



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

## REGULAR MEETING

Thursday, September 9, 2021  
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



# A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW  
SCHOOL DISTRICT

# REGULAR MEETING

THURSDAY, SEPTEMBER 9, 2021

4:30 p.m.

BOARD ROOM, BUILDING A

1. CALL TO ORDER TIME: \_\_\_\_\_ p.m.

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.

In lieu of attending in person, you may submit comments by emailing the Director, Classified Personnel at [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) no later than 4:00 p.m. on the day of the scheduled meeting. Comments will be read into the record.

5. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the August 12, 2021, Regular Personnel Commission meeting for approval.

**ACTION**  
**Pages 1-5**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

## COMMISSION BUSINESS

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

**ACTION**  
**Page 6**  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**A. JOB DESCRIPTION REVIEWS/REVISIONS:**

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

**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.)*

- 2021-06 Lead Behavior Instructional Assistant
- 2021-07 School Health Technician
- 2021-08 Maintenance Plumber
- 2021-09 Accounting Technician
- 2021-10 Instructional Assistant – Special Education
- 2021-11 Instructional Assistant – Severely Disabled
- 2021-12 School Library Specialist
- 2021-13 Instructional Assistant - ABA

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

**INFORMATION  
Pages 7-8**

- August 10, 2021 (Exhibit A)

**8. PERSONNEL COMMISSION DISCUSSION AND POTENTIAL ANNOUNCEMENT OF THE PERSONNEL COMMISSIONER’S JOINT APPOINTEE TO THE PERSONNEL COMMISSION:** The appointee of the Board of Trustees and the appointee of the classified employees will discuss and potentially announce their intended Joint Appointee to the Personnel Commission prior to September 30, 2021.

**Pages 9-14  
(Information and Discussion)**

If the Personnel Commission does announce the name of their intended appointee to the Personnel Commission at the September 9, 2021, meeting, it is further recommended that the Personnel Commission discuss and vote upon the date to hold the required public hearing, which will be held to take public input into consideration concerning their appointment decision.

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

**9. ADVANCE STEP PLACEMENT FOR TIMOTHY GOLDEN, DIRECTOR, FISCAL SERVICES:** The Personnel Commission will receive the Director’s recommendation to approve the advance step placement for Timothy Golden, Director, Fiscal Services.

**ACTION  
Page 15-17  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_**

**10. EXTENSION OF ELIGIBILITY LIST – EARLY LEARNING EDUCATOR:** The Personnel Commission will receive the Director’s recommendation to extend eligibility list #2020-04 Early Learning Educator. (*Eligibility list provided to Commissioners only.*)

**ACTION  
Page 18-19  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_**

**COMMUNICATIONS**

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

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – SEPTEMBER 9, 2021 – PAGE 3**

**12. COMMISSIONER REPORTS**

**13. DIRECTOR AND STAFF REPORTS**

**14. 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](http://www.ovsd.org).*

*Agenda items must be submitted in writing to the Director, Classified Personnel at [mvellanoweth@ovsd.org](mailto: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](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto: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**  
**Regular Personnel Commission Meeting Minutes**  
**August 12, 2021**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Gooch called the August 12, 2021, Regular Personnel Commission Meeting to order at 4:32 p.m.
- PLEDGE OF ALLEGIANCE** Director Vellanoweth led the pledge of allegiance.
- ROLL CALL** Personnel Commissioners Bidnick, Ewing and Gooch were present.
- STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst; Diana Flores, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Gooch reported that there was nothing to report from Closed Session.
- 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 May 6, 2021, Regular Personnel Commission meeting.  
  
Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- APPROVAL OF MINUTES** Motion by Commissioner Ewing to approve the minutes of the June 17, 2021, Regular Personnel Commission meeting.  
  
Seconded by Commissioner Gooch, and carried with a 2:0 vote.
- 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:
- 2021-01 Assistant Superintendent, Administrative Services
  - 2021-02 Human Resource Analyst
  - 2021-03 Maintenance Electrician
  - 2021-04 Director, Fiscal Services
  - 2021-05 Department Secretary
- Motion by Commissioner Bidnick to approve the Consent Calendar.
- Seconded by Commissioner Ewing, and carried with a 3:0 vote.

**MINUTES OF THE AUGUST 12, 2021, PERSONNEL COMMISSION MEETING – PAGE 2**

**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 June 8, 2021, June 22, 2021, and July 6, 2021.

**EMPLOYEE APPEAL  
FROM SUSPENSION**

Director Vellanoweth stated that at its meeting of July 6, 2021, the Board of Trustees took action to adopt a notice of proposed disciplinary action and statement of charges against a classified employee resulting in a one day suspension without pay. The Board based its decision on several separate charges of violating the Merit System Rules and Regulations of the Classified Service, Causes for Disciplinary Action. The employee was notified of their right to appeal the disciplinary suspension. The employee filed a timely Request for Hearing before the Personnel Commission, which was received on July 29, 2021.

It is recommended that the Personnel Commission consider whether to appoint a Hearing Officer to hear the appeal of the disciplinary action or to hear the matter themselves in accord with Merit Rule 8.6.5.B.1.

Should the Commission vote to conduct the appeal hearing, a date for the commencement of the Hearing should be set in accord with Merit Rule 8.6.5.A.2.

Commissioner Gooch shared some of his past experience with appeal hearings as a Commissioner. He recalled two previous hearings that were heard by a Hearing Officer and one that was heard by the Commission.

Commissioner Bidnick asked how the selection of a hearing officer is made. Director Vellanoweth answered that she would be able to make recommendations to the Commissioners of available Hearing Officers and what the cost and availability would be. Commissioner Bidnick asked if there was a joint decision made with the Bargaining Unit and the District or is it strictly a Personnel Commission decision. Director Vellanoweth answered that the Personnel Commission makes the decision and Commissioner Ewing concurred.

Commissioner Gooch added that if a Hearing Officer hears the case, they would make a recommendation to the Commission. The Commission can then accept the recommendation as presented or modify it as they feel is appropriate.

Commissioner Ewing commented that he would prefer not to spend money on a Hearing Officer if it can be helped. He also stated that it does not appear to be a complicated case to deal with. He indicated that he is in favor of the Commission hearing the appeal themselves.

Commissioner Gooch agreed with Commissioner Ewing about the expenditure of funds. He also stated that he feels it is the Commission's responsibility to hear this matter as classified employees look to the Commission for direction and guidance.

Commissioner Bidnick concurred with Commissioners Ewing and Gooch that they would hear the appeal themselves.

Motion by Commissioner Ewing to have the Personnel Commission hear the Employee Appeal from Suspension themselves.

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



**EMPLOYEE APPEAL  
FROM SUSPENSION  
(CONTINUED)**

Commissioner Gooch asked Director Vellanoweth for recommendations on a date to set for the Appeal Hearing. He mentioned that the date could be on the same date as a regularly scheduled Personnel Commission meeting or it could be on a separate date as a special meeting.

Director Vellanoweth stated that it is her recommendation that the hearing date be set for a date prior to the first day of school in order to resolve this as soon as possible. In the event that any employees need to be called as witnesses, this would not interfere with the work of their department.

Commissioner Bidnick asked what is a reasonable time frame to give both sides to prepare. Director Vellanoweth answered that it would be based upon the availability of the representative for the employee. In order to have the hearing prior to the first day of school, it would need to be before September 7, 2021. Commissioner Ewing stated that he would be leaving town on September 7, 2021, for five days.

Commissioner Gooch stated that the employee requested a hearing so he is certain they are ready to proceed. He asked Director Vellanoweth if she thought the hearing could take place on the same date, preceding a regular Personnel Commission meeting. She answered that the next meeting of the Personnel Commission is scheduled for after the school year begins, so it would need to be a Special Meeting.

The Commissioners reviewed their calendars and decided that August 26, 2021, at 1:00 p.m. would be the date and time set for the appeal hearing.

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, informed the Commission that CSEA held its annual conference across the state. This year it was held virtually. They elected their 46<sup>th</sup> Association President, Matthew Shane Dishman. In addition to Mr. Dishman and other newly elected officers, Phi was sworn in as the alternate Area H Director. He was also the recipient of an award that was created by CSEA that recognizes classified professionals who bring people together and promote camaraderie.

Electronic meetings were authorized. A new retiree “district” for out-of-state retirees to have representation on the CSEA Retiree Unit Executive Board was created. CSEA opened a program, Paraeducator Accelerated Training Hub (PATH), which is an online professional development tool for Instructional Assistants and Special Education. AB289, the Merit System election law, is signed and is now state law. CSEA is looking forward to working with Reagan Headrick, Assistant Superintendent of Human Resources, to resolve negotiations after the tentative agreement did not get approved by the membership. CSEA stewards met over the summer with Director Michelle Vellanoweth and Assistant Superintendent Reagan Headrick. Mr. Tran thanked Director Vellanoweth and Commissioner Ewing for attending the CSEA meeting on July 22, 2021. He also thanked Merit System Committee Chair Linda Vaughan, for attending and conducting the Merit System training that took place. Lastly, Mr. Tran shared some thoughts from the speech he prepared when he received the Lawrence Twoaxe award regarding unity and bringing people together.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick had nothing to report.

Commissioner Gooch had nothing to report.

**MINUTES OF THE AUGUST 12, 2021, PERSONNEL COMMISSION MEETING – PAGE 4**

**COMMISSIONER  
REPORTS  
(CONTINUED)**

Commissioner Ewing reminded everyone that the next meeting of the Personnel Commission is scheduled for September 9, 2021. He also informed the Director and Commissioners that he would not be in attendance at this meeting because he will be out of town.

**DIRECTOR AND  
STAFF REPORTS**

Director Vellanoweth confirmed that the next meeting of the Personnel Commission is scheduled for September 9, 2021. In relation to this, she thanked Commissioner Gooch for his interest in serving another three year term on the Personnel Commission. At the September 9, Personnel Commission meeting, it was scheduled for the other two Commissioners to announce their intended appointee for Joint Commissioner. Then within 30 to 45 days after the announcement, a public hearing needs to be held. Director Vellanoweth stated that she would need to look at the calendar to see if the meeting would need to be rescheduled since Commissioner Ewing will be absent. She recalled that at one time a former Commissioner submitted his intended recommendation for joint appointee in writing when he could not attend the meeting, so she will research that, as well.

Director Vellanoweth congratulated and welcomed several new administrators. Reagan Headrick, Assistant Superintendent, Human Resources; Keith Farrow, who promoted to Assistant Superintendent, Administrative Services; new Principal, Tami Benane at Village View; Assistant Principal, Kate Crawford at Vista View. She also wished farewell to Principal Randy Lempert, who is leaving Ocean View for a position at Newport Mesa Unified School District. She mentioned that she participated in a leadership retreat earlier in the day, in person, in the Professional Development Center.

The Personnel Commission staff has had a busy summer as was mentioned in the Director's monthly memo. It will continue to be busy as there are currently about 20 recruitments in process right now. Classified Personnel and Special Education have been meeting weekly as they are still working on making internal movements with classified staff. Summer assignment documentation is being finalized. Over 200 classified employees worked during the summer in the various summer programs. Layoff documentation is still being finalized, as well, and final placements are being made. Director Vellanoweth will also be conducting interviews for Noon Duty Supervisors and making recommendations for placement. She informed the Commissioners that she was able to serve as an oral exam rater for Fountain Valley School District.

A draft of the 2020-2021 annual report should be ready to present with the next monthly memo for review.

Director Vellanoweth thanked CSEA and Phi Tran for helping to coordinate the Merit System presentation and thanked Commissioner Ewing for participating. She stated that it went very well and provided a good opportunity to share the good work of the Commission and Merit System practices with employees. She also commended the Personnel Commission staff on their hard work and is excited for the new school year.

**MINUTES OF THE AUGUST 12, 2021, PERSONNEL COMMISSION MEETING – PAGE 5**

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick and carried with a 3:0 vote at 4:58 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:** September 9, 2021  
**SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)**

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## 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)*.

- 2021-06 Lead Behavior Instructional Assistant
- 2021-07 School Health Technician
- 2021-08 Maintenance Plumber
- 2021-09 Accounting Technician
- 2021-10 Instructional Assistant – Special Education
- 2021-11 Instructional Assistant – Severely Disabled
- 2021-12 School Library Specialist
- 2021-13 Instructional Assistant - ABA

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## Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2021-06 through 2021-13.



OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** September 9, 2021

**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:

- August 10, 2021 (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.

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## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of August 10, 2021.

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
August 10, 2021

**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>
Miller, Margaret	School Library Specialist	Mesa View	\$18,759 hourly	27.1	09/08/21
Walls, Stephanie	School Library Specialist	Harbour View	\$18,759 hourly	27.1	09/08/21

**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>
Escarro, Lacey	Instructional Assistant	Substitute	\$16,172 hourly	21.1	06/29/21
Esteban, Juan	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/06/21
Gruber, Leo	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/02/21
Le, Amy	Instructional Assistant	Substitute	\$16,172 hourly	21.1	06/30/21
Lever, Danielle	Instructional Assistant	Substitute	\$16,172 hourly	21.1	06/30/21
Marquez, Alexandra	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/02/21
Quinones, Andrew	Maintenance Worker	Substitute	\$21,749 hourly	33.1	05/27/21
Trollman, Anna	Instructional Assistant	Substitute	\$16,172 hourly	21.1	06/29/21
Valadez, Christopher	Instructional Assistant	Substitute	\$16,172 hourly	21.1	07/08/21

**Approve Promotion**  
**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>
Suyeto, Carrie	School Office Clerk	Spring View	\$19,237 hourly	28.1	08/18/21

**Approve Extra Duty Pay**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>SITE</u></b>	<b><u>SALARY</u></b>	<b><u>BEGINNING DATE</u></b>	<b><u>ENDING DATE</u></b>
Choate, Jim	Executive Director of Facilities and Transportation	Facilities and Transportation	\$1,800.00 monthly	09/01/19	06/30/21

**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>
Glinskas, Amy	Payroll Technician	District Office	05/13/19	07/09/21
Velez, Maria	Child Care Attendant	Lake View	08/08/01	06/24/21



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director of Classified Personnel

**DATE:** September 9, 2021

**SUBJECT: Agenda Item No.8: Personnel Commission Potential Announcement of the Personnel Commissioner's Joint Appointee to the Personnel Commission**

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## Background Information

The three (3) year term of office of Personnel Commissioner Daniel Gooch expires on November 30, 2021. As required by Merit Rule 2.1.5 Personnel Commissioner's Appointment Procedures, joint Personnel Commissioner's appointee, Gooch, was contacted to determine if he is interested in reappointment for another three (3) year term of office commencing December 1, 2021. Commissioner Gooch indicated he is interested in reappointment. Merit Rule 2.1.4.C provides specifics on the actual appointment process of the Commissioner's joint appointee. The appointee of the Board of Trustees and the appointee of the classified employees may discuss and publicly announce the name of the person they intend to appoint or reappoint as the joint appointee to the Personnel Commission. The Commission may defer the discussion and public announcement to a Special (Open) meeting to be held later in September. If no public announcement of the intended Joint Appointee is made prior to September 30, 2021, the recruitment and selection of the Joint Personnel Commission Appointee will revert to the State Superintendent of Public Instruction.

The Board of Trustee's appointee to the Personnel Commission, Bob Ewing, will be unable to attend the September 9, 2021 Personnel Commission meeting and therefore will be unable to announce his intended appointee in person. As an alternative, Mr. Ewing has submitted the attached letter dated August 29, 2021 and asked that this letter serve as his formal communication and announcement of his intended appointee.

Should the Commissions' discussion result in the announcement of their intended joint appointee to the Personnel Commission, a decision regarding the date of the required public hearing will be necessary. As referenced in Education Code 45246(f), Merit Rule 2.1.4.C specifies that, "At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publically announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment.

**Personnel Commission Potential Announcement of the  
Personnel Commissioner’s Joint Appointee to the Personnel Commission  
Page 2**

Should the Commission announce their intended appointee to the Personnel Commission at their September 9, 2021 meeting, the required hearing must be held between October 10 and October 24, 2021. The next regularly scheduled Personnel Commission meeting date is October 14, 2021, which would fall within this time frame.

Attached are copies of Merit Rules 2.1.5 and 2.1.4.C, outlining the applicable procedure for the appointment of the Personnel Commissioner’s joint appointee.

- Attachments: Merit Rule 2.1.5  
                  Merit Rule 2.1.4.C  
                  Timeline for the Announcement of the Commissioners Intended Appointee to the  
                  Personnel Commission and Public Hearing  
                  Letter from Commissioner Bob Ewing dated August 29, 2021

.....  
**Recommendation**

The Director of Classified Personnel recommends:

1. The appointee of the Board of Trustees and the appointee of the classified employees announce the name of their intended Joint Appointee to the Personnel Commission prior to September 30, 2021.
  
2. If the Commission does announce the name of their intended appointee to the Personnel Commission at the September 9, 2021 meeting, it is further recommended that the Personnel Commission discuss and vote on the date to hold the required public hearing.

**MERIT RULES FOR APPOINTMENT  
OF THE  
PERSONNEL COMMISSIONER'S JOINT APPOINTEE**

**2.1.5 Personnel Commissioner's Appointment Procedures**

new Rule 11/9/00

The following specific procedures are to be utilized for selection of the Personnel Commissioner's appointee to the Personnel Commission.

- A. By July 15 the Director of Classified Personnel shall inquire of the appointee of the Personnel Commission whose term is up in December of that year whether the Commissioner is interested in reappointment to the Personnel Commission for another three (3) year term of office.
  1. If the Commissioner is interested in reappointment the Commission shall announce their intent to reappoint or not to reappoint by September 30.
    - a. If the Commission's decision is to reappoint the Commissioners' appointee to a subsequent term of office the procedures of 2.1.4.C of these Rules shall be followed.
    - b. If the Commission's decision is to not reappoint the incumbent to a subsequent term of office, and if they do not announce the name of a new nominee by September 30, the procedures of 2.1.4.C.2 of these Rules shall be followed and the State Superintendent of Public Instruction shall make the appointment.
  2. If the Commissioners' appointee is not interested in subsequent appointment to the Commission, the following procedures shall be followed.
    - a. A recruitment process shall be opened by the Director of Classified Personnel as directed by the Personnel Commission. The process may include news releases sent to local newspapers and local community based organizations, e.g., Chamber of Commerce, Rotary Club, parent support groups via the Presidents Round table, or other such resources as specified by the Commission.
    - b. An application form eliciting information to document the applicants meeting the requirements of Education Code 45244 shall be completed by all interested applicants.
    - c. The Commission may make its decision based on the applications as submitted or may conduct individual interviews of the applicants.
    - d. The Commission shall then comply with 2.1.4.C of these Rules.

2.1.4 **Commissioner Appointment Procedures**

New Rule 11/9/00

On or about September 1st of each year, the Director of Classified Personnel shall notify the Board of Trustees and the recognized classified employee organization(s) of the name and home address of the commissioner whose term will be expiring and whether or not that commissioner will accept reappointment for another three-year term. The notification will also provide the name of the appointing authority, and the procedures to be followed in filling the upcoming commissioner position.

**C. The Commissioners' Appointment:**

By September 30, the appointee of the Board of Trustees and the appointee of the classified employees shall publicly announce the name of the person they intend to appoint or reappoint. At a Personnel Commission meeting to be held after thirty (30), and within forty-five (45) days of the date the Commission publicly announced its candidate, the Commission shall hold a public hearing to provide the public, employees, employee organizations and members of the Board of Trustees the opportunity to express their views on the qualifications of the person recommended by the Commission for appointment. The Commission at that time may make its appointment or may make a substitute appointment or recommendation without further notification or public hearing. Education Code 45246(f)

1. In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1st because of the failure of the Commission to take action on a reappointment or on a new appointment, the commissioners' prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as the State Superintendent of Public Instruction takes the necessary action(s) to appoint a qualified successor and that person is prepared to assume the duties and responsibilities of the position (not to exceed ninety (90) calendar days beyond the December 1st expiration of the Commissioners' appointees term). Education Code 45246 (g)
2. If the reason for the lack of appointment is an inability to agree upon a joint appointee by September 30, the State Superintendent of Public Instruction shall make the appointment within thirty (30) days. Education Code 45246(b)(2)

**TIMELINE FOR THE ANNOUNCEMENT OF THE COMMISSIONERS INTENDED APPOINTEE TO THE PERSONNEL COMMISSION AND PUBLIC HEARING**

Date Commissioners Can Announce Their Intended Appointee	30 Days After Commissioners Announcement	45 Days After Commissioners Announcement	Date Of Public Hearing
September 9, 2021	October 9, 2021	October 24, 2021	Suggested for the October 14, 2021 PC meeting.

For the Public Hearing to occur after 30 days, but within 45 days, of the Commissioners announcement of their intended appointee, provided a reappointment is the Commissioners determination on September 9, 2021, it is recommended the Public Hearing be held at the next regularly scheduled Personnel Commission meeting on October 14, 2021.



"Equity and  
Excellence"

17200 Pinehurst Lane  
Huntington Beach  
California 92647-5569  
714-847-2551  
Fax: 714-847-1430  
[www.ovsd.org](http://www.ovsd.org)

# Ocean View School District

## Personnel Commission

Commissioners  
Lance Bidnick  
Bob Ewing  
Daniel P. Gooch

Job Opportunities: [www.edjoin.org](http://www.edjoin.org)

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August 29, 2021

Michelle Vellanoweth  
Director, Classified Personnel

I regret being unable to attend the September 9, 2021 Personnel Commission meeting. I have a family obligation that will take me out of town on that date.

At the above mentioned meeting, I along with Commissioner Lance Bidnick will announce the name of the person we intend to appoint to the Personnel Commission as the joint appointee. The term for the current joint appointee, Daniel Gooch, will expire on November 30, 2021, and he has indicated his interest in reappointment. I have worked with Mr. Gooch on the Commission since my appointment in 2003 and value the work we have done on the Commission. Please let this letter serve as notice that I wish to reappoint Mr. Daniel Gooch as the joint appointee to the Personnel Commission.

Thank you for your consideration.

Bob Ewing  
CSEA Appointee to the Personnel Commission

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Vellanoweth  
Director, Classified Personnel

**DATE:** September 9, 2021

**SUBJECT: Agenda Item No. 9: Approve Advance Step Placement  
Timothy Golden – Director, Fiscal Services**

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## Background Information

A request for advanced step placement has been received from Assistant Superintendent, Administrative Services, Keith Farrow, for Mr. Timothy Golden who has been offered and accepted the position of Director, Fiscal Services. Pursuant to Merit Rule 7.2.1.3.A.3, the Advanced Step Placement Request (attached), is being brought to the Personnel Commission for approval.

## Analysis

The advanced step request for Step 4 placement (\$11,246 per month) on the appropriate salary range for the class of Director, Fiscal Services (Salary Range M71, \$9,696 per month to \$11,815 per month) on the Classified Management Salary Schedule comes to the Commission upon the request of Assistant Superintendent, Administrative Services, Keith Farrow, 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 experience in school finance for over a decade. The candidate has five years of public school district experience in a fiscal services department and current employment as a Director, Fiscal Services in a large school district setting. The candidate's recommendations also demonstrate his qualifications as an exemplary candidate.

Attachments: Copy of Merit Rule 7.2.1.3  
Advanced Step Placement Request Form

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## Recommendation

The Director, Classified Personnel recommends that the Personnel Commission approve the Step 4 (\$11,246 per month) advanced step placement of Mr. Timothy Golden, Director, Fiscal Services, in accord with Merit Rule 7.2.1.3.A.3.

# OCEAN VIEW SCHOOL DISTRICT

## Merit System Rules and Regulations for the Classified Service

### 7.2 APPLICATION OF SALARY SCHEDULES

#### 7.2.1 Initial Placement

New employees shall be hired at the first step of the appropriate salary range unless advanced step placement is requested and approved according to the following procedure:

1. The appointing authority requesting advanced step placement shall complete the form entitled "ADVANCED STEP PLACEMENT REQUEST FORM" and attach any support materials. The form shall specify the outstanding factors by which an applicant may be granted advance step placement. Applicants will not be requested or prompted to provide previous salary information. If an applicant voluntarily and without prompting discloses salary history information, it may be considered in determining salary step placement.

2. The appointing authority sends the completed form and support materials to the Assistant Superintendent, Human Resources for approval.

3. The Assistant Superintendent, Human Resources, will either approve or reject the request.

#### A. APPROVAL

1. If approved, the Assistant Superintendent, Human Resources, will forward the request to the Director, Classified Personnel of the Personnel Commission.
2. Upon receipt of the approved request form, the Director, Classified Personnel will review the form ensuring completeness and shall attempt to verify the pertinent information contained therein.
3. The approved request will be placed upon the Commission agenda for approval.
4. Commission approved requests for advanced step placement shall be effective the date the employee officially assumes the duties of the position (effective date of appointment).
5. Upon approval by the Commission, the request is routed to Commission staff who will prepare the necessary payroll information.
6. A copy of the form is then placed in the employee's personnel file.

#### B. REJECTION

1. If rejected by the Assistant Superintendent, Human Resources, or by the Director, Classified Personnel, the form will be returned to the originator (with reasons indicated for the rejection).
2. Should the appointing authority still wish to pursue the advanced step placement, the form along with all support data and reasons for the resubmission will be forwarded to the Director, Classified Personnel who will place the item on the next Commission agenda for action. All support information will be made available to each Commissioner in the agenda packet. Action by the Commission will be final.
3. If approved by the Commission, the request will be routed as in numbers 5 and 6 above.
4. If rejected, the form will be returned to the originator with the reasons given.
5. A copy of the form will then be placed in the employee's personnel file.

*Rule Revised by Personnel Commission 5/25/2018*





Ocean View School District  
ADVANCED STEP PLACEMENT REQUEST FORM

Submitted by:

Name: Keith Farrow

Date: 8-31-2021

Title: Assistant Superintendent

Department: Administrative Services

The above hiring authority has interviewed for the open vacancy in the classification of Fiscal Director

and has selected Timothy Golden as their choice.  
*name of candidate*

The above hiring authority is requesting advanced step placement on range M71, step 4, for one or more of the following reasons:

1. Candidate's job related experience, or other qualifications when related to the classification, exceeds that required in the classification and makes that person especially qualified for the position. (Explain)

The candidate is a currently employed as a Fiscal Director in a larger school district setting.

He has 5 years of public school district experience in the fiscal services department along with letters of recommendation highlighting the qualifications of an exemplary candidate.

2. Candidate's training and/or education, when related to the classification, exceeds that which is required and makes that person especially qualified for the position. (Explain)

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\_\_\_\_\_  
\_\_\_\_\_

3. Demonstrated difficulty has been experienced in attracting qualified candidates. (Explain)

\_\_\_\_\_  
\_\_\_\_\_

4. Any other extraordinary circumstances not covered above. (Explain)  
NOTE: Applicants may not be requested or prompted to provide previous salary history information. If an applicant voluntarily and without prompting discloses salary information, it may be considered in determining salary step advancement.

\_\_\_\_\_  
\_\_\_\_\_

Approval Signatures:

Appointing Authority: [Signature] Date: 8-31-2021

Assistant Superintendent, Human Resources [Signature] Date: 9/1/21

Director, Classified Personnel [Signature] Date: 9/2/21

Date submitted to the Personnel Commission: \_\_\_\_\_

- Approved
- Denied

THIS FORM WILL BE MAINTAINED IN THE EMPLOYEE'S PERSONNEL FILE

Form updated by Personnel Commission 5/24/2018

RECEIVED  
AUG 31 2021  
PERSONNEL COMMISSION



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** September 9, 2021

**SUBJECT: Agenda Item No. 10: Extension of Eligibility List #2020-04 Early Learning Educator**

## **Background Information**

In September 2020, we established an eligibility list for Early Learning Educator. This eligibility list was created in anticipation of future vacancies, which ultimately were not needed for the 2020-2021 school year. Therefore, none of the candidates on the current eligibility list have had the opportunity to be considered for permanent positions.

The current eligibility list for Early Learning Educator is set to expire on September 10, 2021. The list contains rankings that are either current substitutes with the district, or current OVSD employees who have qualified for, and are interested in, promotion. Your Director recommends extending the current eligibility list for six (6) months, with a new expiration date of March 10, 2022.

It is hopeful that preschool enrollment numbers are increasing and there may soon be the need for an additional Educator position. If the Personnel Commission approves to extend the current Early Learning Educator eligibility list for six (6) months, we will be able to expeditiously fill a vacancy with either of the qualified candidates. If the list is not extended, and we have a vacancy in the near future, these candidates would have to reapply and participate again in the selection process. Should we exhaust the list prior to the new March 2022 expiration, we will cancel the list and reopen a recruitment.

The Director, Classified Personnel has conferred with the Director, Child Development Programs on this recommendation, and she is in support of extending the list for an additional six (6) months.

The process to extend an eligibility list is authorized by Education Code Section 45300 and Merit System Rule 6.1.2.F.

*Ed Code 45300 A list may be extended for an additional period of two years or less at the discretion of the commission.*

*Merit Rule 6.1.2.F Eligibility lists may be extended for an additional period of two years or less at the discretion of the commission. However, an eligibility list, having expired, may not be resurrected and extended by commission action.*

**Extension of Eligibility List #2020-04 Early Learning Educator**  
**Page 2**

**Attachments:**

- Eligibility List #2020-04 – Early Learning Educator *(For Commissioners Only)*

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**Recommendation**

The Director recommends that the Personnel Commission authorize the extension of Eligibility List #2020-04 Early Learning Educator, for an additional six (6) months to the new expiration date of March 10, 2022.