OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, May 14, 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, MAY 14, 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 April 16, 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. TIME CERTAIN – 2026 CLASSIFIED SCHOOL EMPLOYEES OF THE YEAR RECOGINITION:

Employee	Classification	Site	Category
Fidel Jacobo Ayala*	Lead Food Service	Hope View	Food & Nutrition
Francesca Baldelli	Administrative Assistant	District Office	Clerical & Administrative
Buu-Tram Nguyen	Parent Liaison Inst Asst Bilingual	Star View	Paraprofessional
Juan David Serrano	Head Custodian	Lake View	Custodial & Maintenance

Congratulations to all of these well-deserving employees.

*Special congratulations to Fidel who was also selected as the Orange County Department of Education's nominee for the Category of Food & Nutrition. He is now moving on to the state level competition.

11. 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.

12. MINUTES: **(ACTION)**

A. Approval of Regular meeting minutes of April 16, 2026. **Moved:** ___ **Second:** ___ **Vote:** ___

13. 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. 2025-83 Instructional Assistant – ABA
2. 2025-84 Universal Instructional Assistant
3. 2025-85 Lead Food Service Worker
4. 2025-86 Early Learning Instructional Assistant
5. 2025-87 Financial Analyst
6. 2025-88 Early Learning Instructional Assistant

C. CLASSIFIED ACTIVITY LISTS

1. April 14, 2026
2. April 28, 2026

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

14. NEW COMMISSION BUSINESS

A. PUBLIC HEARING ON THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2026-2027 **PUBLIC HEARING**

OPEN TIME: _____ p.m.

CLOSE TIME: _____ p.m.

B. SECOND READING AND ADOPTION OF THE PROPOSED ANNUAL BUDGET OF THE PERSONNEL COMMISSION FOR FISCAL YEAR 2026-2027 **(ACTION)**

Moved: ___
Second: ___
Vote: ___

15. OTHER COMMUNICATIONS

A. SECOND PUBLIC COMMENTS

B. COMMISSIONER REPORTS

C. EXECUTIVE DIRECTOR AND STAFF REPORTS

16. 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
April 16, 2026

CALL TO ORDER The April 16, 2026, Regular Closed Session meeting of the Personnel Commission was called to order at 4:00 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 March 12, 2026, 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. Personnel matters: Public Employee Discipline/Dismissal/Release

ADJOURNMENT Motion by Commissioner Bidnick to adjourn the April 16, 2026, Closed Session Meeting at 4:24 p.m.

Seconded by Commissioner Gooch 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
April 16, 2026

CALL TO ORDER Commissioner Ewing called the April 16, 2026, Regular Personnel Commission Meeting to order at 4:31 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; Reagan Headrick, Deputy Superintendent, Human Resources; Diana Flores, Associate Personnel Analyst; Lorena Aceves, Human Resources Administrator; Janet Barajas, Administrative Assistant; Sally Berber, Personnel Technician; Blake Barton, Human Resources Analyst.

PLEDGE OF ALLEGIANCE Janet Barajas 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 Deputy Superintendent Reagan Headrick expressed her appreciation of Dr. Jensen's work on the proposed budget for the Personnel Commission and the support of the Commissioners with this. She highlighted the work that is being done with regard to the classified job study.

Ms. Headrick also acknowledged all of the new hires that have been reflected on the classified activity lists that have been submitted to the board recently and stated that it is a result of the highly successful job fair the district held. She brought up the members of the Human Resources department to give a shout out to Commissioner Ewing for attending the job fair and supporting the department in their efforts to hire, onboard, and get employees out into the classrooms.

APPROVAL OF MINUTES Motion by Commissioner Bidnick to approve the minutes of the March 12, 2026, Regular Personnel Commission meeting.

Seconded by Commissioner Gooch and carried with a 3:0 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
- •2025-78 Speech and Language Assistant
- •2025-79 Early Learning Instructional Assistant
- •2025-80 ALC Attendant
- •2025-81 Universal Instructional Assistant
- •2025-82 Groundskeeper I

CONSENT CALENDAR (CONTINUED)

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

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

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

Motion by Commissioner Gooch to approve the Consent Calendar.

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

PROPOSED PERSONNEL COMMISSION BUDGET – 2026-2027 – FIRST READING AND DISCUSSION

Dr. Jensen thanked Commissioner Bidnick for assisting him with reviewing the actuals of the current school year budget and preparing the first reading of the 2026-2027 Personnel Commission budget. There will be about a 9% overall increase. Most of this is falls within salary adjustments, due to the facilitator who is leading our job study. Additionally, annual memberships have slightly increased, there are new software and licensure costs, and attendance at workshops and conferences has increased.

Dr. Jensen will give a full presentation at the next meeting of the Personnel Commission when the public hearing is held.

Commissioner Gooch thanked Dr. Jensen for his work on the budget. Commissioner Bidnick thanked him as well, and stated that having a presence at conferences is key to networking and professional development.

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Gooch and Commissioner Bidnick had nothing to report.

Commissioner Ewing announced the next meeting of the Personnel Commission is scheduled for May 14, 2026. He also commended everyone who participated in the job fair. It was a great success.

DIRECTOR AND STAFF REPORTS

Dr. Jensen echoed Commissioner Ewing's sentiments about the job fair. He acknowledged CSEA President Elizabeth Carr and thanked her for her assistance. He thanked the Human Resources staff and commented that this was our third job fair, and it has become a well-oiled machine, by taking a look at what works and making adjustments where needed. We have seen over 200 employees hired and onboarded as a result of these. Dr. Jensen thanked Deputy Superintendent Headrick for making sure that we received all the resources we needed.

Michelle Eifert wished Commissioner Bidnick a happy belated birthday.

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 4:43 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: May 14, 2026

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.)*

1. 2025-83 Instructional Assistant – ABA
2. 2025-84 Universal Instructional Assistant
3. 2025-85 Lead Food Service Worker
4. 2025-86 Early Learning Instructional Assistant
5. 2025-87 Financial Analyst
6. 2025-88 Early Learning Instructional Assistant

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2025-83 through 2025-88.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2025-83	Instructional Assistant – ABA	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	35 0 3 6	1	35	Open, Promotional, and Merge
2025-84	Universal Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	29 0 5 1	3	75	Open, Promotional, and Merge
2025-85	Lead Food Service Worker	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	2 1 0 0	1	1	Open and Promotional
2025-86	Early Learning Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	3 1 0 2	1	6	Open, Promotional, and Merge
2025-87	Financial Analyst	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	19 6 8 3	2	2	Open and Promotional
2025-88	Early Learning Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	3 2 0 0	1	5	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 14, 2026

SUBJECT: **Agenda Item No. 13: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 April 14, 2026, and April 28, 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 April 14, 2026, and April 28, 2026.

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 14, 2026

APPROVE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Barcenas, Isabel	Food Service Worker	Vista View	$17.617 hourly	18.1	03/16/2026
Cruz, Melanie	Noon Duty Supervisor	Golden View	$17.170 hourly	1.1*	03/17/2026
Desjardin, Grayson	Noon Duty Supervisor	Westmont	$17.170 hourly	1.1*	03/10/2026
Truax, Robert	Maintenance HVAC Mechanic	Facilities	$7,250.10 monthly	45.5	03/17/2026

APPROVE SUBSTITUTE EMPLOYMENT

In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Adame, Jaime	Bilingual Translator Level II	Substitute	$19.931 hourly	23.1	03/12/2026
Adame, Jaime	Instructional Assistant – Special Education	Substitute	$20.434 hourly	24.1	03/13/2026
Bobadilla, Maria	Cook	Substitute	$20.434 hourly	24.1	03/18/2026
Eisnaugle, Trevor	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	03/10/2026
Gomez, Jazmine	Bilingual Translator Level II	Substitute	$19.931 hourly	23.1	03/11/2026
Jessner, Van	Lead Food Service Worker	Substitute	$18.976 hourly	21.1	03/13/2026
Hernandez, Claudia	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/13/2026
Tapia, Deysi	Bilingual Translator Level I	Substitute	$19.444 hourly	22.1	03/12/2026
Worley, Janet	Department Secretary	Substitute	$33.477 hourly	36.5	03/25/2026

APPROVE PROMOTION

In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Davila, Rosa	Cook	Central Kitchen	$20.43 hourly	24.1	03/09/2026

APPROVE LEAVE OF ABSENCE WITHOUT PAY

In accordance with Merit System Rule 8.10

NAME	POSITION	SITE	BEGINNING DATE	ENDING DATE
Jack, Clint	Instructional Assistant – Special Education	Vista View	02/17/2026	06/12/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 14, 2026

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Baez, David	Custodian	District Office	Resigned	03/16/2026
Bonds, Teresa	Financial Analyst	District Office	Retired	05/30/2026
Fedele, Sabrina	Instructional Assistant – ABA	Harbour View	Resigned	01/20/2026
Ortiz, Makenzie	Universal Instructional Assistant	Village View	Resigned	03/23/2026
Parr, Victoria	Universal Instructional Assistant	Oak View	Resigned	04/03/2026
Roberts, Mark	Custodian	Golden View	Resigned	03/25/2026
Robinson, Andrea	Universal Instructional Assistant	Village View	Resigned	06/12/2026
Romero, Megan	Universal Instructional Assistant	Hope View	Resigned	03/18/2026
Taugher, Gayle	School Office Clerk	Golden View	Resigned	06/12/2026

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

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 28, 2026

APPROVE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Carlos, Andrea	Custodian	Mesa View	$23.689 hourly***	28.1	04/20/2026
Escarcega-Northam, Jolene	Instructional Assistant – ABA	Mesa View	$22.561 hourly	28.1	04/01/2026
Ethier, Ashley	Universal Instructional Assistant	Hope View	$19.444 hourly**	22.1	03/24/2026
Faloye, Adebimpe	Instructional Assistant – ABA	College View	$22.561 hourly	28.1	04/16/2026
Garcia, Leonel	Bus Driver/Utility Worker	Transportation	$28.164 hourly	37.1	03/23/2026
Glass, Madison	Child Care Program Facilitator	Harbour View	$24.891 hourly	32.1	03/27/2026
Godoy, Hillary	Instructional Assistant – ABA	Harbour View	$22.561 hourly	28.1	04/20/2026
Hanson, Corin	Universal Instructional Assistant	Circle View	$19.444 hourly**	22.1	04/01/2026
Hodges, Jesselynn	ALC Attendant	Mesa View	$18.050 hourly	19.1	04/13/2026
Hooper, Theresa	Instructional Assistant – ABA	Oak View	$22.561 hourly	28.1	04/16/2026
Inzunza, Monica	Noon Duty Supervisor	Hope View	$17.170 hourly	1.1*	03/25/2026
Laisy, Payton	Universal Instructional Assistant	Hope View	$19.444 hourly**	22.1	03/24/2026
Luther, Madelyn	Instructional Assistant – ABA	College View	$22.561 hourly	28.1	04/16/2026
Perez, Nicolas	Custodian	District Office	$23.689 hourly***	28.1	04/14/2026
Pulcifer, Matthew	Instructional Assistant – ABA	Westmont	$22.561 hourly	28.1	04/20/2026
Rodriguez, Jesus	Universal Instructional Assistant	Star View	$19.444 hourly**	22.1	03/16/2026
Rodriguez, Michael	Noon Duty Supervisor	Harbour View	$17.170 hourly	1.1*	04/21/2026
Soriano, Denise	Early Learning Instructional Assistant	Westmont Preschool	$19.931 hourly	23.1	04/13/2026
Tapia, Maribel	Instructional Assistant – ABA	Lake View	$22.561 hourly	28.1	04/17/2026
Urban, Jose	Groundskeeper I	Facilities	$24.279 hourly	31.1	04/20/2026

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

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Alva, Laura	Food Service Worker	Substitute	$17.617 hourly	18.1	04/13/2026
Baniago, Romel	Food Service Worker	Substitute	$17.617 hourly	18.1	04/16/2026
Black, Vanessa	ALC Attendant	Substitute	$18.050 hourly	19.1	03/25/2026
Black, Vanessa	Clerical Specialist	Substitute	$24.279 hourly	31.1	03/25/2026
Black, Vanessa	District Receptionist	Substitute	$24.279 hourly	31.1	03/25/2026
Black, Vanessa	School Office Clerk	Substitute	$22.561 hourly	28.1	03/25/2026
Black, Vanessa	School Library Specialist	Substitute	$22.00 hourly	27.1	03/25/2026
Blankenship, Patrick	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/19/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 28, 2026

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

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Campbell, Jo Frances	Food Service Worker	Substitute	$17.617 hourly	18.1	04/16/2026
Carlos, Andrea	Custodian	Substitute	$22.561 hourly	28.1	03/25/2026
Collins, Gary Scott	Bus Driver/Utility Worker	Substitute	$28.164 hourly	37.1	04/14/2026
Cruz, Melanie	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	03/17/2026
Dowd, Emily	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/24/2026
Fulkerson, Brandy	Instructional Assistant – ABA	Substitute	$23.689 hourly	28.2	04/06/2026
Garcia, Leonel	Bus Driver/Utility Worker	Substitute	$28.164 hourly	37.1	03/19/2026
Garisek, Melody	Instructional Assistant – ABA	Substitute	$23.689 hourly	28.2	04/06/2026
Glass, Madison	Child Care Program Facilitator	Substitute	$24.892 hourly	32.1	04/06/2026
Gobrall, Amira	Food Service Worker	Substitute	$17.617 hourly	18.1	04/21/2026
Gonzalez, Anthony	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	03/25/2026
Gurdon, Izabella	Food Service Worker	Substitute	$17.618 hourly	18.1	03/24/2026
Hernandez, Vilma	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/19/2026
Hightower, Ellesse	Noon Duty Supervisor	Substitute	$17.170 hourly	1.1*	03/19/2026
Hirsch, Lauren	Instructional Assistant – Severely Disabled	Substitute	$22.000 hourly	27.1	04/13/2026
Hirsch, Lauren	Instructional Assistant – Special Education	Substitute	$20.434 hourly	24.1	04/13/2026
Hirsch, Lauren	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	04/13/2026
Hodges, Jesselynn	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/19/2026
Jackson, Sophia	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	04/13/2026
Kemp-Angier, Alexis	Instructional Assistant – Severely Disabled	Substitute	$22.000 hourly	27.1	03/16/2026
Lorton, Kera	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/31/2026
Manwarning, Madison	Speech and Language Assistant	Substitute	$26.155 hourly	31.1	03/24/2026
Martinez, Yoneyba	Food Service Worker	Substitute	$17.618 hourly	18.1	03/25/2026
McCartt, Justin	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/19/2026
Nguyen, Thanh	Custodian	Substitute	$22.561 hourly	28.1	02/25/2026
Pruska, Natalia	Food Service Worker	Substitute	$17.617 hourly	18.1	04/21/2026
Quintero, Helena	Child Care Program Facilitator	Substitute	$26.155 hourly	32.5	04/06/2026
Rayburn, Cody	Child Care Program Facilitator	Substitute	$27.488 hourly	32.3	04/06/2026
Recavarren, Walter	Instructional Assistant – Severely Disabled	Substitute	$22.001 hourly	27.1	03/31/2026
Tran, Kayden	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	03/24/2026
Van Holt, Andrea	Universal Instructional Assistant	Substitute	$23.689 hourly**	22.5	02/11/2026
Willemsz, Karen	Food Service Worker	Substitute	$17.617 hourly	18.1	04/16/2026

OCEAN VIEW SCHOOL DISTRICT
Huntington Beach, California
Classified Personnel
April 28, 2026

APPROVE REINSTATEMENT
In accordance with Merit System Rules 8.4.1

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Moore, Christina	Instructional Assistant – ABA	Harbour View	$29.137 hourly***	28.5	04/20/2026

APPROVE PROMOTION
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Lopez, Desiree	Instructional Assistant – ABA	Oak View	$22.561 hourly	28.1	03/10/2026

APPROVE LEAVE OF ABSENCE WITHOUT PAY
In accordance with Merit System Rule 8.10

NAME	POSITION	SITE	EFFECTIVE DATE
Lopp, Keith	Mechanic	Transportation	03/02/2026

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Ertan, Mediha	Universal Instructional Assistant	College View	Abandonment	04/03/2026
Lawrence, Liza	School Office Clerk	Mesa View	Retired	06/18/2026 ♦
Michel, Daisy	Instructional Assistant – ABA	Hope View	Resigned	04/24/2026
Picquelle, Taylor	Instructional Assistant – Special Education	Westmont	Resigned	04/20/2026
Rasem, Heba	Instructional Assistant – ABA	College View	Released	04/02/2026
Sharp, Alicia	Early Learning Instructional Assistant	College View Preschool	Resigned	04/30/2026
Truax, Robert	Maintenance HVAC Mechanic	Facilities	Released	04/03/2026
Vibbard, Tabetha	Noon Duty Supervisor	College View	Released	04/02/2026

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

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: May 14, 2026

SUBJECT: **Agenda Item No. 13:D – CLASSIFIED PERSONNEL VACANCY/RECRUITMENT LIST**

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	Final Interview
ALC Attendant	1	6/30/2025 - 12/30/2025	2/2/2026	
Early Learning – Instructional Assistant	1	4/202/206 - 10/202/2026	5/6/2026	
Custodian	1	Eligibility List		
Department Secretary	1	Eligibility List		
Food Service Worker	1	4/23/2026 - 5/13/2026	5/18/2026	
HVAC Mechanic	1	5/1/2026 - 5/20/2026	5/21/2026	
Instructional Assistant – ABA	3	Eligibility List		
Lead Food Service Worker	2	4/24/2026 - 5/13/2026	5/18/2026	
Noon Duty Supervisor	7	4/8/2026 - 10/8/2026	5/6/2026	
Payroll Technician	1	5/7/2026 - 5/27/2026	6/4/2026	
School Health Technician	1	4/28/2026 - 5/18/2026	5/21/2026	
Speech & Language Assistant	2	1/28/2026 - 7/28/2026		
Total	**22**			

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: May 14, 2026

SUBJECT: **Agenda Item No.13:E – ADVANCE STEP PLACEMENT NOTIFICATIONS**

Background Information

Employee	Classification	Step	Justification
Nolan Arotcharen	Instructional Assistant ABA	2	Bachelor degree in Psychology and is certified as a Registered Behavior Technician
Madison Glass	Child Care Program Facilitator	4	Bachelor degree in Child and Adolescent studies with concentration in Early Childhood Development
Jailine Lopez	Benefits, Workers Compensation, and Leave Specialist	5	Has previously performed comprehensive benefits administration functions; benefits enrollment; COBRA coordination; workers compensation
Lorena Ortega	School Library Technician	2	Experience working at Golden West College library, supporting students and faculty in library based research activities; Master degree in Education and Bachelor degree in Chicano and Latino studies
Arleigh Ramsey	Child Care Program Facilitator	4	Extensive training and hands-on experience in afterschool programs
Cody Rayburn	Child Care Program Facilitator	4	Brings significant experience from role of UIA and TK classroom; pursuing college education to expand his knowledge and strengthen ability
Helena Quintero	Child Care Program Facilitator	4	Extensive training and hands-on experience in afterschool programs; has completed after school trainings and attends weekly supervisory meetings
Maryam Saeed	Instructional Assistant ABA	2	Over 5 years experience as Preschool Assistant Teacher; directly related hands-on experience in child development, instructional support, and behavior intervention
Denise Soriano	Early Learning Instructional Assistant	2	Associate degree in Child Development; over 12 units of Early Childhood Education/Child Development; over 8 years experience as a preschool teacher

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: May 14, 2026

SUBJECT: **Agenda Items No.14A & 14B: Proposed Personnel Commission Budget 2026-2027 2nd Reading, Public Hearing, and Adoption**

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 Director, Classified Personnel. The Vice-Chair provides input and review of the proposed budget, prior to it coming before the entire Commission. Lance Bidnick, current Vice-Chair, is serving as the liaison this year for the 2026-2027 Personnel Commission budget.

Process and Recommendation

In preparing this preliminary budget, staff worked with the Fiscal Services team to obtain information necessary to identify past expenditures and project future expenditures.

It is understood that we need to be good stewards of our resources. Therefore, staff reviewed all areas of the budget, in an attempt to keep discretionary spending as low as possible, meet the essential and minimal needs of the Commission, while maintaining prudent flexibility. This preliminary draft budget will meet the minimal needs of the Commission for the coming year while aligning with the district's budget goals and objectives.

Proposed Personnel Commission Budget 2026-2027
2nd Reading, Public Hearing, and Adoption

The Executive Director recommends that most line items remain the same. Increases are focused on necessary and essential areas within the discretionary budget and the salary lines include the mandatory salary step increases, statutory benefit increases for current staff, salary for the facilitator who is helping with the classified job study, and workshops and conferences for the Executive Director and staff.

Staff 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.

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

Attachments: Personnel Commission Preliminary Draft Budget 2026-2027

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Recommendation

Personnel Commission Vice-Chair Lance Bidnick and Executive Director, Human Resources, Scott Jensen, Ed.D. recommend the Personnel Commission submit the proposed 2026-2027 Annual Budget of the Personnel Commission for second reading, hearing and adoption.

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	750.00	Increase - Current printer/scanner is in need of replacement; no longer servicable on district network
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	39,000.00	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	62,000.00	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	628,745.78	
Expended	560,444.00	370,941.00	386,195.59	295,972.33		
% Expended	104%	64%	63%	52%		