



OCEAN VIEW SCHOOL DISTRICT



# PERSONNEL COMMISSION AGENDA

Thursday, December 10, 2020

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

*Classified Employees*  
in PARTNERSHIP with EDUCATION  
Personnel Commission  
1966 – 2020

**PERSONNEL COMMISSION:**

Lance Bidnick, Chair  
Dan Gooch, Vice-Chair  
Bob Ewing, Member

**A G E N D A**  
**PERSONNEL COMMISSION**  
**OCEAN VIEW**  
**SCHOOL DISTRICT**

**THURSDAY,**  
**DECEMBER 10, 2020**  
**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. **ELECTION OF OFFICERS:** In accordance with Merit Rule 2.1.6, the Personnel Commission shall elect one its members as Chair and another as Vice-Chair.

Chair:                      Nominee: \_\_\_\_\_  
    Elected: \_\_\_\_\_

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

Vice Chair:                      Nominee: \_\_\_\_\_  
    Elected: \_\_\_\_\_

**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**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 – REGULAR MEETING NOVEMBER 12, 2020:** The Personnel Commission will receive the minutes of the November 12, 2020, Regular Personnel Commission Meeting for approval.

**(ACTION)**  
**Pages 1-2**  
**Moved:** \_\_\_\_\_  
**Second:** \_\_\_\_\_  
**Vote:** \_\_\_\_\_

COMMISSION BUSINESS

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

(ACTION)  
Page 3

A. JOB DESCRIPTION REVIEWS/REVISION:

Moved: \_\_\_\_\_

Second: \_\_\_\_\_

Vote: \_\_\_\_\_

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.)

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

8. 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:

(INFORMATION)  
Pages 4-5

- November 17, 2020 (Exhibit A)

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**  
**November 12, 2020**  
**4:30 p.m.**  
**Zoom Meeting Link: [www.ovsd.org/pcmeeting](http://www.ovsd.org/pcmeeting)**

- CALL TO ORDER** Commissioner Bidnick called the November 12, 2020, Regular Personnel Commission Meeting to order at 4:31 p.m. via Zoom.
- PLEDGE OF ALLEGIANCE** Commissioner Ewing 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.
- PUBLIC COMMENTS** There were no comments from the public.
- APPROVAL OF MINUTES** Motion by Commissioner Gooch to approve the minutes of the October 8, 2020, Regular Personnel Commission meeting.
- Seconded by Commissioner Ewing, and carried with a 3:0 vote.
- CONSENT CALENDAR** The following job description reviews were received on the Consent Calendar:
- A. Job Description Reviews/Revisions:
- The following recruitment and testing – eligibility lists were received on the Consent Calendar:
1. Recruitment and Testing – Eligibility Lists
- 2019-31 Noon Duty Supervisor (Correction)
  - 2019-39 Noon Duty Supervisor (Correction)
  - 2019-43 Noon Duty Supervisor (Correction)
  - 2019-49 Noon Duty Supervisor (Correction)
  - 2020-11 Custodian
  - 2020-12 Instructional Assistant – Sign Language
  - 2020-13 School Office Manager (Bilingual)
  - 2020-14 Instructional Assistant – ABA
  - 2020-15 Instructional Assistant – Special Education
  - 2020-16 Instructional Assistant – Severely Disabled
  - 2020-17 Human Resources Technician
- Motion by Commissioner Ewing to approve the Consent Calendar.
- Seconded by Commissioner Gooch, and carried with a 3:0 vote.

**CLASSIFIED ACTIVITY LISTS** The Personnel Commission received for information only, the Classified Activity Lists that were presented for approval at the Board of Trustees meetings of October 6, 2020, and October 20, 2020.

**REMOVAL OF NAME FROM ELIGIBILITY LIST** Motion by Commissioner Ewing to approve the removal of a name from an eligibility list.  
Seconded by Commissioner Gooch, and carried with a 3:0 vote.

**SECOND PUBLIC COMMENTS** Phi Tran, CSEA liaison to the Personnel Commission, forwarded his comments to Director Vellanoweth to share since he was not present at the meeting. In his comments, he wished the Commissioners and Personnel Commission staff a happy Thanksgiving.

**COMMISSIONER REPORTS** Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for December 10, 2020.

Commissioner Gooch wished everyone a pleasant Thanksgiving and advised everyone to be cautious over the holidays.

Commissioner Bidnick advised everyone to be careful and safe over the holidays and wished everyone a happy Thanksgiving. He also mentioned that at the next Personnel Commission meeting the torch would be passed to the next Commission Chair.

**DIRECTOR AND STAFF REPORTS** Director Vellanoweth stated that at the next meeting of the Personnel Commission, the election of officers for 2021 would take place. She mentioned that recruitments are coming along well. She informed the Commissioners that there would be a special board meeting on November 5, 2020, and another on December 3, 2020. Director Vellanoweth shared that a Memo of Understanding for the reopening of schools was to be discussed at the November 17, 2020, board meeting. She provided an update to the Commissioners on the implementation of the salary increase and the process involved. She shared that the District is currently accepting nominations for Classified School Employee of the Year. She informed the Commissioners that an order for business cards was being placed and to let her know if they needed to order more. She let the Commissioners know that the District Office would be closed to the public over the Thanksgiving recess.

**ADJOURNMENT** Commissioner Bidnick asked for a motion to adjourn the meeting.  
Motion by Commissioner Ewing to adjourn the meeting.  
Motion was seconded by Commissioner Gooch and carried with a 3:0 vote at 4:43 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, 2020  
**SUBJECT: Agenda Item No. 7B.: ELIGIBILITY LIST(S)**

---

## Background Information

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

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

.....

## Recommendation

The Director of Classified Personnel recommends the Personnel Commission approve the following Classified Personnel Eligibility Lists: 2020-18 through 2020-20.

OCEAN VIEW SCHOOL DISTRICT  
**PERSONNEL COMMISSION**

# Memo

**TO:** Personnel Commissioners

**FROM:** Michelle Eifert  
Personnel Assistant

**DATE:** December 10, 2020

**SUBJECT: Agenda Item No. 8 CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

---

## Background Information

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

- November 17 (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.

---

## Recommendation

The Director of Classified Personnel recommends that the Personnel Commission receive the Classified Personnel Activity List(s) of November 17, 2020.

OCEAN VIEW SCHOOL DISTRICT  
 Huntington Beach, California  
 Classified Personnel  
 November 17, 2020

<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>
Weaver, Andrew	Custodian	Mesa View	\$19,853 per hour	28.1	10/22/20
<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>
Andrews, Emma	Child Care Program Facilitator	Substitute	\$20,860 per hour	32.1	10/20/20
<b><u>Approve Reinstatement</u></b>					
<b><u>In accordance with Merit System Rule 8.4.1:</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>
Vo, Eryn	Instructional Assistant – ABA	College View	\$21,920 per hour	26.5	11/05/20
<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>
Collins, Gary	Bus Driver	Transportation		12/17/18	09/21/20
Von Eps, Judy	Noon Duty Supervisor	Village View		09/25/14	06/18/20
<b><u>Approve Leave of Absence Without Pay</u></b>					
<b><u>In accordance with Merit System Rules 8.10:</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>
Segui, Alejandra	Instructional Assistant – Special Education	Lake View		10/12/20	12/18/20