OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, April 16, 2026

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
Lance Bidnick, Vice-Chair
Daniel P. Gooch, Member

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

Ocean View School District

PERSONNEL COMMISSION MEETING AGENDA

THURSDAY, APRIL 16, 2026

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/or recorded 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. Government Code § 54957 and 54957.1: Personnel matters: Executive Director, Human Resources performance evaluation

4. **MINUTES:** **(ACTION)**
   A. Approval of Closed Session meeting minutes of March 12, 2026. **Moved:** ___ **Second:** ___ **Vote:** ___

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

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

7. **ROLL CALL**

8. **PLEDGE OF ALLEGIANCE**

9. **REPORT OUT OF CLOSED SESSION**

10. COMMUNICATIONS

A. WRITTEN COMMUNICATIONS TO THE PERSONNEL COMMISSION

B. PUBLIC COMMENTS:

Personnel Commission meetings will be held in-person and are open to the public. 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. No action may be taken on comments of off-agenda items unless specifically authorized by law.

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

11. MINUTES: (ACTION)

A. Approval of Regular meeting minutes of March 12, 2026.

Moved: ___
Second: ___
Vote: ___

12. CONSENT CALENDAR: (ACTION)

Moved: ___
Second: ___
Vote: ___

A. JOB DESCRIPTION REVIEWS/REVISIONS

There are no job description revisions requiring approval at this time.

B. ELIGIBILITY LISTS

1. 2025-78 Speech and Language Assistant
2. 2025-79 Early Learning Instructional Assistant
3. 2025-80 ALC Attendant
4. 2025-81 Universal Instructional Assistant
5. 2025-82 Groundskeeper I

C. CLASSIFIED ACTIVITY LISTS

1. March 10, 2026
2. March 24, 2026

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

13. NEW COMMISSION BUSINESS

A. PROPOSED PERSONNEL COMMISSION BUDGET 2026-2027 – PRELIMINARY DRAFT – FIRST READING AND DISCUSSION (FIRST READING & DISCUSSION)

14. OTHER COMMUNICATIONS

A. SECOND PUBLIC COMMENTS

B. COMMISSIONER REPORTS

C. EXECUTIVE DIRECTOR AND STAFF REPORTS

15. ADJOURNMENT TIME:_____p.m. (ACTION)

Moved: ___
Second: ___
Vote: ___

A copy of the Personnel Commission agenda is posted on the District's website - Personnel Commission Agendas and Minutes - Ocean View School District 72 hours prior to the start of a regular meeting, and 24 hours prior to the start of a special meeting.

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
March 12, 2026

CALL TO ORDER The March 12, 2026, Regular Closed Session meeting of the Personnel Commission was called to order at 3:52 p.m.

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

APPROVAL OF MINUTES Motion by Commissioner Gooch to approve the minutes of the February 18, 2026, Regular Closed Session Meeting.

Seconded by Commissioner Ewing and carried with a 2:0 vote. Commissioner Bidnick abstained from the 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. Personnel matters: Public Employee Discipline/Dismissal/Release

ADJOURNMENT Motion by Commissioner Gooch to adjourn the March 12, 2026, Closed Session Meeting at 4:23 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
March 12, 2026

CALL TO ORDER Commissioner Ewing called the March 12, 2026, Regular Personnel Commission Meeting to order at 4:30 p.m.

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

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

PLEDGE OF ALLEGIANCE Diana Flores 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 February 18, 2026, Regular Personnel Commission meeting.

Seconded by Commissioner Ewing and carried with a 2:0 vote. Commissioner Bidnick abstained from the vote.

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

A. Job Reviews and Revisions
There were no job description revision requiring approval at this time.

B. Recruitment and Testing – Eligibility Lists

- •2025-70 Custodian
- •2025-71 Instructional Assistant – ABA
- •2025-72 Maintenance HVAC Mechanic
- •2025-73 Cook – 11 Months
- •2025-74 Universal Instructional Assistant
- •2025-75 Noon Duty Supervisor
- •2025-76 Child Care Program Facilitator
- •2025-77 Instructional Assistant – ABA

C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of February 10, 2026, and February 24, 2026.

D. Classified Recruitment Lists
The Personnel Commission received the most current update of classified vacancies and recruitments.

CONSENT CALENDAR (CONTINUED)

E. Advance Step Placement Notifications
The Personnel Commission received the advance step placement notifications that were approved by the Executive Director.

Motion by Commissioner Bidnick to approve the Consent Calendar.

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

NEW PROPOSED CLASSIFICATION: BUS DRIVER/ DELEGATED BEHIND-THE-WHEEL TRAINER

Dr. Jensen explained that a new job classification for Bus Driver/Delegated Behind-the-Wheel Trainer is before the Commission for review and approval.

To best support the District for the upcoming school year, the District looks to expand and expedite the pipeline of qualified school bus drivers by recruiting and training additional Bus Driver trainees. Currently, the training program is managed by a single transportation instructor within the District, creating a significant workload. This proposed classification would serve as a behind-the-wheel support role, assisting with key training responsibilities under the direction of the instructor. This added capacity will help ensure timely certification of new drivers and support the recertification of current drivers as their licenses come up for renewal.

Motion by Commissioner Gooch to approve the new classification of Bus Driver/Delegated Behind-the-Wheel Trainer.

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

JOB STUDY PRESENTATION

Dr. Jensen shared a slideshow presentation explaining the rationale and process the task force will follow in implementing the classification and compensation job study that is currently underway.

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Gooch had nothing to report.

Commissioner Bidnick congratulated all the Classified School Employees of the Year.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for April 16, 2026.

DIRECTOR AND STAFF REPORTS

Dr. Jensen thanked the Human Resources staff for the great work they are doing. He also wished everyone a happy spring recess which would be coming up shortly.

Michelle Eifert shared additional information about Classified School Employee of the Year, mentioning that Fidel Jacobo Ayala, Lead Food Service Worker at Hope View, was selected by the County Office as their pick in the category of Food and Nutrition Services. A full page ad in the Orange County Register will come out the week of May 18, highlighting all the nominees. Fidel will now move forward to the State level competition.

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: April 16, 2026

SUBJECT: **Agenda Item No. 12: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.)*

1. 2025-78 Speech and Language Assistant
2. 2025-79 Early Learning Instructional Assistant
3. 2025-80 ALC Attendant
4. 2025-81 Universal Instructional Assistant
5. 2025-82 Groundskeeper I

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-78 through 2025-82.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-78	Speech and Language Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	1 0 0 0	1	2	Open, Promotional, and Merge
2025-79	Early Learning Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	2 1 0 0	1	5	Open, Promotional, and Merge
2025-80	ALC Attendant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	6 0 3 2	1	1	Open and Promotional
2025-81	Universal Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	18 0 6 0	3	77	Open, Promotional, and Merge
2025-82	Groundskeeper I	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	27 11 9 1	5	6	Open and Promotional

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 16, 2026

SUBJECT: **Agenda Item No. 12:C – CLASSIFIED PERSONNEL ACTIVITY LIST(S)**

Background Information

The Board of Trustees received the following Classified Personnel Activity Lists for approval at the regular Board Meetings of March 10, 2026, and March 24, 2026.

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 Lists of March 10, 2026, and March 24, 2026.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 10, 2026

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Larkin, Anthony	Bus Driver/Utility Worker	Transportation	$28.164 hourly	37.1	02/13/2026
Magana, Kayla	Universal Instructional Assistant	Circle View	$19.444 hourly**	22.1	02/13/2026
Martinez, Marissa	Universal Instructional Assistant	Star View	$19.444 hourly**	22.1	02/17/2026
Messick, Jason	Instructional Assistant – ABA	Harbour View	$22.561 hourly	28.1	02/13/2026
Silva, Abraham	Maintenance HVAC Mechanic	Facilities	$5,948.18 monthly	45.1	03/09/2026
Withers, Kelsey	Instructional Assistant – ABA	Harbour View	$22.561 hourly	28.1	02/13/2026

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4:

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Bui, Anh	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	02/19/2026
Cloward, Tami	Lead Food Service Worker	Substitute	$18.967 hourly	21.1	02/17/2026
Haroun, Christy	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	02/19/2026
Quijano, Alexis	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	02/23/2026
Riopka, Andrew	Instructional Assistant – Special Education	Substitute	$22.001 hourly	25.1	02/19/2026
Riopka, Andrew	Instructional Assistant – Severely Disabled	Substitute	$20.941 hourly	27.1	02/19/2026
Schellenberg, Robert	Custodian	Substitute	$22.562 hourly	28.1	02/19/2026
Van Holt, Andrea	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	02/11/2026

APPROVE REINSTATEMENT

In accordance with Merit System Rules 8.4.1:

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Hernandez, Jose	Maintenance HVAC Mechanic	Facilities	$7,250.10 monthly	45.5	03/02/2026

APPROVE SEPARATION

In accordance with Merit System Rules 8.1 to 8.8:

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Feliz, Joseph	Noon Duty Supervisor	Harbour View	Resigned	02/10/2026
Moore, Lisa	Instructional Assistant – Special Education	Mesa View	Exhausted All Available Leave	02/10/2026

**Universal Instructional Assistants may be eligible for an additional $6.50/hour.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 24, 2026

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

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Almaguer, Tiffany	Universal Instructional Assistant	Harbour/College	$19.444 hourly**	22.1	02/25/2026
Mack, Elaina	Universal Instructional Assistant	Star View	$19.444 hourly**	22.1	03/04/2026
Petrakos, Rachel	Food Service Worker	Marine View	$17.617 hourly	18.1	02/26/2026

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

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Bang, Jasmine	Lead Food Service Worker	Substitute	$18.967 hourly	21.1	02/20/2026
Barcenas, Isabel	Food Service Worker	Substitute	$17.618 hourly	18.1	02/25/2026
Brebeck, Ryan	Custodian	Substitute	$22.561 hourly	28.1	03/04/2026
Camarena, Mia	Instructional Assistant – ABA	Substitute	$22.561 hourly	28.1	02/26/2026
Cloward, Tami	Cook	Substitute	$20.433 hourly	24.1	02/17/2026
Delgado, Aileen	Bilingual Translator Level I	Substitute	$19.444 hourly	22.1	03/03/2026
Deyden, Mary	School Health Technician	Substitute	$21.467 hourly	26.1	01/01/2026
Eagleson, Elizabeth	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/04/2026
Gama, Luisa	Early Learning Associate Educator	Substitute	$26.155 hourly	30.3	01/29/2026
Garcia, Katie	Lead Food Service Worker	Substitute	$18.967 hourly	21.1	03/10/2026
Lant, Angela	ALC Attendant	Substitute	$18.050 hourly	19.1	03/04/2026
Lant, Angela	District Receptionist	Substitute	$24.279 hourly	31.1	03/04/2026
Lant, Angela	School Library Specialist	Substitute	$22.000 hourly	27.1	03/04/2026
Lant, Angela	School Office Clerk	Substitute	$22.561 hourly	28.1	03/04/2026
Leal, Adrian	Custodian	Substitute	$22.561 hourly	28.1	02/25/2026
Lopez, Desiree	Instructional Assistant	Substitute	$18.968 hourly	21.1	02/01/2026
Manz, Brooke	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	02/25/2026
Mohammadi, Afseneh	Instructional Assistant – ABA	Substitute	$22.561 hourly	28.1	03/02/2026
Mohammadi, Afseneh	Universal Instructional Assistant	Substitute	$22.561 hourly**	22.4	03/02/2026
Najera Salgado, Katie	Executive Assistant	Substitute	$39.822 hourly	C48.1	01/31/2026
Pavon, Reyna	School Health Technician	Substitute	$21.467 hourly	26.1	03/09/2026
Rawlinson, Cassandra	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	02/25/2026
Rivera, Edgar	Custodian	Substitute	$22.561 hourly	28.1	03/04/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
March 24, 2026

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

NAME	POSITION	STATUS	SALARY	RANGE /STEP	EFFECTIVE DATE
Tapia, Deysi	Instructional Assistant – Special Education	Substitute	$20.434 hourly	24.1	03/05/2026
Tapia, Deysi	Instructional Assistant – Severely Disabled	Substitute	$22.000 hourly	27.1	03/05/2026
Tenn, AD	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/04/2026
Truebe, Janelle	School Office Clerk	Substitute	$22.561 hourly	28.1	02/25/2026
Westphal, Matthew	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/04/2026
Worley, Janet	Human Resources Technician	Substitute	$33.477 hourly	36.5	03/04/2026

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

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Ackerman, Anitra	Speech and Language Assistant	Hope View	Resigned	03/27/2026
Flores Recinos, Paola	Instructional Assistant – ABA	Village View	Resigned	03/10/2026
Marquez, Sabryna	Clerical Specialist	District Office	Released	03/06/2026
Medina, Patricia	Early Learning Educator	College View Preschool	Released	03/06/2026
Souders, Victoria	Early Learning Instructional Assistant	College View	Resigned	03/02/2026
Yosef, Hanan	Instructional Assistant – ABA	Oak View	Released	02/27/2026

**Universal Instructional Assistants may be eligible for an additional $6.50/hour.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 16, 2026

SUBJECT: **Agenda Item No. 12:D – CLASSIFIED PERSONNEL VACANCY/RECRUITMENT LIST**

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	Final Interview
ALC Attendant	2	6/30/2025 - 12/30/2025	2/2/2026	3/26/2026
Cook 11- Month	1	1/5/2026 - 1/26/2026	3/18/2026	
Early Learning – Instructional Assistant	1	3/3/2026 - 9/3/2026	Every other Thursday	
Early Learning Associate Educator	1	3/13/2026 - 3/13/2027	Every other Thursday	
Financial Analyst	1	3/17/2026 - 4/7/2026	4/7/2026	
Groundskeeper 1	2	2/16/2026 - 3/11/2026	3/16/2026	
Instructional Assistant - ABA	7	11/21/2025 - 5/21/2026	3/18/2026	
Lead Food Service Worker	1	2/23/2026 - 3/13/2023	3/18/2026	
Noon Duty Supervisor	4	5/7/2025 - 5/7/2026	Eligibility List	
Speech & Language Assistant	2	1/28/2026 - 7/28/2026	Every other Thursday	
School Office Clerk	1	Eligibility List	n/a	
Universal Instructional Assistant (50)	45	12/30/2025 -12/30/2026	3/18/2026	

Recommendation

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: April 16, 2026

SUBJECT: **Agenda Item No.12:E – ADVANCE STEP PLACEMENT NOTIFICATIONS**

Background Information

Employee	Classification	Step	Justification
Robert Truax	HVAC Mechanic	5	Brings over 30 years of residential and commercial HVAC experience.

Recommendation

The Executive Director, Human Resources recommends that the Personnel Commission receive the above notifications of Advance Step Placement.

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Scott Jensen, Ed.D.
Executive Director, Human Resources

DATE: April 16, 2026

SUBJECT: **Agenda Item No. 13.A: Proposed Personnel Commission Budget 2026-2027 Preliminary Draft First Reading and Discussion**

Background Information

Education Code 45253 requires the Commission to prepare an annual budget for its own office which, upon the approval of the County Superintendent of Schools, shall be included by the governing board in the regular budget of the school district. A proposed budget is presented to the Commission as a first reading draft, enabling Commissioners and district officials an opportunity for input prior to a public hearing. A public hearing is then held, prior to the May 30 Personnel Commission budget adoption deadline, inviting the governing board and district administration representatives to attend and give their views. The Commission, prior to adopting a proposed budget for the following year, is required to fully consider these expressed views before sending the budget to the County Superintendent for action.

As established by the Commission in 2002, each year the Vice-Chair of the Commission serves as the budget development liaison with the Executive Director, Human Resources. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the Commission. Lance Bidnick, current Vice-Chair, is serving as the liaison this year for the 2026-2027 Personnel Commission budget.

Process

In preparing to develop this preliminary draft budget, the Executive Director met with Accountant, Jose Velasquez, to obtain information necessary to identify past expenditures and trends, project future expenditures, including salary and benefit costs, and discuss budget strategies.

The Executive Director and Vice-Chair then met to discuss how to best meet the essential needs of the Commission and delivery of services, and how these might align with the district budget objectives.

It is understood that we need to be mindful of the District's fiscal solvency. The Executive Director will continue to be prudent, strategically planning all expenditures around the essential, necessary, and discretionary priority levels, to enable any remaining funds be re-deposited to the general fund at the end of the fiscal year to support and build the District's reserves.

This preliminary budget has been prepared by Executive Director, Dr. Jensen, with Vice-Chair and budget liaison, Lance Bidnick.

The Preliminary Draft 2026-2027 Annual Budget of the Personnel Commission is the Director's best estimate as to the minimum budget required to operate during the next fiscal year.

……..

Recommendation

Personnel Commission Vice-Chair Lance Bidnick and Executive Director, Human Resources, Dr. Jensen recommend the Personnel Commission receive the Preliminary Draft 2026-2027 Annual Budget of the Personnel Commission for first reading and discussion.

It is further recommended that the Commission fully consider any expressed views on the budget and that a public hearing/adoption of the 2026-2027 budget be held at the May meeting of the Personnel Commission on May 14, 2026.

Education Code 45253

(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255.

(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.

(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(d) If the county superintendent of schools proposes to reject the budget as submitted by the personnel commission of a county office of education, the county superintendent shall contract with the Office of Administrative Hearings of the State of California for an administrative law judge to conduct a public hearing on the proposed rejection. The administrative law judge shall render findings and any proposed amendments, if any, to the proposed budget. The personnel commission may accept or reject the findings and proposed amendments. If the personnel commission rejects the findings and proposed amendments, if any, of the administrative law judge, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.

(e) The procedures of subdivision (d) apply if an individual serves as both the county superintendent of schools and the superintendent of a school district within the county.
(Amended by Stats. 1995, Ch. 652, Sec. 3. Effective January 1, 1996.)

Discretionary Budget (Non Salary Items)

Categories/Object Code	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Actuals	2025-2026 Actuals to 3rd quarter	2026-2027 Proposed Budget	Comments/Rationale
Admin Supplies (4305)						
Budgeted	3,200.00	3,200.00	4,000.00	4,000.00	4,000.00	Maintain - Admin supplies tracking well. Maintain at current level to cover office supplies, recruitment and promotional materials.
Expended	3,008.00	2,641.15	3,319.48	2,626.72		
% Expended	94%	83%	83%	66%		
Non Capitalized Equipment (Over $500) (4490)						
Budgeted	0.00	0.00	0.00	0.00	0.00	Continue - No new equipment forecasted. Per Fiscal Services, no need to budget for contingency equipment costs.
Expended	0.00	0.00	0.00	0.00		
% Expended	2478%	0%	0%	0%		
Mileage (5201)						
Budgeted	150.00	150.00	150.00	300.00	700.00	Increase - Mileage increased to cover Executive Director site visitations, district events, off-site meetings, and HR staff attendance at recruitment events and job fairs.
Expended	12.00	15.77	26.58	267.95		
% Expended	8%	11%	18%	89%		
Travel/Conference (5202)						
Budgeted	900.00	1,500.00	1,500.00	3,000.00	7,500.00	Increase - Travel/Conference at 87.7% utilized by Q3 FY25-26. Increase to support CSPCA (x2), PCASC attendance, and staff professional development.
Expended	636.00	442.86	641.48	5,436.70		
% Expended	71%	30%	43%	181%		
District Memberships (5301)						
Budgeted	3,200.00	3,200.00	3,200.00	4,000.00	4,500.00	Increase - District Memberships exceeded budget by $169 in FY25-26. Increase to cover CODESP, CSPCA, PCASC, PTCSC, SHRM, and US Bank membership.
Expended	3,200.00	3,200.00	3,520.00	4,169.00		
% Expended	100%	100%	110%	104%		

Discretionary Budget (Non Salary Items Continued)

Categories/Object Code	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Actuals	2025-2026 Actuals to 3rd quarter	2026-2027 Proposed Budget	Comments/Rationnale
Repair/Maintenance (5617)						
Budgeted	400.00	400.00	850.00	850.00	850.00	Continue - Repair/maintenance of aging equipment and HP print services at current level.
Expended	1,144.00	545.03	337.80	261.47		
% Expended	286%	136%	40%	31%		
Duplication Charges (5715)						
Budgeted	500.00	500.00	500.00	500.00	700.00	Increase - Duplication charges increased to support ongoing job fair expenses in addition to onboarding packets, exam materials, and PC agendas.
Expended	24.00	96.04	24.00	51.20		
% Expended	5%	19%	5%	10%		
Employment Advertisements (5805)						
Budgeted	2,100.00	2,100.00	2,100.00	2,500.00	2,500.00	Maintain- Covers three planned FY26-27 job fairs plus expanded advertising (CASBO, GovtJobs, rater expense). Per-event estimate: $500-$1,000.
Expended	1,800.00	1,000.00	2,067.98	1,200.18		
% Expended	86%	48%	98%	48%		
Licensing & Software Fees (5826)						
Budgeted				900.00	1,500.00	Increase - Adobe Pro licenses for PC staff exceeded FY25-26 budget. Increase to cover Adobe Pro and all annual license renewals.
Expended				815.52		
% Expended				90.61%		
Consultants (5820)						
Budgeted	0.00	0.00	0.00	0.00	0.00	Continue - Per Fiscal Services, not necessary to budget for contingency hearing officer cost. District supports costs if PC deems necessary.
Expended	0.00	0.00	0.00	0.00		
% Expended	0%	0%	0%	0%		
Outside Services - Non Repair/Mtce (5825)						
Budgeted	18,080.00	18,435.00	29,593.00	33,000.00	34,000.00	Increase - Covers existing services (HR2.0/OCDE workflow, EdJoin, Frontline, Spark Hire) . Projected a 3% increase in annual cost, which is a reasonable expectation.
Expended	17,600.00	19,670.00	20,212.50	29,982.00		
% Expended	97%	107%	68%	91%		

Discretionary Budget (Non Salary Items Continued)

Categories/Object Code	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Actuals	2025-2026 Actuals to 3rd quarter	2026-2027 **Proposed Budget**	Comments/Rationnale
TOTAL NON SALARY ITEMS						
Budgeted	29,485.00	42,043.00	$41,893.00	$48,150.00	56,250.00	Continue - for PC operational expenses. (Decrease due to removal of proposed NeoGov startup costs.)
Expended	26,941.00	30,149.82	$30,149.82	$43,995.22		
% Expended	91%	72%	72%	91%		

Discretionary Budget (Other Salary Items)

Categories/Object Code	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Actuals	2025-2026 Actuals to 3rd quarter	2026-2027 **Proposed Budget**	Comments/Rationale
Overtime (2490)						
Budgeted	2,000.00	2,000.00	2,000.00	3,000.00	3,000.00	Increase - Personnel Assistant overtime for PC Meetings and other PC staff during peak periods or to meet time-sensitive deadlines.
Expended	667.00	1,662.09	6,603.46	1,559.60		
% Expended	33%	83%	330%	52%		
Substitutes (2497)						
Budgeted	2,000.00	5,000.00	5,000.00	6,000.00	6,000.00	Maintain - Substitute coverage for job study participant support (est. 10-20 hrs), job fair attendance, and employee absences due to illness, vacation, or training.
Expended	4,781.00	2,523.56	11,162.82	0.00		
% Expended	239%	50%	223%	0%		
Temporaries (2495)						
Budgeted	7,000.00	10,000.00	10,000.00	15,000.00	15,500.00	Continue - Support needed for oral exam panel members, exam proctoring, foreign language exam proctoring/grading, long-term projects, and temporary office support during peak periods.
Expended	7,984.00	9,337.92	13,149.82	12,643.72		
% Expended	114%	93%	131%	84%		
TOTAL OTHER SALARY ITEMS						
Budgeted	11,000.00	17,000.00	$17,000.00	24,000.00	24,500.00	
Expended	13,432.00	13,523.57	$30,916.10	$14,203.32		
% Expended	122%	80%	182%	59.18%		

Non Discretionary Budget (Salaries)

Categories/Object Code	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Actuals	2025-2026 Actuals to 3rd quarter	2026-2027 Proposed Budget	Comments/Rationale
TOTAL STAFF SALARY ITEMS						
Budgeted	497,553.00	532,347.00	532,347.00	495,849.54	542,245.78	NEGOTIATIONS NOTE: The District is currently engaged in salary negotiations. It is anticipated that employees will receive a salary increase upon conclusion of negotiations. As the final compensation amount has not yet been determined, a placeholder increase of 2.5% has been applied to the current salary base of $495,849.54, resulting in a projected salary budget of $508,245.78. This figure will be revised once negotiations are concluded and the final compensation amount is established. Also, we are budgeting $35,000 for BethAnn to facilitate the job study. All salary figures remain subject to change and will be confirmed at the second reading.
Expended	517,110.00	335,724.00	593,287.00	237,775.19		
% Expended	104%	63%	111%	48%		

PERSONNEL COMMISSION BUDGET TOTALS THREE YEAR HISTORY	2022-2023 Actuals	2023-2024 Actuals	2024-2025 Actuals	2025-2026 Actuals to 3rd quarter	2026-2027 Proposed Budget
Budgeted	537,083.00	578,832.00	617,720.57	567,999.54	622,995.78
Expended	560,444.00	370,941.00	386,195.59	295,972.33	
% Expended	104%	64%	63%	52%	