



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, May 6, 2021

## 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

# A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW  
SCHOOL DISTRICT

THURSDAY, MAY 6, 2021

REGULAR MEETING  
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 April 15, 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:

**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.)*

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

**CONSENT CALENDAR (CONTINUED)**

- 2020-39 Noon Duty Supervisor
- 2020-40 Groundskeeper I
- 2020-41 Instructional Assistant - ABA
- 2020-42 Instructional Assistant – Special Education
- 2020-43 Instructional Assistant – Severely Disabled

**7. 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:

**INFORMATION  
Pages 7-10**

- April 13, 2021 (Exhibit A)
- April 27, 2021 (Exhibit B)

**8. PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2021-2022:** The Personnel Commission will hold a Public Hearing prior to taking action on its Proposed Annual Budget of the Personnel Commission for the Fiscal year 2021-2022.

**DISCUSSION  
Pages 11-20**

Open Time: \_\_\_\_\_ p.m.

Close Time: \_\_\_\_\_ p.m.

**9. ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2021-2022:** The Personnel Commission will fully consider any input received from the Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2021-2022. The Personnel Commission will then make any changes deemed appropriate, and adopt its Proposed Budget for Fiscal Year 2021-2022, to be forwarded to the County Superintendent once the District's budget is adopted.

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

**10. EXTENSION OF ELIGIBILITY LIST – FOOD SERVICE WORKER:** The Personnel Commission will receive the Director's recommendation to extend eligibility list #2020-20 Food Service Worker. (*Eligibility list provided to Commissioners only.*)

**ACTION  
Pages 21-22  
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 – MAY 6, 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**  
**April 15, 2021**  
**4:30 p.m.**

- CALL TO ORDER** Commissioner Gooch called the April 15, 2021, Regular Personnel Commission Meeting to order at 4:33 p.m.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing 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; Bophary Ngin, Personnel Technician.
- REPORT OUT OF CLOSED SESSION** Commissioner Gooch reported that the Commissioners met in closed session to discuss the Director’s annual review.
- PUBLIC COMMENTS** Superintendent Hansen welcomed everyone back in person. She thanked the classified employees and the Personnel Commission for all of the work they are doing during this very difficult time. She acknowledged that there has been extra work on everyone’s plate and she and the Board appreciate everyone working together. She informed the Commissioners that the District has reached a milestone, and will be bringing back middle school students May 3, 2021. The District is already in the process of bringing back elementary students five days a week. Virtual Academy will continue to operate. Parents will be notified of this tonight.
- Superintendent Hansen also mentioned that this summer is going to look different. She stated that the District knows that it needs to provide programs in the schools for learning acceleration. Research shows when acceleration is focused upon, it produces a positive mindset. This is going to require hiring additional staff which will mean both Certificated and Classified Human Resources will need to work together to make this a reality. She looks forward to working together collaboratively to do what is best for students, to welcome them back and get them ready for the fall of 2021.
- APPROVAL OF MINUTES** Motion by Commissioner Bidnick to approve the minutes of the March 11, 2021, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews 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:**

**CONSENT CALENDAR  
(CONTINUED)**

- 2020-32 Lead Evening Custodian
- 2020-33 Noon Duty Supervisor
- 2020-34 Head Custodian
- 2020-35 School Library Specialist
- 2020-36 Instructional Assistant – ABA
- 2020-37 Instructional Assistant – Special Education
- 2020-38 Instructional Assistant – Severely Disabled

Motion by Commissioner Ewing to approve the Consent Calendar.

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

**CLASSIFIED ACTIVITY  
LISTS**

The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of March 9, 2021, and March 23, 2021.

**PROPOSED BUDGET  
2021-2022 –  
PRELIMINARY DRAFT –  
FIRST READING AND  
DISCUSSION**

Director Vellanoweth stated that Education Code requires the Personnel Commission to prepare an independent budget for its own office, which is later combined into the budget of the District and presented to the County Superintendent for approval. Today a preliminary draft for the 2021-2022 school year is being reviewed, providing anyone with the opportunity to make comments or provide input. Then prior to the May 30 budget adoption deadline, it is required to hold a public hearing, inviting the governing board and district administration to attend and give their views on the budget.

This year, Commissioner Bob Ewing, Vice-Chair, is serving as the Director's budget advisor. He and the Director have met several times to discuss the budget. Both of them also met together with the Director of Fiscal Services who has provided some guidance and suggestions in developing the budget, as well as discussing the District's objectives.

The budget being reviewed today has been developed in collaboration in order to meet the essential and minimal needs of the Personnel Commission while maintaining prudent flexibility. The Personnel Commission office will continue to be prudent and strategic when planning its expenditures so that they are focused around the essential, necessary, and discretionary priority levels. This will enable any remaining funds to be redeposited into the general fund at the end of the year to support the District reserves.

The proposed budget for the 2021-2022 school year does not reflect very many changes compared to last year's budget. Over the past few years, there have been some reductions made to the budget and the Personnel Commission office has operated on a very lean, frugal budget. Most of the amounts have not changed from last year as far as administrative supplies, equipment, mileage, travel and conference, and memberships.

There is a slight decrease in outside services which are the fees paid to Orange County Department of Education for the HR2.0 database and workflow system and Edjoin application system.

**PROPOSED BUDGET  
2021-2022 –  
PRELIMINARY DRAFT –  
FIRST READING AND  
DISCUSSION  
(CONTINUED)**

The Personnel Commission will continue with its overtime, substitute, and temporary allocations as they were last year. Temporary help was not utilized very much this year because attempts were made not to have additional staff in the office for safety reasons due to COVID. Salary items have increased slightly due to step increases and statutory benefit increases for the Director and staff. Overall, the budget shows a 0.7% increase from last year.

Commissioner Bidnick asked how the fees for OCDE and Edjoin are determined and why did the costs go down. Director Vellanoweth answered she did not have the specifics on this but she did confirm with the Accounting department and these were the fees that were quoted to her. She added that there had been set up costs and those were no longer necessary this year. The fees now are for the maintenance and utilization of the programs, storage, and technical support they provide.

Commissioner Ewing thanked Director Vellanoweth for her work on the budget. Even though the Vice-Chair assists with developing the budget, he stated it is 99% the work of the Director and 1% the work of the budget advisor. Commissioner Ewing also thanked Keith Farrow, Director of Fiscal Services.

Commissioner Gooch stated he is always amazed at the level of effort exercised by the Personnel Commission staff to produce the amount of output that they have. Working together with the administration, he thinks that this past year has shown that relationships do matter. Commissioner Gooch expressed that he has mentioned to both the Superintendent and Director Vellanoweth that he is slightly concerned about some of the items that have fallen by the wayside because of this but he is sure that this something that has occurred throughout the District. He looks forward to getting back on track so that none of these things, such as job description reviews and things of that nature, fall to the wayside.

**AUTHORIZATION FOR  
CONTINUOUS TESTING  
– NOON DUTY  
SUPERVISOR**

Director Vellanoweth stated that in January 2019, Noon Duty Supervisors became part of the classified service. Testing and recruitment continue for this classification. The Director would like to propose that this classification be designated as a continuous posting. This would mean that it would not be required to post for the mandated fifteen working days as outlined in Education Code, allowing us to open and close the posting at any time as deemed necessary to bring candidates in to test. This will allow quite a bit more flexibility, perhaps test more frequently, and fill vacancies quickly.

Motion by Commissioner Ewing to approve the Authorization for Continuous Testing – Noon Duty Supervisor.

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

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA Chapter 375 Liaison to the Personnel Commission, welcomed everyone back. He shared that at the chapter level, they are still in negotiations regarding the augmented reopening and that there will be reopener negotiations for the contract itself. At the state level one of the biggest things to happen is the passage of AB86, which among other things, provides funding for schools, specifically for the rehiring of laid-off para-educators and instructional assistants and the hiring of new para-educators. CSEA looks forward to seeing how this will help its members and address the learning loss that has happened over the past year.

**SECOND PUBLIC  
COMMENTS  
(CONTINUED)**

Mr. Tran also mentioned that last year, CSEA Chapter 375, along with two other chapters, passed a resolution to address the existing inequities in merit system elections. As of January it was found out that it has been introduced by the Governmental Relations department as state law. This is now pending as AB289 and is currently being reviewed. It is hopeful that if it passes by the end of this year it will take effect next year because it is known that there are several chapters looking to vote in and advance the merit system.

He mentioned that the Communications Committee is preparing for the Communications Academy. It will be virtual this year. There will be on-demand videos available to all members.

On behalf of the Chapter, he congratulated all of the Classified School Employees of the Year for their hard work and dedication. He shared that President Jason Bozarth appointed him as Chief Union Steward.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick expressed that it was nice to see everyone again in person. He congratulated the District for opening up to in-person instruction.

Commissioner Ewing also shared that it was nice to be back in person. He also reminded everyone that the next Personnel Commission meeting is scheduled for May 6, 2021. He informed the Director and Commission that he would not be in town for this meeting, but that the meeting could carry on without him.

Commissioner Gooch extended the Commission's sincere thanks to the Personnel Commission staff and to the administration for hanging in there. He knows it has been a difficult year for a number of reasons. He also extended congratulations to the Superintendent for receiving the prestigious ACSA Tracy Gaffey award and the CSBA Maureen DiMarco award. He really liked the distinction of being recognized for outstanding mentoring of administrators and dedication to educational leadership. Lastly, he congratulated Assistant Superintendent Felix Avila on his upcoming retirement and thanked him for his good efforts over the years to the District and to the Personnel Commission.

**DIRECTOR AND STAFF  
REPORTS**

Director Vellanoweth stated that the next Personnel Commission meeting is scheduled for May 6, 2021. At this meeting, there will be a public hearing and adoption of the budget. She expressed that she is glad to see everyone back in person. She thanked the Commissioners for her positive evaluation. She stated that in reflecting over the past year, that while it has been quite a year, it has also been very fruitful and positive in many ways. New processes and procedures were developed. Even though there were not a lot of opportunities to see each other as much in person, there were opportunities to see each other more frequently, especially at the leadership level, in Zoom meetings. This has helped to build relationships and trust with each other.

She shared that the next couple of months will be particularly busy as we near the end of the school year. Currently, in relation to the recent classified layoffs, we are working on the bumping and displacement process. Letters are being sent out to employees who might be affected by other employee's seniority bumping rights.

Reasonable assurance notices to 10 and 11 month employees and substitute employees will be prepared and sent out soon. The HR2.0 dual entry period and year end rollover will be coming up very shortly.



**DIRECTOR AND STAFF  
REPORTS  
(CONTINUED)**

Many recruitments are being planned for. There are quite a few vacancies that have recently opened up in the Facilities department.

Extended School Year and the Summer Learning Acceleration Program are coming up and we are excited to help get these programs staffed.

As for COVID updates, Senate Bill 95 provides for supplemental paid sick leave, which can be utilized if an employee contracts COVID, has to care for someone with COVID, takes time off to get the vaccine, or has side effects or reactions after obtaining the vaccine.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn the meeting.

Motion by Commissioner Bidnick to adjourn the meeting.

Motion was seconded by Commissioner Ewing and carried with a 3:0 vote at 5:00 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:** May 6, 2021  
**SUBJECT: Agenda Item No. 6B.: 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)*.

- 2020-39 Noon Duty Supervisor
- 2020-40 Groundskeeper I
- 2020-41 Instructional Assistant – ABA
- 2020-42 Instructional Assistant – Special Education
- 2020-43 Instructional Assistant – Severely Disabled

.....  
**Recommendation**

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2020-39 through 2020-43.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** May 6, 2021

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

---

## Background Information

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

- April 13, 2021 (Exhibit A)
- April 27, 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 April 13, 2021, and April 27, 2021.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 April 13, 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>
Diaz, Nadine	School Health Technician	College View	\$18.303 hourly	26.1	03/22/21
Hernandez, Jocelyn	Instructional Assistant – ABA	College View Preschool	\$18.303 hourly	26.1	04/12/21
Jessop, Mark	Instructional Assistant – ABA	Lake View	\$18.303 hourly	26.1	04/12/21
Laris, Eddie	Instructional Assistant – ABA	Circle View	\$18.303 hourly	26.1	04/13/21
Meza, Francisco	Instructional Assistant – ABA	Circle View	\$18.303 hourly	26.1	04/01/21

**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>
Ayala, James	Custodian	Substitute	\$19.237 hourly	28.1	03/15/21
Campbell, James	Custodian	Substitute	\$19.237 hourly	28.1	03/15/21
Dong, Yentrang	Instructional Assistant – Bilingual	Substitute	\$20.193 hourly	22.5	03/29/21
Hoodman, Celea	Noon Duty Supervisor	Substitute	\$14.00 hourly		03/15/21
Salas, Yvette	School Health Technician	Substitute	\$18.303 hourly	26.1	03/24/21

**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>
Cook, Jessica	Noon Duty Supervisor	Westmont	10/25/19	03/26/21
Hanna, Enas	Early Learning Instructional Assistant	Westmont Preschool	09/04/19	04/02/21
Washburn, Tyler	Instructional Assistant – Special Education	Spring View	09/23/15	03/26/21

**Approve Separation – Released Within Probation**  
**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>ENDING DATE</u></b>
Christensen, Robert	Maintenance HVAC Mechanic	Facilities	03/01/21	03/23/21
Zavala, Javier	Maintenance HVAC Mechanic	Facilities	03/01/21	03/10/21

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
April 27, 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>
Campbell, James	Custodian	Harbour View	\$20.198 hourly	28.1	04/01/21
Diaz, Nadine	School Health Technician	Golden View	\$18.303 hourly	26.1	03/22/21

**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>
Ayala, Chris	Custodian	Substitute	\$19.237 hourly	28.1	03/15/21
Dang, Tabatha	Instructional Assistant – Special Education	Substitute	\$16.578 hourly	22.1	03/17/21
Dang, Tabatha	Instructional Assistant – ABA	Substitute	\$18.303 hourly	26.1	03/17/21
Oberbeck, Amanda	Noon Duty Supervisor	Substitute	\$14.00 hourly		04/15/21
Oberbeck, Amanda	Instructional Assistant	Substitute	\$16.172 hourly	21.1	04/15/21
Tygard, Julianna	Noon Duty Supervisor	Substitute	\$14.00 hourly		04/07/21

**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>
Edds, Brad	Lead Evening Custodian	Facilities	\$22.284 hourly	30.2	04/08/21

**Approve Voluntary Demotion**

**In accordance with Merit System Rules 8.2.8:**

<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>
Spicer, Dawn	Instructional Assistant – Special Education	Star View	\$20.193 hourly	22.5	04/12/21

**Approve Separation - Retirement**

<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>
Justice, Pamela	School Library Specialist	Circle View	09/06/06	06/24/21
Schneider, Pamela	Department Secretary	Transportation	03/10/08	06/24/21

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 April 27, 2021

**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>ENDING DATE</u></b>
Laris, Sergio	Maintenance Electrician	Facilities	11/07/02	04/09/21
Lizarraga, Kimberly	Instructional Assistant – ABA	College View Preschool	11/09/20	04/02/21
Rose, Joel	Maintenance Plumber	Facilities	09/07/14	04/09/21

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** May 6, 2021

**SUBJECT: Agenda Item No. 8 & 9: Public Hearing on the Proposed Annual Budget 2021-2022 of the Personnel Commission – Followed by Personnel Commission Discussion and Adoption of a 2021-2022 Budget**

---

## Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action.

At the April 15, 2021 meeting, the Commission reviewed for a first reading the proposed budget for Personnel Commission operations in the 2021-2022 school year. This proposed budget is now being brought back to the Commission, prior to the May 30, 2021 deadline, for the required public hearing and adoption.

## Process and Recommendation

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Bob Ewing, current Vice-Chair, is serving as the liaison this year for the 2021-2022 Personnel Commission budget.

In preparing to develop this budget, the Director met with the Director, Fiscal Services, Keith Farrow, to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies and district objectives. The Director also had meetings with budget liaison, Vice-Chair, Bob Ewing to discuss the essential needs of the Commission, delivery of services, and how these align with the current budget constraints facing the district.

**Public Hearing on the Proposed Annual Budget 2021-2022 of the Personnel Commission  
Followed by Personnel Commission Discussion and Adoption  
Page 2**

It is understood that we need to be mindful of the District's fiscal solvency. Therefore, the Director Classified Personnel reviewed all areas of the budget, in an attempt to keep the new budget as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility. The Director recommends that most line items continue as currently budgeted, as they will meet the needs of the Commission with minimal spending. Increases are limited to salaries and statutory benefits where cost of living has increased.

The Director then met together with Director, Fiscal Services, Keith Farrow, and budget liaison and Commission Vice-Chair, Bob Ewing, to review the proposed budget draft and ensure it will meet both the minimal needs of the Commission for the coming year as well as align with the district's budget goals and objectives.

The Director will continue to be prudent, strategically planning expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District's reserves.

The Preliminary Draft 2021-2022 Annual Budget of the Personnel Commission is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

The Personnel Commission's proposed 2021-2022 non-salary discretionary budget contains ten line items totaling \$28,530. The expenditures supported by these individual line items are summarized as follows:

- **Administrative Supplies: Recommended no change.** Used to purchase all consumable paper products, office supplies, printer toner, testing materials, postage, job fair and recruitment materials, and any other materials purchased for operating the Personnel Office.
- **Non Capitalized Equipment (Over \$500): Recommended no change.** No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
- **Mileage: Recommended no change.** Used to reimburse Commissioners and Commission staff for personal vehicle travel expenses incurred in the course of Commission business.
- **Travel/Conference: Recommended no change.** Used for attendance of Personnel Commissioners, Director, and staff at State, regional and local Personnel Commissioner conferences. Also used to cover expenses involved in Personnel Commission Director and staff attendance at job related workshops, seminars, trainings and job fairs. Any expenditure for Travel/Conference will be subject to prior approval.
- **District Memberships: Recommended no change.** Used to pay for organizational memberships in CODESP (testing consortium), California School Personnel Commissioners Association, and Personnel Commissioners Association of Southern California.



**Public Hearing on the Proposed Annual Budget 2021-2022 of the Personnel Commission  
Followed by Personnel Commission Discussion and Adoption  
Page 3**

- **Repair/Maintenance: *Recommended no change.*** To be used for repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
- **Duplication: *Recommended no change.*** Used to pay for internal printing costs, i.e. Personnel Commission agendas, on-boarding packets, job fair materials, examination materials, etc.
- **Employment Advertisements: *Recommended no change.*** Used to purchase job advertisements in job specific publications i.e., CASBO Job Finder, ASCA (EdCal), GovernmentJobs.com, Craig's List, and other recruitment resources.
- **Consultants: *Recommended no change.*** Previously budgeted for hearing officers employed by the Commission to conduct hearings/investigations into appeals from disciplinary actions or alleged Rule violations. Per Fiscal Services, it is not necessary to budget for contingency costs of a hearing officer as there is no way to estimate legal costs. District agrees to support cost of hearing officer if Personnel Commission deems necessary to secure those services.
- **Outside Services: *Recommended decrease from last year.*** Used to pay for on-going costs of shared HR/PC employee database HR2.0 and Docupeak workflow systems as contracted with Orange County Department of Education, as well as EdJoin recruitment system. Ongoing costs of all systems divided equally between HR and PC budgets. Decrease in fees for OCDE systems for 2021-2022.

The Personnel Commission's 2021-2022 discretionary salary budget contains three line items totaling \$11,000. The expenditures supported by these individual line items are summarized as follows:

- **Overtime: *Recommended no change.*** Used for overtime of the Commission's Personnel Assistant taking minutes at Personnel Commission meetings and overtime for Personnel Commission staff during peak periods due to increased workload and recruitments.
- **Substitutes: *Recommended no change.*** Used to support continuing office activities in the absence of Personnel Commission staff due to illness, scheduled vacation, job fair, or professional development attendance.
- **Temporaries: *Recommended no change.*** Used to provide additional assistance when needed, i.e., employees serving on oral exams/interview panels outside their normal working hours, exam proctoring, proctoring/grading of foreign language examinations, and additional support in Commission Office during peak periods.

**Public Hearing on the Proposed Annual Budget 2021-2022 of the Personnel Commission  
Followed by Personnel Commission Discussion and Adoption  
Page 4**

Attachments: Personnel Commission Proposed Annual Budget 2021-2022  
Education Code 45253

.....  
**Recommendation**

The Director, Classified Personnel recommends the Personnel Commission hold a Public Hearing on the Proposed Annual Budget of the Personnel Commission for Fiscal Year 2021-22 and fully consider any input received.

The Commission is then requested to make any changes it deems appropriate, and adopt the Annual Budget of the Personnel Commission for Fiscal Year 2021-2022, to be forwarded to the County Superintendent.

## Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.

(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

<u>Categories/Object Code</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
<b>Admin Supplies (4305)</b>							
Budgeted	\$4,500.00	\$4,500.00	\$3,200.00	\$3,200.00			Continue - Will meet needs with minimal spending. Expenditures estimated through end of school year include replacing depleted office supplies and recruitment/promotional materials.
Reduced Spending*		-\$1,350.00					
Expended	\$4,306.00	\$1,332.00	\$1,497.00	\$1,700.00	<b>\$3,200.00</b>		
% Expended	96%	30%	47%	53%			
<b>Non Capitalized Equipment (Over \$500) (4490)</b>							
Budgeted	\$500.00	\$0.00	\$0.00	\$0.00			Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
Expended	\$0.00	\$1,773.00	\$2,478.00	\$2,478.00	<b>\$0.00</b>		
% Expended	0%	1773%	2478%	2478%			
<b>Mileage (5201)</b>							
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00			Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
Expended	\$81.00	\$18.00	\$47.00	\$80.00	<b>\$150.00</b>		
% Expended	54%	12%	31%	53%			
<b>Travel/Conference (5202)</b>							
Budgeted	\$2,100.00	\$2,100.00	\$900.00	\$900.00			Continue - Supports director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff trainings.
Reduced Spending*		-\$630.00					
Expended	\$1,069.00	\$1,090.00	\$0.00	\$0.00	<b>\$900.00</b>		
% Expended	51%	82%	0%	0%			
<b>District Memberships (5301)</b>							
Budgeted	\$2,890.00	\$3,100.00	\$3,200.00	\$3,200.00			Continue - Memberships for CODESP, PCASC and CSPCA anticipated to remain the same.
Expended	\$2,950.00	\$3,100.00	\$3,200.00	\$3,200.00	<b>\$3,200.00</b>		
% Expended	102%	100%	100%	100%			

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Comments/Rationnale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
<b>Repair/Maintenance (5617)</b>							
Budgeted	\$250.00	\$700.00	\$400.00	\$400.00			Continue - Repair/maintenance of aging equipment and HP print services calculated and charged to each individual department.
Expended	\$472.00	\$241.00	\$117.00	\$200.00	\$400.00		
% Expended	189%	34%	29%	50%			
<b>Duplication Charges (5715)</b>							
Budgeted	\$1,000.00	\$800.00	\$500.00	\$500.00			Continue - Will meet future needs, including duplication expenses for on-boarding packets, job fair materials, exam materials, PC agendas.
Reduced Spending *		-\$240.00					
Expended	\$363.00	\$218.00	\$10.00	\$100.00	\$500.00		
% Expended	36%	57%	2%	20%			
<b>Employment Advertisements (5805)</b>							
Budgeted	\$2,670.00	\$2,300.00	\$2,100.00	\$2,100.00			Continue - EdJoin and Government Jobs (7 posts per year) meet most posting needs except for highly technical and management positions where outside advertising is necessary through CASBO/ACSA, or other recruitment options as needed such as veteran sites and/or Craig's List. May need to limit outside advertising dependent upon number of technical/management recruitments.
Expended	\$820.00	\$2,050.00	\$800.00	\$1,300.00	\$2,100.00		
% Expended	31%	89%	38%	62%			
<b>Consultants (5820)</b>							
Budgeted	\$1,000.00	\$0.00	\$0.00	\$0.00			Continue - Per Fiscal Services, not necessary to budget for contingency cost of hearing officer in event of an appeal. No way to estimate legal costs. District agrees to support cost of hearing officer, if PC deems necessary.
Expended	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
% Expended	0%	0%	0%	0%			
<b>Outside Services - Non Repair/Mtce (5825)</b>							
Budgeted	\$1,500.00	\$19,283.00	\$19,283.00	\$19,283.00			Decrease - PC's half of HR/PC employee database HR2.0 and workflow system through OCDE \$17,500 annually. PC half of EdJoin \$580 annually.
Expended	\$20,108.00	\$19,508.00	\$18,080.00	\$18,080.00	\$18,080.00		
% Expended	1341%	101%	94%	94%			

Discretionary Budget (Non Salary Items Continued)

<u>Categories/Object Code</u>	<u>2018-2019</u> Actuals	<u>2019-2020</u> Actuals	<u>2020-2021</u> Budgeted/ Expended thru 3rd Quarter	<u>2020-2021</u> Budgeted/ Est to close	<u>2021-2022</u> Proposed Budget	<u>Comments/Rationnale</u>
<b>TOTAL NON SALARY ITEMS</b>						
Budgeted	\$16,560.00	\$32,933.00	\$29,733.00	\$29,733.00	\$28,530.00	
Reduced Spending *		-\$2,220.00				
Expended	\$30,169.00	\$29,330.00	\$26,229.00	\$27,138.00		
% Expended	182%	96%	88%	91%		Overall reduction \$1,392 (4%) from previous year.

Discretionary Budget (Other Salary Items)

<u>Categories/Object Code</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
<b>Overtime (2490)</b>							
Budgeted	\$2,400.00	\$2,400.00	\$2,000.00	\$2,000.00			
Expended	\$805.00	\$1,577.00	\$482.00	\$900.00	\$2,000.00	\$2,000.00	Continue - Personnel Assistant overtime for PC Meetings
% Expended	34%	66%	24%	45%			
<b>Substitutes (2497)</b>							
Budgeted	\$5,000.00	\$5,000.00	\$2,000.00	\$2,000.00			
Expended	\$5,387.00	\$2,627.00	\$773.00	\$1,400.00	\$2,000.00	\$2,000.00	Continue - Support office activities in absence of employees due to illness, scheduled vacation, job fair attendance, etc.
% Expended	108%	52%	39%	70%			
<b>Temporaries (2495)</b>							
Budgeted	\$14,000.00	\$14,000.00	\$7,000.00	\$7,000.00			
Expended	\$11,314.00	\$5,963.00	\$1,107.00	\$5,107.00	\$7,000.00	\$7,000.00	Continue - Support needed for oral exam panel members, exam proctoring, proctoring/grading foreign language exams, and temporary office support during peak periods.
% Expended	81%	42%	16%	73%			
<b>TOTAL OTHER SALARY ITEMS</b>							
Budgeted	\$21,400.00	\$21,400.00	\$11,000.00	\$11,000.00	\$11,000.00	\$11,000.00	No change from last year.
Expended	\$17,506.00	\$10,167.00	\$2,362.00	\$7,407.00	\$7,407.00	\$11,000.00	This amount includes hourly rate of pay plus statutory benefits.
% Expended	82%	48%	21%	67%			

**Non Discretionary Budget (Salaries)**

<u>Categories/Object Code</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget		
<b>TOTAL STAFF SALARY ITEMS</b>							
Budgeted	\$446,064.00	\$471,571.00	\$492,615.00	\$492,615.00	\$497,553.00		Increase \$4,938 (1%) - Scheduled salary step increases and statutory benefit increases for permanent staff: Director, Assistant, Analyst and Technician.
Expended	\$456,879.00	\$474,540.00	\$322,695.00	\$492,615.00			
% Expended	102%	100%	66%	100%			

**PERSONNEL COMMISSION  
BUDGET TOTALS  
THREE YEAR HISTORY**

	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	Proposed Budget
Budgeted	\$484,024.00	\$525,904.00	\$533,348.00	\$533,348.00	
Reduced Spending*		-\$2,220.00			
Expended	\$504,554.00	\$514,037.00	\$351,286.00	\$527,160.00	\$537,083.00
% Expended	104%	98%	66%	99%	
					Increase of \$3,735 (.7%) from previous year Reduction in Outside Services \$1,203 Increase in Staff Salaries \$4,938

\*Reduced spending implemented 1st Interim 2019/2020



OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** May 6, 2021

**SUBJECT: Agenda Item No. 10: Extension of Eligibility List #2020-20 Food Service Worker**

## Background Information

In December 2020, we established a six (6) month eligibility list for Food Service Worker. This eligibility list was created to help augment our substitute pool, and prepare us in the event any permanent positions needed to be filled. We have hired individuals from the list as substitutes, but we have had minimal turn over in part-time positions. Therefore, none of the candidates on the eligibility list have had the opportunity to be considered for permanent positions.

The current eligibility list for Food Service Worker is set to expire on June 10, 2021. The list still contains eight (8) ranks with eight (8) viable candidates, two (2) of whom are currently substitutes. Your Director recommends extending the current eligibility list for six (6) months, for a total life of one year, with a new expiration date of December 10, 2021. If the Personnel Commission approves to extend the current Food Service Worker eligibility list for six (6) months, we will be able to expeditiously fill any vacancies necessary in preparation for the coming school year. In addition, candidates on the list who are currently serving as substitutes will be eligible for permanent positions without having to reapply and test. Should we exhaust the list prior to the new December 2021 expiration, we will cancel the list and reopen a recruitment.

The Director, Classified Personnel has conferred with the Director, Food Service on this recommendation, and he 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 #2020-20 Food Service Worker  
Page 2**

**Attachments:**

- Eligibility List #2020-20 – Food Service Worker *(For Commissioners Only)*

.....  
**Recommendation**

The Director recommends that the Personnel Commission authorize the extension of Eligibility List #2020-20 Food Service Worker, for an additional six (6) months to the new expiration date of December 10, 2021.