



# ***PLEASE POST ON CLASSIFIED BULLETIN BOARD***

## **PERSONNEL COMMISSION MEETING**

### **PERSONNEL COMMISSION MEETING PROCEDURES**

This meeting will be conducted via Zoom. Meeting ID: **835 1321 8090**. Attached at the end of the agenda you will find Zoom instructions. Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chairperson may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

**SMOKING IS NOT PERMITTED ON DISTRICT PREMISES**

**What:** Personnel Commission Meeting  
**When:** December 17, 2020  
**Time:** 4:30 p.m.  
**Where:** Held via Zoom Meeting  
Meeting ID: 835 1321 8090  
Password: LUSDPC

## **AGENDA**

**Call to Order** – 4:30 p.m.

### **Pledge of Allegiance**

#### **A. Approval of Minutes** (Action)

**November 19, 2020** Regular Meeting (*Attachment 1*)

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

#### **B. Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

#### **C. Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Lacy Gillespie, Director, Classified Human Resources – Monthly Report

**D. Information Items**

1. Classified Personnel Items November 10, 2020 (*Attachment 2*)
2. Status of Vacancies (*Attachment 3*)
3. Examination Schedule (*Attachment 4*)
4. Working Out of Class Report (*Attachment 5*)

**E. New Business (Discussion/Action)**

1. Administering the Oath of Office – **Time Certain Item - 4:30**
2. Election of PC Officers (Action) – **Time Certain Item - 4:30**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

**F. Unfinished Business (Discussion/Action)**

**G. Items from the Floor**

**H. Items from the Personnel Commissioners**

**I. Items from Personnel Commission Staff**

**J. Next Meeting Date**

- January 21, 2021

**K. Recess to Closed Session (Government Code 54957)**

**L. Report of Action Taken in Closed Session**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

**M. Adjournment**

Moved by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Vote: \_\_\_\_\_

*Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Lacy Gillespie, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220*

## Personnel Commission Meeting – November 19, 2020

[illegible]

	<p>could speak with the person he was told that person wanted to remain anonymous. We have not been asked to respond to the compliant at this time only a request to provide information. That they do have authority to look review our testing protocols. Our testing practices are not discriminatory and no changes should be made to the practice. Is the practice discriminatory? Her investigation has to be decided.</p> <p>Lacy brought up Limited Term hires for Custodial positions. With schools reopening in January M&amp;O will be needing extra custodians for cleaning between cohorts. A need for 4 limited term custodians has been requested for 6 months' time.</p>
<b><u>Information Items</u></b>	<p><b><u>Classified Personnel Items</u></b> – Presented by Carmen Jaramillo.  <b><u>Status of Vacancies</u></b> –Presented by Carmen Jaramillo  <b><u>Examination Schedule</u></b> –Presented by Carmen Jaramillo  <b><u>Working Out of Class Report</u></b> – Presented by John Metzger</p>
<p><b><u>New Business – (Discussion/Action)</u></b></p> <ol style="list-style-type: none"> <li>1. Ratification of Eligibility Lists (Action)</li> <li>2. Extension of Eligibility List, Custodial (Action)</li> <li>3. Appointment of Personnel Commissioner, CSEA Appointee (Discussion)</li> </ol>	<p>Carmen explained that she modified the Para Sped to reflect existing and modified number of candidates. Motion to accept by Susie Morey, seconded by Shirley Leonard Approved 3:0.</p> <p>Carmen explained the request to extend the Eligibility list due to the number of ranks still open due to the COVID 19 and the request for the Limited term custodians could be done by this list. Motion to accept by Susie Morey, seconded by Shirley Leonard Approved 3:0.</p> <p>Chris Rowe was elected again for the CSEA Appointee to the Personnel Commission. Her swearing in will be done during the December meeting.</p>
<p><b><u>Unfinished Business</u></b></p> <ol style="list-style-type: none"> <li>1. Job Description – (Action) <ol style="list-style-type: none"> <li>a. Payroll Analyst – 2<sup>nd</sup> Reading- (Discussion &amp; Vote)</li> <li>b. Maintenance Worker II – 2<sup>nd</sup> Reading – (Discussion &amp; Vote)</li> <li>c. Swimming Pool Operator – 2<sup>nd</sup> Reading – (Discussion &amp; Vote)</li> </ol> </li> </ol>	<p>Shirley expressed she had her concerns that she stated from the previous reading. Susie Morey made motion to accept seconded by Chris Rowe Approved 2:1</p> <p>Discussion – none, Motion to accept by Susie Morey seconded by Shirley Leonard Approved 3:0</p> <p>Discussion – none, Motion to accept by Susie Morey seconded by Shirley Leonard Approved 3:0</p>
<b><u>Items from the Floor</u></b>	None

<b><u>Items from Personnel Commissioners</u></b>	<p>Shirley brought up she coming up on her 1<sup>st</sup> anniversary and it has been a nice experience. She had a few concerns on how some things had been done i.e., hiring, new position and discipline. Some of these have happened on her watch and she take her position seriously and felt slightly disappointed in how they were done. She reached out to CSPA for guidance and was directed to talk with S. Cal Sec. to help with educating on her role. She expressed her desire to better commissioner and to create a working relationship with the school board.</p> <p>Chris expressed interest in setting up meeting with the school board and being able to work together. Getting training for the Personnel Commissioners on their roles and limitations. A desire to be better informed.</p> <p>Susie brought up that she may have to resign this coming year due to home life obligations. Concerns on how somethings are handled and that she might not be the right fit. She expressed how she would hate to lose Lacy and that he and the office team do good job. That things have gotten more complicated because of COVID. She would look to resign after the beginning of the next year.</p> <p>Shirley agreed things have been complicated by COVID but there were always some complications. That one of the biggest complications from COVID is not being able to come into the district and meet. Everything is having to be done by email and ZOOM.</p>
<b><u>Items from PC Staff</u></b>	Lacy mentioned that training on The Brown Act would be good and he work on that with the District.
<b><u>Recess to Closed Session</u></b>	Commission recessed to close session at 5:44 pm.
<b><u>Report out of Closed Session</u></b>	No actions were taken. Nothing to report from close session.
<b><u>Next Meeting Date</u></b>	Regular meeting is set for December 17, 2020 at 4:30 pm.
<b><u>Adjournment</u></b>	Motion was made by Susie Morey and seconded by Shirley Leonard to adjourn at 6:03 Approved 3:0

LOMPOC UNIFIED SCHOOL DISTRICT  
CLASSIFIED HUMAN RESOURCES  
PERSONNEL ACTION ITEMS  
November 10, 2020

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
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EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
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REQUEST FOR LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	<u>Type of Leave</u>	<u>Date</u>
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ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
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SEPARATIONS

In accordance with Policy 4121, the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
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Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared December 11, 2020

## STATUS OF CLASSIFIED VACANCIES

### Information Items

For Personnel Commission Meeting December 17, 2020

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Administrative Asst. I	1/18/2020	8.0	VACANT DUE TO RESIGNATION	228	H. Robinson	FMEL	Testing
School Account Clerk I	10/9/2020	2.0	VACANT DUE TO TRANSFER	228	M. Abbott	LCEL	Recruit
School Bus Driver I	12/11/2019	4.6	VACANT DUE TO RETIREMENT	196	K. Cornelia	Transportation	Interview
School Bus Driver I	9/22/2020	6.8	VACANT	196	A. Jamar	Transportation	Interview
School Bus Driver II	6/4/2020	4.65	VACANT DUE TO RETIREMENT	196	J. Arnold	Transportation	Recruit
School Bus Driver II	12/16/2019	7.150	VACANT DUE TO PROMOTION	196	A. Osua	Transportation	Interview
Child Nutrition Worker I	1/06/2020	8 hrs /week	VACANT DUE TO INCREASE IN HOURS	195	P. Hunt	Fillmore	Interview
Child Nutrition Worker	2/24/2020	10 hrs/ week	VACANT DUE TO INCREASE IN HOURS	195	C. Longoria	Fillmore	Interview
Child Nutrition Worker I	3/20/2020	2.0	VACANT DUE TO RESIGNATION	195	S. Huff	LHS	Recruit
Child Nutrition Worker I	3/20/2020	2.0	VACANT DUE TO RESIGNATION	195	P. Miller	RUTH	Recruit
Child Nutrition Worker	6/25/2020	2.5	VACANT DUE TO RETIREMENT	195	D. Raber	BVEL	Recruit
Child Nutrition Worker	11/6/2020	3.0	VACANT DUE TO RESIGNATION	195	L. Schroeder	BVEL	Recruit
Child Nutrition Worker	10/4/2019	2.0	VACANT DUE TO RESIGNATION	195	F. Velasco	CHS	Recruit
Child Nutrition Worker	3/11/2020	2.5	VACANT	195	S. Rael	VMS	Recruit

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Delivery Driver	11/11/2020	8.0	VACANT DUE TO PROMOTION	260	M. Tognazzini	Whse	Recruit
Grounds Maint Wkr I	11/17/2020	8.0	VACANT DUE TO PROMOTION	260	D, Miller	M&O	Recruit
Grounds Maint Wkr I	11/17/2020	8.0	VACANT DUE TO PROMOTION	260	K. Huyck	M&O	Recruit
Health Clerk	7/28/2020	6.0	NEW	208	N/A	Health	Recruit
Health Clerk	7/28/2020	6.0	NEW	208	N/A	Health	Recruit
Health Clerk	7/28/2020	6.0	NEW	208	N/A	Health	Recruit
Language Assessment Tech	9/18/20	8.0	VACANT DUE TO RESIGNATION	197	M. Vargas	Sp. Proj	Recruit
Lead Language Assessment Tech	7/31/2019	8.0	VACANT DUE TO PROMOTION	260	T. Acosta	Ed. Ctr.	Recruit
Licensed Vocational Nurse	8/14/2020	6.0	VACANT DUE TO RESIGNATION	208	K. Lindsey	Health	Recruit
Licensed Vocational Nurse	6/5/2020	6.0	VACANT DUE TO RESIGNATION	208	A. Madrid	Health	Recruit
Paraeducator	3/6/2020	4.0	VACANT DUE TO RESIGNATION	196	M. Quesada - Santana	HPEL	Recruit
Paraeducator	11/30/2020	1.0	VACANT DUE TO RETIREMENT	196	K. De Rutte	LCEL	Recruit
Paraeducator	11/2/2020	4.0	VACANT DUE TO TRANSFER	196	S. Bateman	LCEL	Recruit
Paraeducator – BIL	11/30/2020	3.0	VACANT DUE TO RETIREMENT	196	K. De Rutte	LCEL	Recruit
Paraeducator – BIL	10/12/2020	4.0	VACANT DUE TO TRANSFER	196	L. Araujo	RUTH	Recruit
Paraeducator - BIL	11/2/20	4.0	VACANT DUE TO TRANSFER	196	A. Meza	RUTH	Recruit



POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	8/14/2020	3.0	NEW	196	N/A	BFCDS	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	BVEL	Testing
Paraeducator – Special Ed	8/14/2020	3.0	VACANT DUE TO TRANSFER	196	J. WILLIS	CHS	Recruit
Paraeducator – Special Ed	8/14/2020	3.0	NEW	196	N/A	CREL	Testing
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	CREL	Testing
Paraeducator – Special Ed	8/14/2020	6.0	VACANT DUE TO RESIGNATION	196	K. Schmoldt	FMEL	Testing
Paraeducator – Special Ed	2/11/2020	6.0	VACANT DUE TO RESIGNATION	196	H. Thompson	FMEL	Testing
Paraeducator – Special Ed	3/19/2020	3.0	VACANT DUE TO RESIGNATION	196	S. Gray	HPEL	Testing
Paraeducator – Special Ed	3/9/2020	6.0	NEW	196	N/A	HPEL	Recruit
Paraeducator – Special Ed	11/1/2020	6.0	VACANT DUE TO RESIGNATI	196	K. Salutan	LBEL	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	VACANT DUE TO RESIGNATION	196	M. Briones	LCEL	Testing
Paraeducator – Special Ed	8/31/2020	6.0	VACANT DUE TO RESIGNATION	196	S. Groves	LCEL	Testing
Paraeducator – Special Ed	11/18/2019	6.0	NEW	196	N/A	LHEL	Interview
Paraeducator – Special Ed	11/3/2020	6.0	VACANT DUE TO PROMOTION	196	M. Carrillo	LHEL	Recruit
Paraeducator – Special Ed	11/11/2020	6.0	VACANT DUE TO TRANSFER	196	A. Boneck	LHEL	Recruit
Paraeducator – Special Ed	1/1/2020	6.0	VACANT DUE TO PROMOTION	196	M. Pellegrin	LHS	Testing
Paraeducator – Special Ed	9/14/2020	6.0	VACANT DUE TO TRANSFER	196	D. Harrison	LHS	Recruit

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	8/14/2020	6.0	VACANT DUE TO RESIGNATION	196	B. Gordon	LHS	Testing
Paraeducator – Special Ed	9/14/2020	6.0	VACANT DUE TO TRANSFER	196	V. Rodriguez	LHS	Testing
Paraeducator – Special Ed	11/30/2020	6.0	VACANT DUE TO RESIGNATION	196	J. Aguirre	LHS	Recruit
Paraeducator – Special Ed	8/14/2020	7.0	NEW	196	N/A	LHS	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	LHS	Recruit
Paraeducator – Special Ed	10/10/2019	6.0	VACANT DUE TO TRANSFER	196	A. Navarro	LVMS	Interview
Paraeducator – Special Ed	1/6/2020	6.0	NEW	196	N/A	LVMS	Testing
Paraeducator – Special Ed	10/5/2020	6.0	VACANT DUE TO RESIGNATION	196	Y. Rivas	LVMS	Recruit
Paraeducator – Special Ed	3/19/2020	3.0	VACANT DUE TO RESIGNATION	196	S. Gray	LVMS	Testing
Paraeducator – Special Ed	12/10/2019	6.0	NEW	196	N/A	LVMS	Testing
Paraeducator – Special Ed	8/14/2020	3.0	NEW	196	N/A	MGEL	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	N/A	MGEL	Recruit
Paraeducator – Special Ed	9/25/2020	6.0	VACANT DUE TO RESIGNATION	196	J. Willis	MHS	Transfer
Paraeducator – Special Ed	8/17/2020	7.0	VACANT DUE TO TRANSFER	196	L. Torres	RUTH	Testing
Paraeducator – Special Ed	8/14/2020	3.0	NEW	196	N/A	RUTH	Recruit
Paraeducator – Special Ed	8/14/2020	6.0	NEW	196	NEW	VMS	Recruit
Paraeducator – Special Ed	10/23/2019	6.0	NEW	196	N/A	VMS	Interview

POSITION	VACANCY DATE	HOURS	REASON	WORK YEAR	REPLACING	SITE	STATUS
Paraeducator – Special Ed	10/12/2020	6.0	VACANT DUE TO TRANSFER	196	K. Diggs	SpEd/Speech	Recruit
Paraeducator – Special Ed	11/16/2020	6.0	NEW	196	N/A	SpEd/Speech	Recruit
Paraeducator – Special Ed	11/2/2020	6.0	NEW	196	N/A	SpEd/Speech	Recruit
Student Supervision Aide	1/6/2019	1.65	VACANT DUE TO PROMOTION	195	C. Simmons	HPEL	Hiring
Student Supervision Aide	8/14/2020	2.0	VACANT DUE TO RESIGNATION	195	M. Dalope	CREL	Recruit
Student Supervision Aide	8/17/2020	1.6	VACANT DUE TO RESIGNATION	195	C. Juarez	FMEL	Recruit
Student Supervision Aide	11/30/2020	1.75	VACANT DUE TO TRANSFER	195	G. Vargas	LCEL	Recruit
Student Supervision Aide	8/17/2020	1.2	VACANT DUE TO RESIGNATION	195	M. Valadez	LBEL	Recruit
Student Supervision Aide	11/30/2020	1.4	VACANT DUE TO PROMOTION	195	R. Van Sandt	MGEL	Recruit
Transportation Attendant	6/30/2020	6.35	VACANT DUE TO RETIREMENT	196	S. Eldridge	Transportation	Recruit
Transportation Attendant	11/15/2019	4.5	NEW	196	N/A	Transportation	Recruit

Lompoc Unified School District  
Classified Human Resources  
Personnel Commission  
Prepared December 11, 2020

**EXAMINATION SCHEDULE**

Information Item

For Personnel Commission Meeting December 17, 2020

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN/ PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Buyer	10	TBD	TBD	TBD	TBD
Lead Language Assessment Technician	2	TBD	TBD	TBD	TBD
Office Assistant	29	TBD	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	33	11/6/20	28	TBD	TBD
School Accounting Assistant	26	11/12/2020 (Written Only)	20	TBD	TBD
Student Safety Officer	21	TBD	TBD	TBD	TBD
Transportation Attendant	1	TBD	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Prepared December 11, 2020

**WORKING OUT OF CLASS REPORT**

Information Item

For Personnel Commission Meeting December 17, 2020

Employee Name	Current Job Title/Location	WOC Assignment	Start Date of WOC	End Date of WOC	Reason/Comments
Jeremy Chastain	Driver / CNS	GMW I / M & O	11/17/2020	TBD	Vacancy
Kevin Robbie	CNW I / Clarence Ruth	Delivery Driver / Warehouse	11/11/2020	TBD	Vacancy
Keith Huyck	GMW II/ LHS	Lead Ground Maint. Wrk /LHS	11/16/2020	TBD	WOC
Serena Prior	GMW I / M& O	GMW II / LHS	12/3/2020	TBD	WOC
Sergio Lopez	School Bus Driver I	GMW I / LHS	12/3/2020	TBD	WOC
Randy Reeves	IA / Spec Ed	GMW / M&O	11/17/2020	TBD	Vacancy
Jose Vargas	Para-Bil / HPEL	Lead Language Assessment Tech / Ed.Ctr	9/18/2020	Until Filled	Vacancy
Christina Taulbee	SSA / Los Berros	Paraeducator-SpEd /Los Berros	11/4/2019	TBD	Leave
Candra Vetch	Payroll/Benefits Tech. / District	Budget Analyst / District	7/1/2019	TBD	WOC
Zinnia Petersen	Office Assistant / Fillmore	Admin Assistant I / Fillmore	1/28/2020	Until filled	Vacancy
Kristin Forshey	Para SpEd./ Fillmore	Office Assistant / Fillmore	2/3/2020	TBD	WOC
Claudia Tovar	CNW I / Central Kitchen	Sr. Office Assist / HR Cert.	8/3/2020	TBD	Leave
Samantha Kerley	Outreach Cons./ Adult Ed	Home/School Comm Liaison-BIL / VMS	10/5/20	12/31/200	Other
Michelle Cass	Staff Secretary/CHS	Admin Asst. III	11/2/20	11/20/20	WOC
Sonia Yepez	Home/School/Comm Liaison / VMS	District Outreach Consultant	10/5/2020	TBD	WOC

PERSONNEL COMMISSION  
Action Item

**RATIFICATION OF ELIGIBILITY LISTS**

Action Item  
For Personnel  
Commission Meeting  
December 17, 2020

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

<b>Recruitment Type/Position</b>	<b>Established</b>	<b>Number of <i>Ranks</i> on Promotional</b>	<b>Number of <i>Candidates</i> on Promotional</b>	<b>Number Of <i>Ranks</i> on Open</b>	<b>Number of <i>Candidates</i> on Open</b>

\*Continuous recruitment merged with previous recruitment ( )

Respectfully Submitted,

Lacy Gillespie  
Director, Human Resources - Classified  
Personnel Commission

# LUSD Zoom Instructions for Participants

## Before a videoconference:

Please download the Zoom application. You will need a computer, tablet, or smartphone with speaker or headphones.

You will receive notice for a videoconference or conference call from your LUSD host.

The notification will include a link to **“Join via computer”** as well as phone numbers for a conference call option.

It will also include the 9-digit (usually) Meeting ID and password.

## To join the videoconference:

At the start time of your meeting, click on the link in your invitation to **join via computer**.<sup>2</sup> You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided by your LUSD host.

## Once in the meeting if you are having trouble hearing, you can join via telephone while remaining on the video conference:

On your phone, dial the teleconferencing number: + 1-669-900-6833

Enter the **Meeting ID number** (provided in your invitation) when prompted using your touch-tone keypad.

If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer. (Participant ID will be displayed in meeting)

## Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen

On your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker only. “Gallery view” tiles all of the meeting participants at once.