



OCEAN VIEW SCHOOL DISTRICT PERSONNEL COMMISSION AGENDA

Thursday, December 10, 2015

REGULAR MEETING

4:30 p.m.

Board Room, Building A

Classified Employees

in PARTNERSHIP with EDUCATION

Personnel Commission

1966 - 2015

PERSONNEL COMMISSION:

Daniel Gooch, Chair

Bob Ewing, Vice-Chair

Dr. Allan Pogrund, Member

A G E N D A

PERSONNEL COMMISSION

OCEAN VIEW SCHOOL DISTRICT

THURSDAY, DECEMBER 10, 2015

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. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.16, the Personnel Commission shall elect one of its members Chair and another Vice-Chair. (Action)

Chair Nominee: _____ Moved: _____

Second: _____

Elected: _____ Vote: _____

Vice-Chair Nominee: _____ Moved: _____

Second: _____

Elected: _____ Vote: _____

5. **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.

6. **APPROVAL OF MINUTES:** The Personnel Commission will receive the minutes of the last Personnel Commission meeting of November 12, 2015.

Pages 1-5

(Action)

Moved: _____

Second: _____

Vote: _____

COMMISSION BUSINESS

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

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(Action)

A. **RECRUITMENT AND TESTING – ELIGIBILITY LISTS:**

(Eligibility lists provided to Commissioners only.)

Moved: _____

Second: _____

Vote: _____

1. 2015 – 17 Food Distribution Worker
2. 2015 – 18 Child Care Attendant
3. 2015 – 19 Instructional Assistant – Bilingual (Spanish)
4. 2015 – 20 Instructional Assistant - ABA

**Pages
(Information)**

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

- November 17, 2015 – (Exhibit A)
- December 8, 2015 – (Exhibit B)

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: _____ **p.m.**

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 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. 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. For information call (714) 847-2551, extension 1400 or 1401.

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission less than 72 hours prior to the meeting, and that are public record not otherwise exempt from disclosure, will be available for review at the Personnel Commission Office, 17200 Pinehurst Lane, Huntington Beach, California, 92647, during normal business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.)

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 or 1401, at least 48 hours in advance of the meeting. (Government Code 54954.2 (a)1)

**OCEAN VIEW SCHOOL DISTRICT
MINUTES
Regular Personnel Commission Meeting
November 12, 2015**

CALL TO ORDER Commissioner Gooch called the November 12, 2015, Regular Personnel Commission Meeting to order at 4:30 p.m.

PLEDGE OF ALLEGIANCE Commissioner Pogrund led the pledge of allegiance.

ROLL CALL Commissioners Gooch and Pogrund were present. Director Vellanoweth was also present. Commissioner Ewing was absent.

PUBLIC COMMENTS There were no comments from the public.

MINUTES OF OCTOBER 13, 2015 Motion by Commissioner Pogrund to approve the minutes of the October 13, 2015, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

COMMISSION BUSINESS

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

- A. Job Description Review/Revisions
 - 1. Child Care Program Supervisor
 - 2. Director, Fiscal Services
 - 3. Director, Food Services
 - 4. Director, Information Services
 - 5. Director, Maintenance, Operations, and Facilities
 - 6. Director, Purchasing
 - 7. Director, Transportation
 - 8. Grounds Maintenance Supervisor

- B. Recruitment and Testing – Eligibility Lists
 - 1. 2015-13 Instructional Assistant – Special Education
 - 2. 2015-14 Instructional Assistant – Severely Disabled
 - 3. 2015-15 School Health Technician
 - 4. 2015-16 Personnel Analyst

Motion by Commissioner Pogrund to approve the Consent Calendar.

Seconded by Commissioner Gooch, and approved with a 2:0 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 October 20, 2015, and November 3, 2015.

**RECOMMENDATION
TO RECLASSIFY
INCUMBENT MARIA
DEL CARMEN
SANCHEZ FROM
INSTRUCTIONAL
ASSISTANT –
BILINGUAL
SPANISH TO
PARENT LIAISON
INSTRUCTIONAL
ASSISTANT -
BILINGUAL
SPANISH**

Director Vellanoweth explained that the Instructional Assistant – Bilingual job description had not been reviewed or revised in some time, nor had there been any personal contact with the incumbents as to what their duties were.

Recently, the Lake View students have been housed at the Westmont campus. With this came the discovery that bilingual office support was lacking at this site. After some research into this situation, it was discovered that one employee currently classified as an Instructional Assistant – Bilingual, had been working in the office, making phone calls to parents and doing translations.

Parent Liaison Instructional Assistants – Bilingual work both in the classroom with students and can also work in the office. The new classification fits with the job duties that the incumbent is performing. Due to the gradual accretion of duties, it is recommended that she be reclassified to the higher classification of Parent Liaison Instructional Assistant - Bilingual.

Motion by Commissioner Pogrund to approve the Reclassification of Incumbent Maria Del Carmen Sanchez from Instructional Assistant - Bilingual Spanish to Parent Liaison Instructional Assistant - Bilingual Spanish.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**RECOMMENDATION
TO REACTIVATE
CLASSIFICATION
OF SUPERVISOR OF
MAINTENANCE AND
OPERATIONS**

Director Vellanoweth stated that currently there is a Director of Maintenance, Operations, and Facilities running the department, which has a very large staff. In order to provide exemplary customer services through the Maintenance Department, the District has recommended that a classification be created for Supervisor of Maintenance and Operations. Currently, the District has a Grounds Supervisor who supervises the grounds staff.

The reactivated classification would offer support to the Director of Maintenance, Operations, and Facilities by providing someone who could be responsible for the day to day supervision of the maintenance staff, warehouse staff, and custodial staff.

Previously there had been a classification called Supervisor of Maintenance and Operations. It is suggested that this classification be reactivated, that modifications to the job description be made to bring it up to date, and that the title be changed to Maintenance and Operations Supervisor. It is also recommended that this classification be placed at Salary Range M51, which is equivalent to the other Supervisor positions within the District.

Motion by Commissioner Pogrund to approve the Recommendation to Reactivate Classification of Supervisor or Maintenance and Operations.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**REMOVAL OF
NAMES FROM
ELIGIBILITY LISTS**

Director Vellanoweth stated that unfortunately at times candidates submit applications and do not disclose prior convictions, which is required. If a candidate is offered a position, and sent for fingerprinting through the Department of Justice, and the results come back indicating a conviction that was not disclosed, it is considered falsification of their application. The job offer is rescinded and their names are removed from the eligibility lists.

There are two applicants being removed from eligibility lists. One from the School Health Technician list and one from both Instructional Assistant – Special Education and Instructional Assistant – Severely Disabled.

Letters were sent to both candidates, in addition to personal phone calls from the Director, Classified Personnel.

Motion by Commissioner Pogrund to approve the Removal of Names From Eligibility Lists.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**2016 CSPCA ANNUAL
CONFERENCE**

Director Vellanoweth stated that the 2016 CSPCA Annual Conference is being held locally this coming year in Anaheim. The conference will take place Thursday, February 25, 2016, through Sunday, February 28, 2016. The Director plans to attend all four days of the conference.

Thursday, February 25, 2016, is designated as a staff development day, and the Director recommends that the Personnel Commission approve that the staff attend this day.

Motion by Commissioner Pogrund to approve the attendance of the Personnel Commission staff at the 2016 CSPCA Annual Conference.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**2016 CSPCA MERIT
SYSTEM TRAINING
ACADEMY**

Director Vellanoweth stated that every year the CSPCA sponsors a Merit System Training Academy, which is open to staff members of Personnel Commissions, to help them become familiar with the Merit System.

The training academy is a five day training session, consisting of one Saturday a month for five months.

The Director, Classified Personnel, recommends that Yvonne Nguyen, Personnel Analyst, be approved to participate in the academy.

Motion by Commissioner Pogrund to approve the attendance of Yvonne Nguyen, Personnel Analyst at the 2016 CSPCA Merit System Training Academy.

Seconded by Commissioner Gooch, and carried with a 2:0 vote.

**SECOND PUBLIC
COMMENTS**

There were no further comments from the public.

**COMMISSIONERS'
REPORTS**

Commissioner Pogrund stated to Superintendent Hanson that the Halloween breakfast was a great idea. He added that activities such as these really matter in terms of how employees feel about working together and it pays off in the long run.

Commissioner Pogrund also asked about the issue of conciliation, whether the Board would be updated on it at some point, and how the Commission will be updated in terms of progress.

Director Vellanoweth answered that she has kept the Commissioners updated through her monthly memos. Assistant Superintendent Felix Avila and Director Vellanoweth will be participating in the conciliation with the EEOC in December to obtain information as to why the EEOC felt the applicant was discriminated against and what further action may need to be taken.

Commissioner Gooch had nothing to report.

**DIRECTOR AND
STAFF REPORTS**

Director Vellanoweth congratulated Yvonne Nguyen who promoted from Personnel Technician to Personnel Analyst. A recruitment is currently ongoing for the Personnel Technician.

She also stated that the District is in the midst of implementing a 1% across the board salary increase.

The next meeting of the Personnel Commission is scheduled for December 10, 2015.

Commissioner Gooch asked Superintendent Hanson and Assistant Superintendent Avila if they had any questions or anything they would like to say.

Superintendent Hanson answered that she just came by to see how things were going. She congratulated Yvonne Nguyen on her promotion and wished the Personnel Commission well in their recruitment efforts for Personnel Technician. She stated that she appreciated the Commission's approval of the reactivation of the Maintenance and Operations Supervisor. Superintendent Hanson added that she also appreciates the collaboration between the Classified and the Certificated sides of the department.

Assistant Superintendent Avila added that things are going well and there is a lot happening. He also stated that he appreciates Director Vellanoweth and the Personnel Commission staff.

ADJOURNMENT

Commissioner Gooch asked for a motion to adjourn in honor of the veterans, both living and deceased, and specifically for James L. Martin, who gave his all in Vietnam on June 15, 1968.

Motion by Commissioner Pogrud to adjourn the November 12, 2015, Regular Personnel Commission Meeting.

Motion was seconded by Commissioner Gooch, and carried with a 2:0 vote at 4:50 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: December 10, 2015

SUBJECT: Agenda Item No. 7.A: ELIGIBILITY LIST(S)

Background Information

The following eligibility list(s) 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. (*Eligibility Lists to Commissioners only*).

Following are the current lists for ratification:

1. 2015 – 17 Food Distribution Worker
2. 2015 – 18 Child Care Attendant
3. 2015 – 19 Instructional Assistant – Bilingual (Spanish)
4. 2015 – 20 Instructional Assistant - ABA

Recommendation

The Director of Classified Personnel recommends the Personnel Commission ratify the following Classified Personnel Eligibility Lists: 2015-17 through 2015-20.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: December 10, 2015

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

Background Information

At the Ocean View School District, Regular Board Meetings of November 17, 2015, (Exhibit A), and December 8, 2015, (Exhibit B), 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.

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Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List of November 17, 2015, and December 8, 2015.

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 November 17, 2015

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>
Baker, Ashley	Bus Driver	Transportation	\$18.635 per hour	32.1	10/26/15
Edwards, Tara	Instructional Assistant - Severely Disabled	Westmont/Lake	\$15.676 per hour	25.1	11/02/15
O'Brien, Eryca	Food Distribution Worker	Food Services	\$13.189 per hour	18.1	10/27/15
Paredes, Jasmine	Instructional Assistant - Bilingual	Oak View	\$14.554 per hour	22.1	11/02/15
Vidal, Mandel	Instructional Assistant - Bilingual	Marine View	\$14.554 per hour	22.1	11/02/15

Approve Substitute 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>
Baker, Ashley	Bus Driver	Substitute	\$18.635 per hour	32.1	10/22/15
Gendy, Grihan	Food Distribution Worker	Substitute	\$13.189 per hour	18.1	10/21/15
Luis-Martinez, Heather	Parent Teacher Conference Translator	Temporary	\$10.00 per hour		10/20/15
Nesbit, Glenn	Food Distribution Worker	Substitute	\$13.189 per hour	18.1	10/23/15
Oliver, Leslie	School Health Technician	Substitute	\$16.070 per hour	26.1	11/03/15
Ortiz, Yolanda	Parent Teacher Conference Translator	Temporary	\$10.00 per hour		10/09/15

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 November 17, 2015

Approve Lateral Transfer

In accordance with Merit System Rules 8.2:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE</u>	<u>EFFECTIVE</u>
				<u>STEP</u>	<u>DATE</u>
Tapia, Manuel	Custodian	Maintenance	\$18.616 per hour	28.2	11/02/15

Approve Separation - Resignation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING</u>	<u>EFFECTIVE</u>
			<u>DATE</u>	<u>DATE</u>
Brandlin, Derek	Painter	Maintenance	09/04/14	10/30/15
Salerno, Danielle	Instructional Assistant - Severely Disabled	Westmont	09/24/12	10/12/15

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
December 8, 2015

Approve Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Cerda, Sandra	Clerk Typist	District Office	\$18,358 per hour	23.5	10/29/15
Moore, Mara	Instructional Assistant - Special Education	Circle View	\$14,700 per hour	22.1	10/26/15
Petrovich, Thomas	Food Distribution Worker	Oak View	\$13,321 per hour	18.1	10/21/15
Selfers, Brian	Custodian	Village View	\$17,059 per hour	28.1	11/09/15

Approve Substitute Employment

In accordance with Merit System testing procedures:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE</u> <u>STEP</u>	<u>EFFECTIVE</u> <u>DATE</u>
Cameron, Amberlee	School Office Clerk	Substitute	\$17,059 per hour	28.1	11/02/15
	School Health Technician	Substitute	\$16,635 per hour	27.1	11/02/15
	School Library Specialist	Substitute	\$16,231 per hour	26.1	11/02/15
	District Receptionist	Substitute	\$18,358 per hour	31.1	11/02/15
Gutierrez, Valerie	School Office Clerk	Substitute	\$17,059 per hour	28.1	10/19/15
	School Office Clerk - Bilingual	Substitute	\$17,476 per hour	29.1	10/19/15
	Instructional Assistant	Substitute	\$14,341 per hour	21.1	10/19/15
	Instructional Assistant - Bilingual	Substitute	\$14,700 per hour	22.1	10/19/15
	Instructional Assistant - English Learner	Substitute	\$15,070 per hour	23.1	10/19/15
Jaques, Lisa	Instructional Assistant	Substitute	\$14,341 per hour	21.1	11/02/15
	Instructional Assistant - Special Education	Substitute	\$14,700 per hour	22.1	11/02/15
	Instructional Assistant - English Learner	Substitute	\$15,070 per hour	23.1	11/02/15
	Instructional Assistant - Severely Disabled	Substitute	\$15,833 per hour	25.1	11/02/15
	Instructional Assistant - Physical Education	Substitute	\$15,833 per hour	25.1	11/02/15
	Instructional Assistant - Adapted Physical Education	Substitute	\$15,833 per hour	25.1	11/02/15

OCEAN VIEW SCHOOL DISTRICT
 Huntington Beach, California
 Classified Personnel
 December 8, 2015

Approve Substitute Employment (Continued)

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>
Ransom, Debbie	Instructional Assistant - Special Education	Substitute	\$14,700 per hour	22.1	10/01/15
Salerno, Danielle	Instructional Assistant - Special Education	Substitute	\$18,621 per hour	22.5	10/13/15
	Instructional Assistant - Severely Disabled	Substitute	\$18,358 per hour	25.4	10/13/15
	Child Care Attendant	Substitute	\$16,231 per hour	18.5	10/13/15

Approve Reinstatement

In accordance with Merit System Rules 8.4.1:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>SALARY</u>	<u>RANGE STEP</u>	<u>EFFECTIVE DATE</u>
Tinoco, Elizabeth	Instructional Assistant - ABA	Pleasant View	\$19,776 per hour	26.5	11/02/15

Approve Separation - Resignation

In accordance with Merit System Rules 8.1 to 8.6:

<u>NAME</u>	<u>POSITION</u>	<u>SITE</u>	<u>BEGINNING DATE</u>	<u>EFFECTIVE DATE</u>
Bermudez, Diana	Child Care Attendant	Hope View	02/15/06	10/30/15
Lucas, Alyssia	Food Distribution Worker	Golden View	09/06/11	11/06/15
Murray, Renee	Instructional Assistant - Special Education	Star View	02/11/14	11/13/15