OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, September 11, 2025

CLOSED SESSION
3:45 p.m.
Human Resources Conference Room, Building B

REGULAR MEETING
4:30 p.m.
Board Room, Building A

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

PERSONNEL COMMISSION:
Bob Ewing, Chair
Daniel P. Gooch, Vice-Chair
Lance Bidnick, Member

Regular Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: Ocean View School District - YouTube

OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION

AGENDA

THURSDAY, SEPTEMBER 11, 2025

CLOSED SESSION: 3:45 P.M.
HUMAN RESOURCES
CONFERENCE ROOM, BUILDING B

OPEN SESSION: 4:30 P.M.
BOARD ROOM, BUILDING A

Personnel Commission meetings are livestreamed and can be viewed on the District's YouTube channel: Ocean View School District - YouTube

1. **CALL TO ORDER** **TIME**: _____**p.m.**

2. **ROLL CALL**

3. **CLOSED SESSION**
The public is invited to comment on the identified items listed under "Closed Session" prior to the adjournment to Closed Session. All public comments shall be limited to three minutes per person.

   A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

      1. Executive Director, Human Resources evaluation

4. **APPROVAL OF CLOSED SESSION REGULAR MEETING MINUTES:** The Personnel Commission will receive the minutes of the last Closed Session Regular meeting of August 14, 2025, for approval. **(ACTION)**
Moved: ___
Second: ___
Vote: ___

5. **ADJOURNMENT OF CLOSED SESSION** **TIME**: _____ **p.m.** **(ACTION)**
Moved: ___
Second: ___
Vote: ___

6. **RECONVENE TO OPEN SESSION**
CALL TO ORDER **TIME: _____ p.m.**

7. **ROLL CALL**

8. **PLEDGE OF ALLEGIANCE**

9. **REPORT OUT OF CLOSED SESSION**

10. **WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION:** There are no written communications to the Personnel Commission at this time.

COMMUNICATIONS

11. PUBLIC COMMENTS: Personnel Commission meetings will be held in-person and are open to the public. Public comments must be made in-person in order to be heard by the Personnel Commission.

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.

Speakers wishing to address the Personnel Commission after the first public comments will have an opportunity during "Second Public Comments" later in the meeting. All public comments shall be limited to three minutes per person.

APPROVAL OF MINUTES

12. APPROVAL OF REGULAR MEETING MINUTES: The Personnel Commission will receive the minutes of the August 14, 2025, Regular Personnel Commission meeting for approval. **(ACTION)**

Moved: ___
Second: ___
Vote: ___

CONSENT CALENDAR

13. The Personnel Commission will receive the following items on the Consent Calendar: **(ACTION)**

Moved: ___
Second: ___
Vote: ___

A. JOB DESCRIPTION REVIEWS/REVISIONS:
The Personnel Commission will receive the Executive Director's recommendation to review, discuss, and approve the proposed revisions to the following existing job description(s):

There are no job description revisions requiring approval by the Personnel Commission at this time.

B. ELIGIBILITY LISTS:
The Personnel Commission will receive the Executive Director's recommendation to ratify/approve the following eligibility lists. *(Eligibility lists provided to Commissioners only.)*

Ratify:	2025-18	Universal Instructional Assistant
Ratify:	2025-19	Child Care Supervisor
Ratify:	2025-20	Noon Duty Supervisor
Ratify:	2025-21	Maintenance Worker
Ratify:	2025-22	School Health Technician
Ratify:	2025-23	Lead Payroll Technician
Ratify:	2025-24	Food Service Worker

CONSENT CALENDAR CONTINUED:

C. CLASSIFIED ACTIVITY LISTS:
The Personnel Commission will receive the Classified Personnel Activity Lists approved by the Board of Trustees at the Ocean View School District, Regular Board Meetings of:

- August 12, 2025

D. CLASSIFIED RECRUITMENT UPDATE:
The Personnel Commission will receive the most current update of classified vacancies and recruitments.

E. ADVANCE STEP PLACEMENT NOTIFICATIONS:
There are no advance step placement notifications for the Personnel Commission to receive at this time.

NEW COMMISSION BUSINESS

14. There is no new business for the Commission to discuss, review, or approve at this time.

OTHER COMMUNICATIONS

15. SECOND PUBLIC COMMENTS: The Personnel Commission welcomes comments or concerns on any item within the jurisdiction of the Personnel Commission. All public comments shall be limited to three minutes per person.

16. COMMISSIONER REPORTS

17. EXECUTIVE DIRECTOR AND STAFF REPORTS _____

18. ADJOURNMENT **TIME:_____p.m.** **(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.

Agenda notices are posted 72 hours in advance of each regular meeting on the bulletin board outside the Board Room and the full agenda is posted on the District website.

Agenda items must be submitted in writing to the Executive Director, Human Resources, 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.

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

OCEAN VIEW SCHOOL DISTRICT
Regular Closed Session Personnel Commission Meeting Minutes
August 14, 2025

CALL TO ORDER The August 14, 2025, Regular Closed Session meeting of the Personnel Commission was called to order at 4:10 p.m.

ROLL CALL Commissioners Bidnick, Ewing, and Gooch were present. Dr. Scott Jensen was also present.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the July 17, 2025, Regular Closed Session Meeting.

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

COMMISSION BUSINESS

INFORMATION/ ACTION ITEMS The Personnel Commission met regarding:

A. Discussion of appointment of employees and employee termination, evaluation of employee performance, complaints or charges against employee, and other personnel matters pursuant to Government Code § 54957 and 54957.1.

1. Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the August 14, 2025, Closed Session Meeting at 4:30 p.m.

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

_____
Executive Director, Human Resources
Secretary to the Personnel Commission

_____
Date

OCEAN VIEW SCHOOL DISTRICT
Regular Personnel Commission Meeting Minutes
August 14, 2025

CALL TO ORDER Commissioner Ewing called the August 14, 2025, Regular Personnel Commission Meeting to order at 4:33 p.m.

ROLL CALL Commissioners Bidnick, Ewing, and Gooch were present.

STAFF MEMBERS PRESENT Dr. Scott Jensen, Executive Director, Human Resources; Michelle Eifert, Personnel Assistant; Diana Flores, Personnel Technician; Lorena Aceves, Human Resources Administrator; Janet Barajas, Administrative Assistant.

PLEDGE OF ALLEGIANCE Commissioner Gooch led the pledge of allegiance.

REPORT OUT OF CLOSED SESSION There was nothing to report out of closed session.

WRITTEN COMMUNICATIONS There were no written communications to the Personnel Commission.

FIRST PUBLIC COMMENTS There were no comments from the public.

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the July 17, 2025, Regular Personnel Commission meeting.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.

CONSENT CALENDAR The following items were received on the Consent Calendar.

A. Job Description Review and Revisions
- Instructional Assistant – Physical Education

B. Recruitment and Testing – Eligibility Lists
- •2025-07 Instructional Assistant – ABA
- •2025-08 Speech and Language Assistant
- •2025-09 Early Learning Instructional Assistant
- •2025-10 Payroll Technician
- •2025-11 Associate Personnel Analyst
- •2025-12 Information Technology Support Specialist
- •2025-13 Early Learning Associate Educator
- •2025-14 Child Care Program Facilitator
- •2025-15 Clerical Specialist
- •2025-16 Instructional Assistant – ABA
- •2025-17 Instructional Assistant – ABA

C. Classified Activity Lists
The Personnel Commission received the Classified Activity List that was approved by the Board of Trustees at their meeting of July 15, 2025.

D. Classified Recruitment Lists
The Personnel Commission received the most current list of classified vacancies and recruitment updates.

CONSENT CALENDAR (CONTINUED)

E. Advance Step Placement Notifications

The Personnel Commission received the Executive Director's notifications of advance step placement.

Director Jensen informed the Commission that there is a recommendation to update the job description for Instructional Assistant – Physical Education to provide greater flexibility in meeting District program needs. The recommended changes include expanding the grade level focus from 4th – 5th grade to 4th – 8th grade, and adding "dancing/rhythmic movement" to the representative duties.

These updates will ensure the position supports PE programs that include dance components, consistent with PE curriculum, and will allow the District to more effectively assign instructional assistants to a variety of physical education and dance programs as needed.

Motion by Commissioner Gooch to approve the Consent Calendar.

Seconded by Commissioner Bidnick and carried with a 3:0 vote.

SALARY RANGE REALLOCATION: FLOORING REPAIR WORKER

Dr. Jensen stated that the current salary placement for Flooring Repair Worker is range 37 despite the job description designating it as a highly skilled journeyman level role. It is the only position with the journeyman level designation that is placed outside of range 40 on the salary schedule.

The proposed adjustment to range 40 would uphold consistency and internal alignment across job classifications with comparable technical complexity, autonomy, and skill level. It would align the position with other highly skilled trade classifications such as Locksmith and Painter.

Dr. Jensen recommended that the Personnel Commission approve the salary range reallocation for Flooring Repair Worker and recommend to the Board of Trustees that the salary range be reallocated from range 37 to range 40 on the Classified Bargaining Unit Salary Schedule.

Motion by Commissioner Bidnick to approve the Salary Range Reallocation for Flooring Repair Worker.

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

SECOND PUBLIC COMMENTS

Keith Farrow, Assistant Superintendent, Administrative Services, shared with the Commission what he saw earlier in the week at the job fair. He saw business done differently by an amazing staff that supported the district in a way he has never seen. He saw the community come together and droves of people come to the event. It was heartwarming and showed the class and family atmosphere of the district. He extended his thanks for the heartfelt family feel that the staff brought to it.

COMMISSIONER REPORTS

Commissioner Bidnick congratulated the staff on a successful and positive job fair. He thanked Dr. Jensen and the staff for their work in putting the event together.

Commissioner Gooch appreciates the work that went into coordinating the hiring event. He stated that he asked Dr. Jensen what the building blocks were for the success of the event and Dr. Jensen answered the staff and the terrific effort they put forth and the collaborative engagement of all departments in working together to make it happen.

COMMISSIONER REPORTS - CONTINUED

Commissioner Ewing announced that the next meeting of the Personnel Commission is scheduled for September 11, 2025.

DIRECTOR AND STAFF REPORTS

Dr. Jensen echoed the comments by the Commissioners and thanked the Human Resources staff for their efforts coordinating and participating in the hiring event. He thanked Julie St. Cyr, Communications and Public Information Officer, for pushing the information out on the district website and social media. The next steps will be processing and onboarding the newly hired candidates.

Dr. Jensen also stated that he appreciated the partnership with CSEA. Elizabeth Carr was there the whole time helping to handle business. Dr. Jensen is very hopeful that many of the positions that are still open will be able to be filled and we will start the year as close to fully staffed as we can be.

Michelle Eifert reminded the Commissioners about the Welcome Back Kick-Off event which is scheduled for Monday, August 25, at Vista View Middle School, at 8:15 a.m.

ADJOURNMENT

Commissioner Ewing asked for a motion to adjourn.

Motion to adjourn by Commissioner Gooch.

Motion seconded by Commissioner Bidnick, and carried with a 3:0 vote, at 4:45 p.m.

_____

Executive Director, Human Resources
Secretary to the Personnel Commission

_____

Date

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 11, 2025

SUBJECT: **Agenda Item No. 13-B: ELIGIBILITY LISTS**

Background Information

The following eligibility lists are for ratification or 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 The information below is to provide the Commissioners, District administration, and staff with data on classified recruitment and testing statistics. *(Confidential eligibility lists provided to Commissioners only.)*

Ratify:	2025-18	Universal Instructional Assistant
Ratify:	2025-19	Child Care Supervisor
Ratify:	2025-20	Noon Duty Supervisor
Ratify:	2025-21	Maintenance Worker
Ratify:	2025-22	School Health Technician
Ratify:	2025-23	Lead Payroll Technician
Ratify:	2025-24	Food Service Worker

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-18 through 2025-24.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-18	Universal Instructional Assistant	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	30 0 7/31/25 12 1 NA NA NA	2	46	Open, Promotional, and Merge
2025-19	Child Care Supervisor	No. of Applicants Screened Out Performance Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	22 2 8/6/25 0 0 8/6/25 4 7	5	9	Open and Promotional
2025-20	Noon Duty Supervisor	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	11 1 6/10/25 7/31/25 5 0 NA NA NA	3	10	Open, Promotional, and Merge
2025-21	Maintenance Worker	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Written Exam Test Date No Show/ Withdrew Did Not Qualify	31 3 8/15/25 12 1 8/22/25 2 4	9	14	Open, Promotional, and Merge
2025-22	School Health Technician	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	11 3 8/22/25 3 1 Multiple Dates 0 0	6	6	Open, Promotional, and Merge
2025-23	Lead Payroll Technician	No. of Applicants Screened Out Written Exam Test Date No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	9 6 4/17/25 1 0 4/22/25 0 0	3	3	Open, Promotional, and Merge

ELIGIBILITY LISTS
Page 3

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-24	Food Service Worker	No. of Applicants Screened Out Written Exam Test Dates No Show/ Withdrew Did Not Qualify Oral Exam Test Date No Show/ Withdrew Did Not Qualify	15 0 5/30/25 4 1 NA NA NA	7	10	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 11, 2025

SUBJECT: **Agenda Item No. 13-C: CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity List for approval at the regular Board Meeting of August 12, 2025, (Exhibit A).

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

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Activity List of August 12, 2025.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 2025

APPROVE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	SITE	SALARY	RANGE /STEP	EFFECTIVE DATE
Arroyo, Elizabeth	Food Service Worker	Marine View	$17.617 hourly	18.1	08/26/2025
Bakhet, Asomine	Food Service Worker	Circle View	$17.617 hourly	18.1	08/26/2025
Botshekan, Nya	Instructional Assistant – ABA	College View	$24.891 hourly	28.3	08/27/2025
Bui, Meilani	Universal Instructional Assistant	Star View	$19.444 hourly**	22.1	08/27/2025
Lucido, Callahan	School Health Technician	Vista View	$21.467 hourly	26.1	08/27/2025
Sanderson, Ian	Groundskeeper	Facilities	$4,208.31 monthly	31.1	07/29/2025

APPROVE SUBSTITUTE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION HIRED INTO	STATUS	SALARY	RANGE /STEP	EFFECTIVE DATE
Barreto, Mary	Executive Assistant	Substitute	$39.820 hourly	C48.1	07/22/2025
Bonds, Savannah	Clerical Assistant	Substitute	$19.931 hourly	23.1	07/01/2025
Flores, Nancy	Head Custodian	Substitute	$24.892 hourly	32.1	07/01/2025
Genarro, Tiffanie	School Office Manager	Substitute	$27.488 hourly	36.1	07/01/2025
Kardos, Ethan	Head Custodian	Substitute	$24.892 hourly	32.1	07/01/2025
Luis, Sara	Custodian	Substitute	$22.561 hourly	28.1	06/16/2025
Negrete, Karyn	Food Service Worker	Substitute	$17.618 hourly	18.1	07/01/2025
Negrete, Karyn	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	07/01/2025
Ruger, Kelly	Custodian	Substitute	$24.892 hourly	28.3	06/16/2025
Sanderson, Ian	Groundskeeper I	Substitute	$24.279 hourly	31.1	05/09/2025
Savage, Austin	Head Custodian	Substitute	$24.892 hourly	32.1	07/01/2025
Travis, Cynthia	Custodian	Substitute	$24.892 hourly	28.3	06/16/2025
Zarate, Clayton	Instructional Assistant - ABA	Substitute	$26.155 hourly	28.4	05/21/2025

APPROVE PROMOTION
In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION PROMOTED INTO	SITE	SALARY	RANGE /STEP	EFFECTIVE DATE
Berber, Isalia	Personnel Technician	District Office	$4,764.53 monthly	36.1	06/27/2025
Durand, Kylee	Instructional Assistant – ABA	College View	$22.561 hourly	28.1	08/27/2025
Gonzalez, Raul	Maintenance HVAC Mechanic	Facilities	$5,948.18 monthly	45.1	06/12/2025
Griego-Hoeker, Marissa	Lead Food Service Worker	College View	$20.941 hourly	21.3	08/26/2025
Ismael, Fatimah	Lead Information Technology Support Specialist	District Office	$5,948.18 monthly	43.2	06/24/2025
Majoo, Zahida	Lead Food Service Worker	Mesa View	$25.195 hourly***	21.5	08/26/2025

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
August 12, 2025

APPROVE REINSTATEMENT
In accordance with Merit System Rule 8.4.1:

NAME	POSITION REINSTATED INTO	SITE	SALARY	RANGE /STEP	EFFECTIVE DATE
Esquivel, Gloria	Noon Duty Supervisor	Vista View	$17.170 hourly	1.1*	08/27/2025

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8:

NAME	POSITION SEPARATED FROM	SITE	REASON	BEGINNING DATE	EFFECTIVE DATE
Avila, Eduardo	Groundskeeper I	Facilities	Retired	08/21/2002	07/17/2025
Carranza, Summer	Speech and Language Assistant	Golden/Marine View	Resigned	04/30/2021	08/01/2025
Gonzales, Daniel	Custodian	Golden View	Released	03/11/2025	07/18/2025
Hart, Verleen	School Health Technician	Harbour View	Resigned	11/04/2009	06/13/2025
Ledezma, Mary	Administrative Secretary	District Office	Resigned	08/19/2024	08/05/2025
Medina, Ana	Universal Instructional Assistant	Hope View	Retired	11/29/2023	06/13/2025
Melgoza, Isabel	Universal Instructional Assistant	Hope View	Resigned	01/08/2024	06/13/2025
Taylor, Eric	Head Custodian	Golden View	Resigned	09/03/1999	08/01/2025
Villanueva, Lydia	Parent Liaison Instructional Assistant – Bilingual	Harbour View	Resigned	09/05/2023	06/13/2025

*This is a single step, entry level, or trainee position.
**Universal Instructional Assistants may be eligible for an additional $6.50/hour.
***Includes longevity.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: September 11, 2025

SUBJECT: **Agenda Item No. 13-D: CLASSIFIED PERSONNEL VACANCY AND RECRUITMENT LIST**

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	In Person Oral Exam Date	Remote Oral Exam Spark Hire Assigned to Candidate	Spark Hire Link Assigned to Panel for Review	Final Interview
ALC Attendant	1	6/30/2025 - 12/30/2025	Every other Wednesday				
Administrative Secretary	1	6/30/2025 - 12-30-2025	On Hold				
Benefits, Workers Comp & Leaves Specialist	1	8/12/2025 - 8/21/2025	8/22/2025		9/2/2025	9/8/2025	
Cook	2	9/3/2025 - 9/23/2025	9/26/2025				
Child Care Program Facilitator	1	6/30/2025 - 7/18/2025	Degree waiver, 9/3/2025		8/1/2025	8/8/2025	
Food Service Worker	2	9/3/2025 - 9/23/2025	9/26/2025				
Instructional Assistant - ABA	5	9/23/2024 - 9/23/2025	7/31/2025	8/13/2025			Final Offer being made 9/5/2025
Instructional Assistant Computer	1	8/19/2025 - 9/1/2025	9/10/2025				
Maintenance Worker	1	Eligibility List					9/8/2025
Noon Duty Supervisor	7	5/7/2025 - 5/7/2026					9/8/2025, 9/12/2025
Senior Purchasing Clerk	1	9/3/2025	9/29/2025				
School Health Technician	1	7/7/2025 - 8/8/2025	8/14/2025		8/14/2025		
Sprinkler Mechanic	1	12/2024 - 6/22/2025					
Universal Instructional Assistant	3	2/5/2025 - 2/5/2026	Every other Wednesday	8/13/2025			8/13/2025, 9/3/2025, 9/8/2025, 9/11/2025
Total	***28***						

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the Classified Personnel Vacancy and Recruitment List.