



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, January 14, 2021

**REGULAR MEETING**  
4:30 p.m.  
**VIRTUAL MEETING**

*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,**  
**JANUARY 14, 2021**  
**REGULAR MEETING**  
**4:30 p.m.**  
**VIRTUAL MEETING**

In response to the Governor's Order regarding COVID-19, the Ocean View School District's Personnel Commission meeting will be held virtually. You can join the meeting by clicking on the URL below:

Join Zoom Meeting  
[www.ovsd.org/pcmeeting](http://www.ovsd.org/pcmeeting)

*Public comments must be emailed to 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. For information call (714) 847-2551, extensions 1400 or 1401 or email [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto:meifert@ovsd.org).*

1. **CALL TO ORDER** **TIME:** \_\_\_\_\_

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.

5. **APPROVAL OF MINUTES – REGULAR MEETING DECEMBER 10, 2020:** The Personnel Commission will receive the minutes of the December 10, 2020, Regular Personnel Commission Meeting for approval.

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

**COMMISSION BUSINESS**

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

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

B. **RECRUITMENT AND TESTING:**

**THERE ARE NO**  
**CONSENT CALENDAR**  
**ITEMS REQUIRING**  
**ACTION AT THIS TIME**  
**Page 4**

**AGENDA FOR THE PERSONNEL COMMISSION MEETING – JANUARY 14, 2021 – PAGE 2**

- 7 CLASSIFIED ACTIVITY LISTS:** The Personnel Commission will receive for information the following Classified Activity List received by the Board of Trustees for approval at the Ocean View School District, Regular Board Meeting of:
- December 15, 2020 (Exhibit A)

**(INFORMATION)**  
**Pages 5-7**

- 8. EXTEND ELIGIBILITY LIST # 2019-49 – NOON DUTY SUPERVISOR:** The Commission will receive the Director’s recommendation to extend eligibility list # 2019-49 Noon Duty Supervisor. (*Eligibility list provided to Commissioners only.*)

**(ACTION)**  
**Pages 8-9**  
**Moved: \_\_\_\_\_**  
**Second: \_\_\_\_\_**  
**Vote: \_\_\_\_\_**

**COMMUNICATIONS**

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

**10. COMMISSIONER REPORTS**

**11. DIRECTOR AND STAFF REPORTS**

- 12. ADJOURNMENT** **TIME: \_\_\_\_\_**

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

*The Ocean View School District Personnel Commission meets on the second Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and are available 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and on the District website, [www.ovsd.org](http://www.ovsd.org).*

*Agenda items must be submitted in writing to the Director, Classified Personnel no later than the end of the working day seven days preceding the next Commission meeting. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.*

*Public comments must be emailed to 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 records. For information call (714) 847-2551, extensions 1400 or 1401 or email [mvellanoweth@ovsd.org](mailto:mvellanoweth@ovsd.org) or [meifert@ovsd.org](mailto:meifert@ovsd.org).*

*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).*

**OCEAN VIEW SCHOOL DISTRICT**  
**Regular Personnel Commission Meeting Minutes**  
**December 10, 2020**  
**4:30 p.m.**  
**Zoom Meeting Link: [www.ovsd.org/pcmeeting](http://www.ovsd.org/pcmeeting)**

**CALL TO ORDER** Commissioner Bidnick called the December 10, 2020, Regular Personnel Commission Meeting to order at 4:36 p.m. via Zoom.

**PLEDGE OF ALLEGIANCE** Phi Tran led the pledge of allegiance.

**ROLL CALL** Personnel Commissioners Lance Bidnick, Bob Ewing, and Daniel Gooch were present.

**STAFF MEMBERS PRESENT** Michelle Vellanoweth, Director of Classified Personnel; Michelle Eifert, Personnel Assistant; Betzabeth Vazquez, Personnel Analyst.

**ELECTION OF OFFICERS** In accordance with Merit System Rule 2.1.6, Commissioner Bidnick opened nominations for officers of the Personnel Commission.

Chair: Commissioner Gooch was nominated by Commissioner Ewing.  
Seconded by Commissioner Bidnick and carried with a 3:0 vote.

Commissioner Gooch was elected as Chair for the Personnel Commission.

Vice Chair: Commissioner Ewing was nominated by Commissioner Bidnick.  
Seconded by Commissioner Gooch and carried with a 3:0 vote.

Commissioner Ewing was elected as Vice Chair for the Personnel Commission.

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

**APPROVAL OF MINUTES** Motion by Commissioner Ewing to approve the minutes of the November 12, 2020, 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:

B. Recruitment and Testing – Eligibility Lists

- 2020-18 School Office Clerk
- 2020-19 Lead Food Service Worker
- 2020-20 Food Service Worker

Motion by Commissioner Bidnick to approve the Consent Calendar.  
Seconded by Commissioner Ewing and carried with a 3:0 vote.

**CLASSIFIED ACTIVITY  
LISTS**

The Personnel Commission received for information only, the Classified Activity List that was presented for approval at the Board of Trustees meeting of November 17, 2020.

**SECOND PUBLIC  
COMMENTS**

Phi Tran, CSEA liaison to the Personnel Commission, had some updates to share from CSEA at both the local and state level. He stated that CSEA has been hearing that a lot of members and their families were losing people due to COVID-19, and it is widespread. In light of this, CSEA is reaching out to members and telling them that if a loved one has passed they want to know about it to be able to provide assistance from the Dorothy Bjork Humanitarian Assistance Fund. Mr. Tran thanked Commissioner Ewing for attending the CSEA chapter meeting on Tuesday evening. At the meeting, they said goodbye to a long time employee, CSEA member, and CSEA officer, Michael Hoeker, who assumed a new position at Newport Mesa Unified School District. Mr. Tran also shared that there is a new executive board whose terms take effect on January 1, 2021. They are Jason Bozarth, President, Catherine Opperud, 1<sup>st</sup> Vice President, Elizabeth Carr, 2<sup>nd</sup> Vice President, Brandi Knox, Secretary, Sarah Bruce, Treasurer, Phi Tran, Communications and PR Officer, and Steve Hunter, Past President.

**COMMISSIONER  
REPORTS**

Commissioner Bidnick wished everyone happy holidays and asked everyone to stay safe. He also congratulated the new officers of the CSEA executive board.

Commissioner Ewing remarked on Mr. Tran's comment about people losing family members due to COVID-19. He stated that if there is anyone in the district who is really hurting or has lost a loved one, and would like pastoral or chaplain assistance, he is available to them. He mentioned that he is a proud dad since both of his daughters, Elizabeth Carr and Sarah Bruce, are now serving as officers on the CSEA executive board. Commissioner Ewing also announced that the next meeting of the Personnel Commission is scheduled for January 14, 2021. Lastly he wished everyone happy holidays.

Commissioner Gooch stated that after reading the monthly communication from Director Vellanoweth, he is very pleased and proud of all the work that is being completed by the staff. He appreciates the efforts that have been made not only from the Personnel Commission office but from the other offices, as well. He is amazed and pleased at the assistance the school district is lending to students and parents. Commissioner Gooch also wished everyone a safe holiday.

**DIRECTOR AND STAFF  
REPORTS**

Director Vellanoweth confirmed that the next Personnel Commission is scheduled for January 14, 2021. She thanked Commissioner Bidnick for serving his first term as Chair. She also congratulated Commissioner Gooch on being elected as Chair and Commissioner Ewing for being elected as Vice Chair. She stated that several communications have been going out to staff, parents, and families that even with the new orders from the Governor that came out last week, school districts are still considered essential entities. Therefore the District will continue with the hybrid model. All employees district wide are expected to report to work in person. She shared an update on the recruitments and is happy to say that most permanent positions, particularly the aide positions, are all filled. Substitutes continue to be the biggest challenge.

**DIRECTOR AND STAFF  
REPORTS  
(CONTINUED)**

Director Vellanoweth informed the Commission that the Personnel Commission staff and Payroll staff have been diligently working for the past month on the pay increase that was awarded to the classified bargaining unit members dating back to January 2019. She also commended the Payroll and Fiscal department because we work closely with them every single day and their help and collaboration is really appreciated. Classified School Employee of the Year nominations are still being accepted until December 16, 2020. Director Vellanoweth also reminded everyone to remain diligent, continue to wear face coverings, maintain distances of 6 feet, and be mindful of who we come into contact with, in order to be safe and healthy. She wished everyone a happy holiday.

**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 4:55 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:** January 14, 2021  
**SUBJECT: Agenda Item No. 6B.: ELIGIBILITY LIST(S)**

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### Background Information

The following eligibility list(s) are forwarded for approval. These lists are confidential within the meaning of Education Code Section 45274 and Government Code Section 6254(g) along with other examination records and data. *(Eligibility Lists to Commissioners only)*.

- There are no current eligibility lists being submitted for approval.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** January 14, 2021

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

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## Background Information

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

- December 15, 2020 (Exhibit A)

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

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

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## Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of December 15, 2020.



OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 December 15, 2020

**Approve Employment**  
**In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Cook, Jessica	Noon Duty Supervisor	Westmont	\$13.00 per hour	26.1	11/17/20
Lizarraga, Kimberly	Instructional Assistant – ABA	Westmont	\$18.303 per hour	26.1	11/09/20
Nevarez, Javier	Instructional Assistant – ABA	Lake View	\$18.303 per hour	26.1	11/17/20
Nguyen, Christine	Custodian	Vista View	\$20.198 per hour	28.1	10/28/20
Ramirez, Yajaira	School Office Manager – Bilingual	Marine View	\$4,035.00 per month	37.1	11/16/20
Rocha, Anais	Human Resources Technician	District Office	\$3,938.00 per month	36.1	11/17/20
Sanchez, Karina	Instructional Assistant – ABA	Lake View	\$18.303 per hour	26.1	11/30/20
Yancey, Jessica	School Office Clerk	Circle View	\$19.237 per hour	28.1	11/20/20

**Approve Substitute Employment**  
**In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>STATUS</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Andrews, Emma	Child Care Attendant	Substitute	\$15.021 per hour	18.1	10/20/20
Andrews, Emma	Instructional Assistant – Special Education	Substitute	\$16.578 per hour	22.1	10/20/20
Andrews, Emma	Instructional Assistant – Severely Disabled	Substitute	\$17.854 per hour	25.1	10/20/20
Chatt, Dixie	Child Care Attendant	Substitute	\$15.021 per hour	18.1	10/29/20
Chatt, Dixie	Instructional Assistant – Special Education	Substitute	\$16.578 per hour	22.1	10/29/20
Chatt, Dixie	Instructional Assistant – Severely Disabled	Substitute	\$17.854 per hour	25.1	10/29/20
Chatt, Dixie	Instructional Assistant	Substitute	\$16.172 per hour	21.1	10/29/20
Galyean, Mitchell	Custodian	Substitute	\$19.237 per hour	28.1	10/30/20
Ochoa, Nikkia	Noon Duty Supervisor	Substitute	\$13.00 per hour	23.1	11/04/20
Rizzo, Isabella	Instructional Assistant – Sign Language	Substitute	\$16.994 per hour	23.1	10/30/20

**Approve Promotion**  
**In accordance with Merit System Testing Procedures:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Gardner, Wendy Seama	Instructional Assistant – ABA	College View Preschool	\$19.237 per hour	26.2	11/09/20

**Approve Reinstatement**  
**In accordance with Merit System Rule 8.4.1:**

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE/ STEP</u>	<u>EFFECTIVE DATE</u>
Barris, Melissa	Instructional Assistant – Special Education	Marine View	\$17.422 per hour	22.2	12/07/20

**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>
Hoeker, Michael	Maintenance HVAC Mechanic	Facilities	01/04/10	12/10/20
Nyhus, Jennifer	Speech and Language Aide	Oak View	05/03/07	12/02/20
Springer, Eric	Child Care Attendant	Lake/Mesa View	07/25/14	11/12/20
Tlatenchi, Maritza	Noon Duty Supervisor	Oak View	01/14/19	11/20/20
Trujillo, Jessica	Early Learning Instructional Assistant	Westmont	12/11/17	11/27/20

**Approve 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>
Kline, Kathryn	Instructional Assistant – Special Education	Spring View	09/04/97	12/31/20
Padilla, Felix	Head Custodian	Spring View	06/22/82	08/31/21
Tintle, Rosie	Noon Duty Supervisor	Hope View	01/09/07	12/18/20

**Approve Leave of Absence Without Pay**

**In accordance with Merit System Rules 8.10:**

<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>
Burdick, Alicia	Instructional Assistant – Special Education	Spring View	11/18/20	01/20/21
Magallanes, Vianey	Noon Duty Supervisor	Mesa View	11/05/20	04/05/21
Martinez, Amy	Instructional Assistant – Severely Disabled	Lake View	11/02/20	03/01/21
Zambetti, Jimi	Groundskeeper I	Facilities	11/17/20	11/23/20

OCEAN VIEW SCHOOL DISTRICT  
PERSONNEL COMMISSION

# Memo

**TO:** Personnel Commissioners  
**FROM:** Michelle Vellanoweth  
Director, Classified Personnel  
**DATE:** January 14, 2021

**SUBJECT: Agenda Item No. 8: Extension of Eligibility List #2019-49 Noon Duty Supervisor**

## Background Information

We currently have 12 vacancies in the classification of Noon Duty Supervisor. We may need to fill a very small number of vacancies before the end of this school year, depending upon attrition. However, due to COVID and the shift to hybrid and distance learning modes, we have been authorized to fill positions permanently only when the need is deemed critical.

The current eligibility list for Noon Duty Supervisor will expire on March 12, 2021. The list still contains three (3) ranks with seven (7) viable candidates, three (3) of whom are currently substitutes. Your Director recommends extending the current eligibility list for five (5) months, with a new expiration date of June 14, 2021. If the Personnel Commission approves to extend the current Noon Duty Supervisor eligibility list for five (5) months, we will be able to expeditiously fill any critical vacancies necessary prior to the end of the school year in June, without having to reopen another recruitment. In addition, candidates on the list who are currently serving as substitutes will be eligible for permanent positions without having to reapply and test. Our intent will be to repost for the position over the summer in preparation for staffing needs in September.

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.*

## Attachments:

- Eligibility List #2019-49 – Noon Duty Supervisor (For Commissioners Only)

**Agenda Item No. 8: Extension of Eligibility List #2019-49 Noon Duty Supervisor  
January 14, 2021  
Page Two**

**Recommendation**

The Director recommends that the Personnel Commission authorize the extension of Eligibility List #2019-49 Noon Duty Supervisor, for an additional five (5) months to the new expiration date of June 14, 2021.