



**PERSONNEL COMMISSION
REGULAR MEETING**

AGENDA

**June 9, 2011
4:30 P.M.
BOARD ROOM
BUILDING A**

**Classified Employees
in PARTNERSHIP with EDUCATION
Personnel Commission
1966 - 2011**

OCEAN VIEW SCHOOL DISTRICT

**PERSONNEL COMMISSION
*Dr. Allan Pogrund - Chair
Daniel P. Gooch - Vice-Chair
Bob Ewing- Member***

A G E N D A

OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION REGULAR MEETING THURSDAY, JUNE 9, 2011 BOARD ROOM, BUILDING A 4:30 PM

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: The Personnel Commission will receive the minutes of the May 12, 2011, Regular Personnel Commission Meeting for approval.

Pages 1 - 2
(Action)

Moved: _____

Second: _____

Vote: _____

6. CLASSIFIED ACTIVITY LISTS: The Personnel Commission will receive for information, the May 17, 2011, and the June 7, 2011, Classified Employee Activity Lists presented to the Board of Trustees for their approval.

Page 3 - 5
(Information)

COMMISSION BUSINESS

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

Pages 6
(Action)

A. RECRUITMENT AND TESTING

Moved: _____

Second: _____

Vote: _____

ELIGIBILITY LISTS:

2010 - 23 Delivery Worker

2010 - 24 Information Technology Support Specialist

COMMUNICATIONS

8. COMMISSIONERS' REPORTS

9. DIRECTOR & STAFF REPORTS

ADJOURNMENT

TIME: _____

Moved: _____

Second: _____

Vote: _____

The Ocean View School District Personnel Commission meets on the 2nd Thursday of each month at 4:30 p.m. unless otherwise noted. Agendas are posted and available 72 hours in advance of each regular meeting. Items for agenda MUST be submitted to the Personnel Director no later than the end of the working day on the Wednesday preceding the next Commission Meeting. For information call (714) 847-2551 extension 1401.

THE OCEAN VIEW SCHOOL DISTRICT INTENDS TO PROVIDE REASONABLE ACCOMMODATIONS IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990. IF A SPECIAL ACCOMMODATION IS DESIRED, PLEASE CALL THE DIRECTOR, CLASSIFIED PERSONNEL 48 HOURS PRIOR TO THE EVENT/PROGRAM/SERVICE AT (714) 847-2551 EXTENSION 1400.

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
May 12, 2011**

CALL TO ORDER Chairman Allan Pogrund called the May 12, 2011, Regular Personnel Commission Meeting to order at 4:31 p.m.

PLEDGE OF ALLEGIANCE Commissioner Gooch led the Pledge of Allegiance.

ROLL CALL Commissioners Ewing, Pogrund and Gooch were present.

PUBLIC COMMENTS There were no requests from the public to address the Personnel Commission.

MINUTES OF APRIL 12, 2011 Motion by Commissioner Daniel Gooch to approve the minutes of the April 12, 2011, Regular Personnel Commission Meeting.
Seconded by Commissioner Bob Ewing, and carried with a 3:0 vote.

COMMISSION BUSINESS

CLASSIFIED ACTIVITY LISTS The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval to the Board of Trustees at the May 3, 2011, Board of Trustees meetings.

CONSENT CALENDAR The Personnel Commission received the following items on the Consent Calendar:

Eligibility Lists:

2010 – 21	Instructional Assistant – Farm Facility
2010 – 22	Custodian

Motion by Commissioner Daniel Gooch to approve the Consent Calendar.

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

PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2011-2012 Motion by Commissioner Bob Ewing to open the Public Hearing at 4:34 p.m. on the proposed annual budget of the Personnel Commission for the fiscal year 2011-2012.

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

There were no requests from the public to address the Personnel Commission during this Public Hearing.

Motion by Commissioner Bob Ewing to close the Public Hearing at 4:36 p.m. on the proposed annual budget of the Personnel Commission for the fiscal year 2011-2012.

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

ADOPTION OF THE PROPOSED BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2011-2012 Commissioner Allan Pogrund commented that the Commission has had the opportunity to review and approve the proposed budget and finds it frugal and fiscally conservative and believes it represents the best interest in terms of recognizing the fiduciary obligations to the District.

Motion by Commissioner Daniel Gooch to adopt the proposed annual budget of the Personnel Commission for the fiscal year 2011-2012

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

**MINUTES OF THE MAY 12, 2011
REGULAR PERSONNEL COMMISSION MEETING**

PAGE 2

**ADOPTION OF THE
PROPOSED BUDGET
OF THE PERSONNEL
COMMISSION FOR
FISCAL YEAR
2011-2012
(CONTINUED)**

Interim Director Lee will forward the fully adopted budget to the District Superintendent and when signed internally, will then forward to the Superintendent of the Orange County Department of Education.

**ANNUAL REPORT OF
THE PERSONNEL
COMMISSION –
2009-2010 FIRST
READING AND
ADOPTION**

Commissioner Pogrund asked Interim Director Lee for information.

Interim Director Lee responded that every year we are obligated by code to report our actions to the Board of Trustees. A five (5) year history has been submitted showing the Personnel Commission's major activities, including testing, job description reviews, etc.

Job description reviews have decreased since the Interim Director's retirement. Testing and exams are an ongoing occurrence and continue to remain at the same volume. The classified work force statistics are fairly stable.

Commissioner Gooch asked where in the report it indicates the number of the job description reviews performed by the Interim Director. He was directed to page 15 of the report and stated that by reviewing the decreasing number of job description reviews, it is very clear that there is a need for a full time Director when the budget crisis is relieved.

Motion by Commissioner Daniel Gooch to approve the Annual Report of the Personnel Commission – 2009-2010 First Reading and Adoption.

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

**SECOND PUBLIC
COMMENTS**

There were no requests from the public to address the Personnel Commission.

**COMMISSIONERS'
REPORTS**

Commissioner Ewing reported that the next meeting will be held June 9, 2011. He also mentioned that he and Interim Director Lee attended the Classified Personnel banquet, and there was a good turnout. He then welcomed Mr. Mark Schiel to the District and introduced him to Commissioners Gooch and Pogrund.

Mr. Schiel stated that he would attend the Personnel Commission meetings as his schedule allows.

Commissioners Gooch and Pogrund had nothing to report.

**DIRECTOR AND STAFF
REPORTS**

Interim Director Lee reported that the office is operating smoothly and that the changes in terms of responsibilities in the department are being adjusted to.

ADJOURNMENT

Motion by Commissioner Ewing to adjourn the May 12, 2011, Regular Personnel Commission Meeting.

Seconded by Commissioner Gooch and carried with a 3:0 vote at 4:49 p.m.

Robert W. Lee, Interim Director, Classified Personnel

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Administrative Secretary

DATE: June 9, 2011

SUBJECT: Agenda Item No. 6: CLASSIFIED PERSONNEL ACTIVITY LISTS

Background Information

At the May 17, 2011, (Exhibit A) and June 7, 2011, (Exhibit B), Ocean View School District, Regular Board Meetings, the Board of Trustees received the Classified Personnel Activity Lists for approval. These lists are provided for the Personnel Commissioners to review classified employee activity recently processed by Classified Personnel staff.

Recommendation

Interim Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity Lists of May 17, 2011, (Exhibit A) and June 7, 2011, (Exhibit B).

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
May 17, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Albor, Sonia	Instructional Aide	\$14.199/hr	21.1	04/25/11
Bremmer, Ashley	Instructional Assistant - ABA (Substitute)	\$16.070/hr	26.1	04/29/11
Robin, Susan	Instructional Assistant - Special Education	\$14.554/hr	22.1	05/03/11
Teves, Michelle	Instructional Assistant - Severely Disabled	\$15.676/hr	25.1	04/26/11

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Farnam, Donna	Administrative Secretary	\$4833.92/mo	09/25/84	08/02/11

EXHIBIT A

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
June 7, 2011

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Perez, Ruben	Custodian	\$17.7345/hr	28.1	05/09/11

Approve Retirement

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Anderson, Christine	Instructional Assistant - Special Education	\$19.148/hr	09/10/79	07/16/11
Cole, Joyce	School Office Manager	\$4087.14/mo	06/20/00	06/30/11
Ferdinand, Larry	Delivery Worker	\$3945.32/mo	07/01/96	06/30/11
Garcia, Higinia	Food Distribution Worker	\$17.1949/hr	09/30/94	06/17/11

Approve Promotion

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
O'Brien, Ann	School Office Manager	\$3629.85/mo	36.1	8/15/2011

Approve Separation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>BEGINNING</u> <u>DATE</u>	<u>EFFECTIVE</u> <u>DATE</u>
Cruz, Andrea	Instructional Aide	Released within Probation	11/30/10	04/29/11

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners
FROM: Michelle Eifert
Administrative Secretary
DATE: June 9, 2011
SUBJECT: Agenda Item No. 7.A.: ELIGIBILITY LIST(S)

Background Information

The following eligibility lists are forwarded for ratification. 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. (Commissioners only).

The following is the current list for ratification:

2010 – 23	Delivery Worker
2010 – 24	Information Technology Support Specialist

Recommendation

Interim Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists, 2010 – 23 and 2010 – 24.