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: November 18, 2021

SUBJECT: Agenda Item No. 13B.: 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).

List No.	Classification	No. of Applicants	No. of Ranks	No. of Eligibles	List Type
2021-25	Noon Duty Supervisor	9	1	5	Open and Promotional
2021-26	Noon Duty Supervisor	7	3	4	Open and Promotional
2021-27	Instructional Assistant – ABA	8	5	5	Open and Promotional
2021-28	Maintenance HVAC Mechanic	10	1	1	Open and Promotional
2021-29	School Library Specialist	19	9	10	Open, Merge, and Promotional
2021-30	School Health Technician	9	5	5	Open, Merge, and Promotional
2021-31	Director of Child Development Programs	17	3	4	Open and Promotional
2021-32	Instructional Assistant	21	7	10	Open and Promotional
2021-33	Instructional Assistant – ABA	6	3	6	Open, Merge, and Promotional
2021-34	School Office Manager	17	10	11	Open and Promotional
2021-35	School Office Manager – Bilingual	5	1	1	Open and Promotional
2021-36	Child Care Attendant	14	5	5	Open, Merge, and Promotional
2021-37	Early Learning Instructional Assistant	10	3	3	Open and Promotional
2021-38	Child Care Program Facilitator	5	2	2	Open and Promotional
2021-39	Maintenance Worker	17	2	2	Open and Promotional

Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-25 through 2021-39.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: November 18, 2021

SUBJECT: Agenda Item No. 14: CLASSIFIED PERSONNEL ACTIVITY LIST(S)

Background Information

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

- October 12, 2021 (Exhibit A)
- October 26, 2021 (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 October 12, 2021, and October 26, 2021.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
October 12, 2021

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>
Cassotta, Kylie	Instructional Assistant – ABA	Hope View	\$18,303 hourly	26.1	10/01/21
Craig, Glenna	School Health Technician	Village View	\$18,303 hourly	26.1	09/08/21
Gallegos, Daisy	Payroll Technician	District Office	\$4,035.00 monthly	37.1	09/27/21
Ghaly, Aida	Instructional Assistant – ABA	Hope View	\$18,303 hourly	26.1	09/27/21
Guerrero, Leticia	Instructional Assistant – ABA	Hope View	\$18,303 hourly	26.1	09/27/21
Gwynn, Catherine	Noon Duty Supervisor	Spring View	\$14,00 hourly		10/01/21
Ling, Helen	Accounting Technician	District Office	\$4,035.00 monthly	37.1	09/27/21
Noguchi, LeJarie	Noon Duty Supervisor	Golden View	\$14,00 hourly		09/30/21
Thompson, Allie	Speech and Language Assistant	Golden/Vista View	\$21,223 hourly	32.1	10/01/21

Approve Reinstatement
In accordance with Merit System Rule 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Feliz, Joseph	Noon Duty Supervisor	Harbour View	\$14,00 hourly		09/23/21

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>
Bolton, Sarah	Noon Duty Supervisor	Substitute	\$14,00 hourly		10/04/21
Bolton, Sarah	Instructional Assistant	Substitute	\$16,172 hourly	21.1	10/04/21
Guerrero, Leticia	Child Care Attendant	Substitute	\$15,020 hourly	18.1	09/17/21
Guerrero, Leticia	Instructional Assistant	Substitute	\$16,172 hourly	21.1	09/17/21
Guerrero, Leticia	Instructional Assistant – Special Education	Substitute	\$16,578 hourly	22.1	09/17/21
Guerrero, Leticia	Instructional Assistant – Severely Disabled	Substitute	\$17,854 hourly	25.1	09/17/21
Huong, Diem	Child Care Attendant	Substitute	\$15,020 hourly	18.1	09/17/21
Huong, Diem	Instructional Assistant	Substitute	\$16,172 hourly	21.1	09/17/21
Tepezano, Alyssa	Child Care Attendant	Substitute	\$15,020 hourly	18.1	09/17/21
Tepezano, Alyssa	Instructional Assistant	Substitute	\$16,172 hourly	21.1	09/17/21
Walters, Gina	Noon Duty Supervisor	Substitute	\$14,00 hourly		09/27/21

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 October 12, 2021

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>
Borack, Christy	Accounting Technician	District Office	\$4,241.00 monthly	37.2	09/28/21
Mix, Kristin	Instructional Assistant – ABA	Lake View	\$18,303 hourly	26.1	09/08/21

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Keel, DeeDee	ALC Attendant	Spring View	09/06/06	11/19/21

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>
Bailey, Jenny	Lead Food Service Worker	Central Kitchen	04/29/13	10/01/21
Foreman, Scotty	Custodian	Harbour View	03/31/21	03/31/21
Ghaly, Aida	Instructional Assistant – ABA	Hope View	01/06/20	09/27/21
Valadez, Christopher	Noon Duty Supervisor	Westmont	07/08/21	10/01/21

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 October 26, 2021

Approve Promotion
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Daniel, Kelly	Transportation Supervisor	Transportation	M51.1	10/12/21
Thornton, Mailieu	Instructional Assistant – ABA	Lake View	26.5	10/01/21

Approve Substitute Employment
In accordance with Merit System Testing Procedures:

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Abbott, Heather	Food Service Worker	Substitute	18.1	10/11/21
Bray, Tyler	Custodian	Substitute	28.1	10/12/21
Canas, Julia	Noon Duty Supervisor	Substitute		09/29/21
Cortez, Joshua	Instructional Assistant	Substitute	21.1	10/12/21
Esparza, Nicholas	Custodian	Substitute	28.5	10/04/21
Esparza, Nicholas	Head Custodian	Substitute	32.5	10/04/21
Esparza, Nicholas	Delivery Worker	Substitute	31.5	10/04/21
Esparza, Nicholas	Maintenance Worker	Substitute	33.5	10/04/21
Esparza, Nicholas	Maintenance/Grounds Helper	Substitute	28.5	10/04/21
Esparza, Nicholas	Mechanic Assistant	Substitute	36.5	10/04/21
Hernandez, Vanessa	Child Care Attendant	Substitute	18.1	10/06/21
Hernandez, Vanessa	Instructional Assistant	Substitute	21.1	10/06/21
Kelada, Christeen	Instructional Assistant	Substitute	21.1	10/12/21
Kelada, Christeen	Instructional Assistant – Special Education	Substitute	22.1	10/12/21
Kelada, Christeen	Instructional Assistant – Severely Disabled	Substitute	25.1	10/12/21
Marshall, Jennifer	Noon Duty Supervisor	Substitute		10/08/21
Marshall, Jennifer	Instructional Assistant	Substitute	21.1	10/08/21
Miars, Anna	Noon Duty Supervisor	Substitute		09/23/21
Poulsen, Logan	Instructional Assistant	Substitute	21.1	10/06/21
Poulsen, Logan	Instructional Assistant – Special Education	Substitute	22.1	10/06/21
Poulsen, Logan	Instructional Assistant – Severely Disabled	Substitute	25.1	10/06/21
Poulsen, Logan	Child Care Attendant	Substitute	21.1	10/06/21
Quinn, William	Noon Duty Supervisor	Substitute		10/07/21
Quinn, William	Child Care Attendant	Substitute	18.1	10/07/21
Quinn, William	Instructional Assistant	Substitute	21.1	10/07/21
Ramirez, Tanya	Child Care Attendant	Substitute	18.1	10/13/21
Reyes, Jose	Noon Duty Supervisor	Substitute		09/30/21

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 October 26, 2021

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>
Garcia-Quintana, Grecia	Instructional Assistant	Oak View Preschool	01/28/19	10/08/21
Gibson, Doan	Department Secretary	District Office	01/21/09	10/22/21
Han, Ellie	Instructional Assistant – Severely Disabled	Marine View	09/21/20	10/20/21
Ruiz, Margarita	Food Service Worker	Hope View	09/06/17	10/05/21
Salas, Yvette	School Health Technician	College View	09/08/21	10/22/21

Approve Leave of Absence Without Pay
In accordance with Merit System Rule 8.10:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>ENDING DATE</u>
Frazer, Chelsea	Instructional Assistant – Special Education	Spring View	09/08/21	12/17/21
Garcia, Sonia	Parent Liaison Instructional Assistant Bilingual	Multiple Sites	09/08/21	03/08/22
Lowentrou, Brandon	Instructional Assistant – Special Education	Village View	09/27/21	12/03/21
Moore, Lisa	Instructional Assistant – Special Education	Mesa View	10/11/21	11/15/21

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Vellanoweth
Director, Classified Personnel

DATE: November 18, 2021

SUBJECT: Agenda Item No. 15: Removal of Names from Eligibility Lists

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:

EdJoin Applicant ID 1637211
Eligibility List: 2021-03 Maintenance Electrician

EdJoin Applicant ID 1405565
Eligibility List: 2021-25 Noon Duty Supervisor

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 list they are 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:

Letters to eligibles (*Commissioners only*)

- Applicant # 1637211 dated October 25, 2021
- Applicant # 1405565 dated October 15, 2021

Recommendation:

The Director, Classified Personnel recommends that EdJoin Applicants #1637211 and 1405565 be removed from Eligibility Lists 2021-03 and 2021-25 respectively 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)