



**OCEAN VIEW SCHOOL DISTRICT**



# **PERSONNEL COMMISSION AGENDA**

**Thursday, April 15, 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**

# A G E N D A

**PERSONNEL COMMISSION**

**OCEAN VIEW  
SCHOOL DISTRICT**

**THURSDAY, APRIL 15, 2021**

**CLOSED SESSION**

**4:00 p.m.**

**H.R. CONFERENCE ROOM, BUILDING B**

**REGULAR MEETING**

**4:30 p.m.**

**BOARD ROOM, BUILDING A**

1. **CLOSED SESSION**  
**CALL TO ORDER**

**TIME: \_\_\_\_\_ p.m.**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session meeting of April 11, 2019.

**ACTION**

**Page 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.

**DISCUSSION**

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

10. **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.

11. **APPROVAL OF MINUTES – REGULAR MEETING MARCH 11, 2021:** The Personnel Commission will receive the minutes of the March 11, 2021, Regular Personnel Commission Meeting for approval.

(ACTION)  
Pages 2-7  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

**COMMISSION BUSINESS**

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

(ACTION)  
Page 8  
Moved: \_\_\_\_\_  
Second: \_\_\_\_\_  
Vote: \_\_\_\_\_

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

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.)*

- 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

13. **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 9-11

- March 9, 2021 (Exhibit A)
- March 23, 2021 (Exhibit B)

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – APRIL 15, 2021 – PAGE 3**

- 14. PROPOSED BUDGET 2021-2022 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION:** The Personnel Commission will receive the Director’s recommendation to review and discuss the preliminary budget of the Personnel Commission for the fiscal year 2021-2022, for a first reading and discussion. **(FIRST READING AND DISCUSSION) PAGES 12-19**
- 15. AUTHORIZATION FOR CONTINUOUS TESTING – NOON DUTY SUPERVISOR:** The Personnel Commission will receive the Director’s recommendation to authorize continuous testing for Noon Duty Supervisor. **(ACTION) Pages 20-23**  
**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: \_\_\_\_\_** **(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**  
**Closed Session Meeting of the Personnel Commission Minutes**  
**April 11, 2019**  
**4:00 p.m.**

**CALL TO ORDER**

The April 11, 2019, Regular Closed Session meeting of the Personnel Commission was called to order at 3:57p.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 14, 2018, Regular Closed Session Meeting.

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

**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, 54957.5 and 54957.6.
  - 1. Director, Classified Personnel

**ADJOURNMENT**

Motion by Commissioner Gooch to adjourn the April 11, 2019, Closed Session Meeting at 4:30 p.m.

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

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Michelle Vellanoweth  
Director, Classified Personnel  
Secretary to the Personnel Commission

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Date

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**  
**March 11, 2021**  
**4:30 p.m.**

**CALL TO ORDER** Commissioner Gooch called the March 11, 2021, Regular Personnel Commission Meeting to order at 4:32 p.m. via Zoom.

**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.

**TIME CERTAIN** Director Vellanoweth shared a PowerPoint presentation recognizing the 2021 Classified School Employees of the Year (CSEY).

**PUBLIC COMMENTS** In lieu of a public comment, Mr. Phi Tran asked Director Vellanoweth to share a video created by CSEA on classified essential workers, which tied in nicely with the CSEY presentation.

**APPROVAL OF MINUTES** Motion by Commissioner Ewing to approve the minutes of the January 14, 2021, Regular Personnel Commission meeting.

Seconded by Commissioner Bidnick, 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:

The following recruitment and testing – eligibility lists were received on the Consent Calendar:

- 2020-21 Maintenance HVAC Mechanic
- 2020-22 Bus Driver
- 2020-23 Instructional Assistant – ABA
- 2020-24 Instructional Assistant – Special Education
- 2020-25 Instructional Assistant – Severely Disabled
- 2020-26 Instructional Assistant – ABA
- 2020-27 Instructional Assistant – ABA
- 2020-28 School Health Technician
- 2020-29 Custodian
- 2020-30 Locksmith
- 2020-31 Instructional Assistant – ABA

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

**MINUTES OF THE MARCH 11, 2021, PERSONNEL COMMISSION MEETING – PAGE 2**

**CLASSIFIED ACTIVITY  
LISTS**

The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of January 5, 2021, January 19, 2021, February 2, 2021, and February 16, 2021.

**ANNUAL REPORT OF  
THE PERSONNEL  
COMMISSION 2019-2020  
FIRST READING AND  
ADOPTION**

Director Vellanoweth presented a Power Point presentation of the Annual Report of the Personnel Commission. The presentation highlighted the activities performed by the Personnel Commission in the 2019-2020 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.

Commissioner Gooch stated that the numbers shown in the annual report are impressive but they do not begin to tell the story behind all the effort necessary to accomplish these actions. He has spoken to the Superintendent and his fellow Commissioners about this and the effort does not go unnoticed.

Commissioners Ewing and Bidnick both commended the Personnel Commission staff and expressed their appreciation for working through the challenges and remaining flexible.

Commissioner Gooch requested that under the section What We Do, the function of “Establishes eligibility lists for appointment or promotion”, be moved to the top of the list, as he believes this is the Personnel Commission’s most important goal and main mission.

Motion by Commissioner Ewing to approve the Annual Report of the Personnel Commission 2019-2020, First Reading and Adoption, as amended.

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

**CONSOLIDATION OF  
CLASSIFICATIONS –  
LEAD DTT/ABA  
INSTRUCTIONAL  
ASSISTANT & LEAD  
BEHAVIOR  
INTERVENTION  
ASSISTANT TO NEW  
CLASSIFICATION OF  
LEAD BEHAVIOR  
INSTRUCTIONAL  
ASSISTANT**

Director Vellanoweth stated that the District currently has two classifications that work in a lead capacity with applied behavior analysis programs. The Lead DTT/ABA Instructional Assistant was established in 2004 and is assigned to work with students having severe behavioral and learning challenges. In 2014, a classification was established called Lead Behavior Intervention Assistant. This position was designed to work with WOCCSE (West Orange County Consortium for Special Education) to work as a team to support and provide intervention to students specifically with behavior needs.

These classifications have always had the same basic educational and experience requirements and as such their salaries were comparably established at Range 31.

Since the time that these classifications were established, Discrete Trial Therapy (DTT) classrooms have been dismantled, Pleasant View has closed, and ABA programming has become much more individualized to each student at their specific site. In addition, WOCCSE no longer has a behavior intervention team. This has resulted in the duties of the two classifications becoming increasingly similar.

**CONSOLIDATION OF CLASSIFICATIONS – LEAD DTT/ABA INSTRUCTIONAL ASSISTANT & LEAD BEHAVIOR INTERVENTION ASSISTANT TO NEW CLASSIFICATION OF LEAD BEHAVIOR INSTRUCTIONAL ASSISTANT (CONTINUED)**

Recently a vacancy became available in the classification of Lead Behavior Intervention Assistant, which prompted the Director, Classified Personnel and the Special Education team to review the positions to determine how similar these classifications had become, and to see how this vacancy should be filled.

In working with the Executive Director of Special Education, the Coordinator of Special Education, a Program Specialist, and in having interviews and conversations with the two current incumbents in both of these classifications, it was discovered that these classifications have melded into something very similar in duties and responsibilities.

Consolidating these two classifications would allow the District greater flexibility in staffing programs, allow employees greater flexibility to transfer within the classification, maintain the current salary range of the two current classifications, allow incumbents to move into the new classification without having to through an examination process, and allow them to carry their seniority with them from their current classification.

Director Vellanoweth recommended that the Personnel Commission review, discuss and adopt the consolidation of the Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant classifications to the new classification of Lead Behavior Instructional Assistant, and that the previous classifications of Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant be deactivated.

It was also the Director's recommendation that the salary for the new classification of Lead Behavior Instructional Assistant be established at Range 31 on the classified bargaining unit salary schedule, be assigned to the Instructional Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Motion by Commissioner Ewing to approve the Consolidation of Classifications – Lead DTT/ABA Instructional Assistant and Lead Behavior Intervention Assistant to the new classification of Lead Behavior Instructional Assistant, and its placement of range 31 on the classified bargaining unit salary schedule.

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

**REACTIVATE CLASSIFICATION OF LEAD CHILD CARE FACILITATOR**

Director Vellanoweth explained that in 2017, the position of Child Care Program Supervisor, supporting the District's school age before and after school child care programs was replaced with a Director, Child Development Programs. The expanded position assumed oversight of both the District's before and after school programs as well as the preschool program. The District approached the Director Vellanoweth with a desire to have a working lead position that could help support the daily operations of the before and after school child care programs.

Director Vellanoweth reviewed current classifications as well as the former classification of Lead Child Care Facilitator, to determine if any would be an appropriate match for the duties provided by the District. She determined that the former classification of Lead Child Care Facilitator, with some minor updates, would be an appropriate placement. She worked with the Director of Child Development Programs to update the classification description of Lead Child Care Facilitator.



**REACTIVATE  
CLASSIFICATION OF  
LEAD CHILD CARE  
FACILITATOR  
(CONTINUED)**

In 1997, the classification of Lead Child Care Facilitator was established at a salary range of 33 on the bargaining unit schedule. This salary range was two ranges above the non-lead counterpart of Child Care Program Facilitator at range 31. Both salaries were reallocated in 2005 moving Facilitator to 32 and Lead Facilitator to 34. This placement is still consistent with the current practice at Ocean View where, when possible, lead positions are placed at two to three salary ranges higher than their non-lead counterparts.

Director Vellanoweth recommended that the Personnel Commission review, discuss, and approve the reactivation and proposed revisions to the Lead Child Care Facilitator.

It was also the Director's recommendation that the salary be assigned to range 34 on the classified bargaining unit salary schedule, be assigned to the Child Care Series of classifications within the CSEA bargaining unit, and be eligible for overtime compensation in accord with Education Code 45128.

Commissioner Gooch asked for clarification as to why two years of attendance at a college or junior college was struck out under Employment Standards.

Director Vellanoweth answered that the proposed updated job description states 48 semester units from an accredited college or junior college, which is the equivalent of two years of attendance.

Motion by Commissioner Bidnick to approve reactivation of the classification of Lead Child Care Facilitator, and its placement of range 34 on the classified bargaining unit salary schedule.

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

**PROPOSED NEW  
CONFIDENTIAL  
CLASSIFICATION OF  
HUMAN RESOURCES  
SPECIALIST**

Director Vellanoweth stated that she received a request from Felix Avila, Assistant Superintendent, Human Resources, to establish a specialist level position in the Human Resources department. He indicated he is in need of support to respond to the myriad of issues regarding employees, negotiations, employee support and investigations. There is a need for a position to help support the day-to-day operations to alleviate the demands of time that these issues place on the Assistant Superintendent. The intent of this position is to serve under his direction to coordinate the day-to-day operations of the department and work in a lead capacity coordinating a variety of technical functions in support of personnel programs. The position would also have access to direct knowledge of confidential information as defined by Government Code 3540.1 (c).

Director Vellanoweth reviewed the proposed job duties and responsibilities provided by Mr. Avila and determined that the duties are appropriate to assign to a classified confidential position. Currently there is no classification established that encompasses the duties, responsibilities and qualifications required.

Director Vellanoweth recommended that the Personnel Commission review, discuss and approve the new confidential classification of Human Resources Specialist.

**PROPOSED NEW  
CONFIDENTIAL  
CLASSIFICATION OF  
HUMAN RESOURCES  
SPECIALIST  
(CONTINUED)**

It was also the Director's recommendation that the salary be assigned at range C46 on the classified confidential salary schedule. In addition, as part of the confidential unit, the incumbent will be eligible for the \$300/month stipend as compensation for the confidential duties performed.

Commissioner Gooch asked whether this would be a new additional position. Director Vellanoweth answered yes, that is her understanding. Commissioner Gooch asked if the rationale behind the request was due to an increased workload. Director Vellanoweth answered it was due to the increased workload and the complexity of the work that the Assistant Superintendent is tasked with accomplishing. This position would work to assist him in some of the more highly technical tasks.

Motion by Commissioner Ewing to approve the proposed new confidential classification of Human Resources Specialist, and its placement on the classified confidential salary schedule at range C46.

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

**SECOND PUBLIC  
COMMENTS**

Nicole Baitx-Kennedy, Director of Child Development Programs, thanked the Commissioners for their approval of the position of Lead Child Care Facilitator. She stated that it will support the program greatly.

**COMMISSIONER  
REPORTS**

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for April 15, 2021. He also mentioned that he is unavailable for the meeting that is scheduled for May 6, 2021.

Commissioner Bidnick congratulated the Classified School Employees of the Year and wished Mr. Tung Ngo well. He thanked the Human Resources and Personnel Commission departments for working together to make the Classified School Employee of the Year event happen. He mentioned it was nice to see Dr. Carol Hansen, Mr. Felix Avila, and Dr. Michael Conroy at the presentations and nice to see familiar faces. Commissioner Bidnick also thanked Dr. Hansen for showing exemplary leadership in handling an issue and guiding the District in the right direction.

Commissioner Gooch stated that as he goes through the Director's monthly memo and the information she provides in it, he notices the efforts of the teachers and classified staff. He expressed that he is overly impressed and appreciative of the level of effort from all areas of the school district that have kept the wheels moving forward.

**DIRECTOR AND STAFF  
REPORTS**

Director Vellanoweth shared that COVID rates continue to decrease. School based employees in Orange County are now eligible to become vaccinated. She also announced that the District is working on plans to bring elementary school students back to in-person instruction at school five days a week. There is still much to be done. Classrooms are being reconfigured, additional staff is being hired, and safety protocols are being reassessed. The focus right now is to increase time in school for elementary school students. The District will continue to look at ways to improve the existing hybrid model for middle school students.

Director Vellanoweth mentioned that Dr. Hansen has stated that Ocean View School District is fully intending to open the 2021-2022 school year with Kindergarten through 8<sup>th</sup> grade being in person, five days a week, while still offering the Virtual Academy.

She stated that last week she was honored to participate in the Read Across America Program. She was able to go to preschool classes at College View and Westmont. She thanked Nicole Baitx-Kennedy, the Principals, the teachers, and all of the little ones for welcoming her and letting her share in the fun.

Director Vellanoweth congratulated Chileen Spaulding, Coordinator of Special Education, for being the recipient of the ACSA (Association of California School Administrators) Special Education Administrator of the Year. She also congratulated Dr. Carol Hansen for being presented with the Tracy Gaffey Award for her outstanding mentoring of administrators and dedication to educational leadership by ACSA.

**ADJOURNMENT**

Commissioner Gooch asked for a motion to adjourn the meeting.

Motion by Commissioner Ewing to adjourn the meeting.

Motion was seconded by Commissioner Bidnick and carried with a 3:0 vote at 5:42 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:** April 15, 2021  
**SUBJECT: Agenda Item No. 12B.: 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).*

- 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

.....  
**Recommendation**

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2020-32 through 2020-38.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** April 15, 2021

**SUBJECT: Agenda Item No. 13: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

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## **Background Information**

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

- March 9, 2021 (Exhibit A)
- March 23, 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.

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## **Recommendation**

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of March 9, 2021, and March 23, 2021.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 March 9, 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>
Nakamura, Yvette	Instructional Assistant – Special Education	Village View	\$16.578 hourly	22.1	02/17/21
Rezk, Mariam	Instructional Assistant – Severely Disabled	Spring View	\$17.854 hourly	25.1	02/16/21

**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>
Stotler, Amanda	Instructional Assistant – ABA	Circle View	01/31/08	02/17/21
Villagrana, Henry	Lead Mechanic	Transportation	05/20/19	02/19/21

**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>ENDING DATE</u></b>
Rodman, Karen	Child Care Attendant	Circle View	04/21/03	02/22/21

OCEAN VIEW SCHOOL DISTRICT  
Huntington Beach, California  
Classified Personnel  
March 23, 2021

<b><u>Approve Employment</u></b>					
<b><u>In accordance with Merit System Testing Procedures:</u></b>					
<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>
Christensen, Robert	Maintenance HVAC Mechanic	Facilities	\$4,453.00 monthly	41.1	03/01/21
Gutierrez, Daniel	Instructional Assistant – ABA	Mesa View	\$18,303 hourly	26.1	03/03/21
Martinez, Samuel	Instructional Assistant – ABA	Westmont	\$18,303 hourly	26.1	03/04/21
Zavala, Javier	Maintenance HVAC Mechanic	Facilities	\$4,453.00 monthly	41.1	03/01/21
<b><u>Approve Substitute Employment</u></b>					
<b><u>In accordance with Merit System Testing Procedures:</u></b>					
<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>
Hoodman, Celea	Noon Duty Substitute	Substitute	\$14.00 hourly		03/12/21
<b><u>Approve Promotion</u></b>					
<b><u>In accordance with Merit System Testing Procedures:</u></b>					
<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>
Santos, Gabriel	Locksmith	Facilities	\$5,295 monthly	40.5	03/05/21
<b><u>Approve Separation - Resignation</u></b>					
<b><u>In accordance with Merit System Rules 8.1 to 8.6:</u></b>					
<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>
Huber, Kristina	Instructional Assistant	Westmont		03/28/19	03/05/21
Morreale, Colleen	Food Service Worker	Lake View		09/20/19	03/14/21
Nelson, Whitney	Bus Driver	Transportation		04/20/15	03/12/21
Siesser, Amy	Speech and Language Assistant	Spring View		09/19/11	03/09/21
<b><u>Approve Separation – Exhausted All Available Leaves</u></b>					
<b><u>In accordance with Merit System Rules 8.1 to 8.6:</u></b>					
<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>
Acosta, Alfred	Groundskeeper I	Facilities		01/02/18	03/24/21
<b><u>Approve Retirement</u></b>					
<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>
Bhakhrani, Hina	Instructional Assistant – Special Education	Star View		10/11/01	03/08/21

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** April 15, 2021

**SUBJECT: Agenda Item No. 14: Proposed Personnel Commission Budget 2021-2022  
Preliminary Draft  
First Reading and Discussion**

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## 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.

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.

## Process and Recommendation

In preparing to develop this preliminary draft 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.

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.



**PROPOSED BUDGET 2021-2022 – PRELIMINARY DRAFT  
FIRST READING AND DISCUSSION  
Page 2**

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.

Attachments:            Personnel Commission Preliminary Draft Budget 2021-2022  
                                 Education Code 45253

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**Recommendation**

Personnel Commission Vice-Chair, Bob Ewing and Director, Classified Personnel, Michelle Vellanoweth recommend the Personnel Commission receive the Preliminary Draft 2021-2022 Annual Budget of the Personnel Commission for first reading and discussion. It is further recommended that the Commission fully consider any expressed views on the budget and that a public hearing/adoption of the 2021-2022 budget be held on May 6, 2021.

## 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>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		
Reduced Spending*		-\$1,350.00				
Expended	\$4,306.00	\$1,332.00	\$1,497.00	\$1,700.00	<b>\$3,200.00</b>	Continue - Will meet needs with minimal spending. Expenditures estimated through end of school year include replacing depleted office supplies and recruitment/promotional materials.
% Expended	96%	30%	47%	53%		
<b>Non Capitalized Equipment (Over \$500) (4490)</b>						
Budgeted	\$500.00	\$0.00	\$0.00	\$0.00		
Expended	\$0.00	\$1,773.00	\$2,478.00	\$2,478.00	<b>\$0.00</b>	Continue - No new equipment forecasted to be necessary. Per Fiscal Services, not necessary to budget for contingency equipment costs.
% Expended	0%	1773%	2478%	2478%		
<b>Mileage (5201)</b>						
Budgeted	\$150.00	\$150.00	\$150.00	\$150.00		
Expended	\$81.00	\$18.00	\$47.00	\$80.00	<b>\$150.00</b>	Continue - Will continue to meet travel requirements of Director for site visitations, district events, off site meetings, etc.
% Expended	54%	12%	31%	53%		
<b>Travel/Conference (5202)</b>						
Budgeted	\$2,100.00	\$2,100.00	\$900.00	\$900.00		
Reduced Spending*		-\$630.00				
Expended	\$1,069.00	\$1,090.00	\$0.00	\$0.00	<b>\$900.00</b>	Continue - Supports director and staff attending local conferences including CSPCA, PCASC, PTC, WRIPAC, job fairs, other staff trainings.
% Expended	51%	82%	0%	0%		
<b>District Memberships (5301)</b>						
Budgeted	\$2,890.00	\$3,100.00	\$3,200.00	\$3,200.00		
Expended	\$2,950.00	\$3,100.00	\$3,200.00	\$3,200.00	<b>\$3,200.00</b>	Continue - Memberships for CODESP, PCASC and CSPCA anticipated to remain the same.
% 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>2021-2022</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	<b>Proposed Budget</b>	
<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	<b>\$400.00</b>	
% 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	<b>\$500.00</b>	
% 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	<b>\$2,100.00</b>	
% 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	<b>\$0.00</b>	
% 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	<b>\$18,080.00</b>	
% Expended	1341%	101%	94%	94%		

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>2021-2022</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	<b>Proposed Budget</b>	
<b>TOTAL NON SALARY ITEMS</b>						
Budgeted	<b>\$16,560.00</b>	<b>\$32,933.00</b>	<b>\$29,733.00</b>	<b>\$29,733.00</b>		
Reduced Spending *		-\$2,220.00				
Expended	\$30,169.00	\$29,400.00	\$26,229.00	\$27,138.00	<b>\$28,530.00</b>	Overall reduction \$1,392 (4%) from previous year.
% Expended	182%	96%	88%	91%		

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>2021-2022</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	<b>Proposed Budget</b>	
<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	<b>\$2,000.00</b>	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	<b>\$2,000.00</b>	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	<b>\$7,000.00</b>	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	<b>\$21,400.00</b>	<b>\$21,400.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	<b>\$11,000.00</b>	
Expended	\$17,506.00	\$10,167.00	\$2,362.00	\$7,407.00	<b>\$11,000.00</b>	No change from last year. 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>2021-2022</u>	<u>Comments/Rationale</u>
	Actuals	Actuals	Budgeted/ Expended thru 3rd Quarter	Budgeted/ Est to close	<b>Proposed Budget</b>	
<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	<b>Proposed Budget</b>
Budgeted	\$484,024.00	\$525,904.00	\$533,348.00	\$533,348.00	Increase of \$3,735 (.7%) from previous year  Reduction in Outside Services \$1,203 Increase in Staff Salaries \$4,938
Reduced Spending*		-\$2,220.00			
Expended	\$504,554.00	\$514,107.00	\$351,286.00	\$527,160.00	
% Expended	104%	98%	66%	99%	
					<b>\$537,083.00</b>

## 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.)

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners

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

**DATE:** April 15, 2021

**SUBJECT: Agenda Item No. 15: Authorization for Continuous Testing  
Noon Duty Supervisor**

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## Background Information

With the passage of Assembly Bill 2160, effective January 1, 2019, Noon Duty Supervisor positions became part of the classified service. Commission staff has utilized standard Merit System recruitment processes to fill routine vacancies in this classification. However, Noon Duty Supervisor positions have historically been difficult to fill, experience a high rate of turnover, and are difficult to find substitutes. In addition, applicants are often only interested in a specific school site.

Continuous testing for the Noon Duty Supervisor classification will allow us to accept applications at any time. It will also help to expedite the process to test and hire employees in a shorter period of time.

Education Code and Merit Rules permit continuous testing providing tests are conducted under similar conditions and techniques as previous examinations and the Personnel Commission authorizes such testing.

Education Code 45292: The Commission may provide for continuous examination of applicants for both open and promotional examinations.

Merit Rule 5.1.7: Continuous Examination: When there is a shortage of eligibles to fill vacancies in the service of the class, the Personnel Commission may authorize recruitment by continuous examinations.

The advantage of continuous testing for high turnover positions is that instead of having a 15 working day (three week) posting period for each test administration, the Job Announcement Bulletin is posted one time indicating testing will be conducted continuously on an as needed basis. Thereafter, as the situation demands, all current qualified applicants can be tested, successful candidates merged on to the existing eligibility list, and be certified immediately.



**AUTHORIZATION FOR CONTINUOUS TESTING –  
NOON DUTY SUPERVISOR  
Page 2**

Attachments:            Education Code 45292  
                                 Merit System Rule 5.1.7

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**Recommendation:**

The Director Recommends that the Personnel Commission authorize continuous testing for Noon Duty Supervisor in accord with Education Code 45292 and Merit Rule 5.1.7.

**State of California**

**EDUCATION CODE**

**Section 45292**

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45292. The commission may provide for the continuous examination of applicants for both open and promotional examinations.

(Amended by Stats. 1995, Ch. 652, Sec. 11. Effective January 1, 1996.)

**MERIT SYSTEM RULES AND REGULATIONS FOR THE CLASSIFIED SERVICE**  
Ocean View School District

**CHAPTER 5: EXAMINATIONS**

**5.1 EXAMINATIONS**

5.1.7 **Continuous Examination**

- A. When there is a shortage of eligibles to fill vacancies in the service in any class, the Personnel Commission may authorize recruitment by continuous examinations.
- B. All qualified applicants who have applications on file at the time of the examination shall be notified.
- C. The examination shall be given under similar conditions and techniques as previous examinations for the same class.
- D. The resulting eligibility list may be merged with previous lists for the class in the relative order of merit of the eligibles.
- E. Continuous examination procedures for any class may be terminated by appropriate action of the Personnel Commission.