OCEAN VIEW SCHOOL DISTRICT

PERSONNEL COMMISSION
AGENDA

Thursday, August 20, 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, AUGUST 20, 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

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 July 23, 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 July 23, 2026.

Moved: ___
Second: ___
Vote: ___

12. CONSENT CALENDAR (ACTION)

Moved: ___
Second: ___
Vote: ___

A. JOB DESCRIPTION REVIEWS/REVISIONS

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

B. ELIGIBILITY LISTS

1. 2026-08 Information Technology Support Specialist
2. 2026-09 Instructional Assistant Computer II
3. 2026-10 Universal Instructional Assistant
4. 2026-11 Instructional Assistant – ABA
5. 2026-12 Noon Duty Supervisor
6. 2026-13 Food Service Worker
7. 2026-14 Early Learning Instructional Assistant
8. 2026-15 Campus Safety Supervisor
9. 2026-16 Speech and Language Assistant

C. CLASSIFIED ACTIVITY LISTS

1. July 14, 2026 (Exhibit A)

D. CLASSIFIED RECRUITMENT UPDATE

E. ADVANCE STEP PLACEMENT NOTIFICATIONS

13. NEW COMMISSION BUSINESS

There is no new Commission business to discuss or approve at this time.

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
July 23, 2026

CALL TO ORDER The July 23, 2026, Regular Closed Session meeting of the Personnel Commission was called to order at 3:53 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 June 11, 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: Executive Director, Human Resources evaluation

ADJOURNMENT Motion by Commissioner Gooch to adjourn the July 23, 2026, Closed Session Meeting at 4:27 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
July 23, 2026

CALL TO ORDER Commissioner Ewing called the July 23, 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; Sally Berber, Personnel Technician; 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 Bidnick to approve the minutes of the June 11, 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
- •2026-01 Universal Instructional Assistant
- •2026-02 Food Service Worker
- •2026-03 Payroll Technician
- •2026-04 Maintenance HVAC Mechanic
- •2026-05 Early Learning Educator
- •2026-06 Child Care Program Facilitator
- •2026-07 Network Systems Manager

C. Classified Activity Lists
The Personnel Commission received the Classified Activity Lists that were approved by the Board of Trustees at their meetings of June 9, 2026, and June 23, 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 Gooch to approve the Consent Calendar.

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

SALARY RANGE REALLOCATION: DIRECTOR OF EXPANDED LEARNING AND CHILDCARE PROGRAMS

Dr. Jensen explained that when the classification of Director of Expanded Learning and Childcare Programs was brought before the Commission as a new position on the classified management salary schedule, the salary reflected that of a certificated coordinator position. This was an oversight and he is recommending that the salary be reallocated to align with the other classified Directors on the classified management salary schedule. The Director of Expanded Learning and Childcare Programs provides leadership, manages program budgets, staffing, and carries the same scope, fiscal accountability, and districtwide impact as the other classified director level management positions.

Therefore, Dr. Jensen recommends that the Personnel Commission approve the salary range reallocation for Director of Expanded Learning and Childcare Programs from Range M61 to Range 71 on the Classified Management Salary Schedule.

Motion by Commissioner Gooch to approve the salary range reallocation for the Director of Expanded Learning and Childcare Programs from Range M61 to M71.

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

CLASSIFICATION AND COMPENSATION STUDY UPDATE

Dr. Jensen provided the Commissioners with an informational update on the classification and compensation study. He shared that BethAnn Arko is serving as the facilitator for the study, which began in the 2025-2026 school year and will continue into the 2026-2027 school year.

Ms. Arko's scope of work includes administering and analyzing Job Classification Questionnaires for positions within each series under review, and conducting employee focus groups and follow-up interviews to validate reported duties, working conditions, and the distinctions between classes. She also conducts supervisor review and desk audits as needed to reconcile reported duties with operational practice, and revises or reconstructs class descriptions where existing descriptions no longer reflect the work performed. From that analysis, she develops recommendations regarding reclassification, reallocation, consolidation, or the creation of new classes for Commission consideration, together with salary comparability data and internal alignment analysis to support recommendations forwarded through the District's compensation process.

Ms. Arko is compensated at a rate aligned with the Executive Director of Human Resources converted to a daily and hourly equivalent. Her assignment is limited to a temporary, project-based nature, and will not exceed the statutory annual hourly ceiling applicable to a retired annuitant.

Phase one, consisting of the Instructional and Transportation series, is nearing completion and a presentation will be forthcoming to share with the Commission and the Board of Trustees.

CLASSIFICATION AND COMPENSATION STUDY UPDATE (CONTINUED)

The task force will be meeting before the new school year begins to decide upon and finalize the next series of classifications to be studied and analyzed for the upcoming school year. The expectations are that the study will continue into the 2027-2028 school year for the third phase of the study.

SECOND PUBLIC COMMENTS

There were no comments from the public.

COMMISSIONER REPORTS

Commissioner Gooch had nothing to report. Commissioner Bidnick congratulated the district on successful negotiations and thanked the staff for another successful hiring event. Commissioner Ewing expressed his thanks for the hard work, of not only the Human Resources department but all the departments that helped with the hiring event, as well. He also reminded everyone that the next meeting of the Personnel Commission is August 20, 2026, which was changed from the previous proposed date.

DIRECTOR AND STAFF REPORTS

Dr. Jensen echoed the sentiments of the Commissioners regarding the hugely successful job fair that recently took place. He thanked the other departments who sent representatives to participate and assist: Special Education, Food and Nutrition Services, Early Learning Programs, Child Care Programs, Transportation, and others.

Over 100 participants attended and now the work begins. Processing and onboarding the folks who were interviewed. We are poised to be as well staffed as we have ever been at the beginning of a school year.

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 4:42 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: August 20, 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. 2026-08 Information Technology Support Specialist
2. 2026-09 Instructional Assistant Computer II
3. 2026-10 Universal Instructional Assistant
4. 2026-11 Instructional Assistant – ABA
5. 2026-12 Noon Duty Supervisor
6. 2026-13 Food Service Worker
7. 2026-14 Early Learning Instructional Assistant
8. 2026-15 Campus Safety Supervisor
9. 2026-16 Speech and Language Assistant

Recommendation

The Executive Director, Human Resources recommends the Personnel Commission ratify/approve the following Classified Personnel Eligibility Lists: 2026-08 through 2026-16.

ELIGIBILITY LISTS
Page 2

List No.	Classification	Recruitment and Testing Statistics		No. of Ranks	No. of New/ Merged Eligibles	List Type
2026-08	Information Technology Support Specialist	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	46 22 6 0	8	9	Open and Promotional
2026-09	Instructional Assistant Computer II	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	6 3 0 0	1	3	Open and Promotional
2026-10	Universal Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	53 6 0 13	1	70	Open, Promotional, and Merge
2026-11	Instructional Assistant – ABA	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	35 1 0 8	1	30	Open, Promotional, and Merge
2026-12	Noon Duty Supervisor	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	11 3 0 3	3	14	Open, Promotional, and Merge
2026-13	Food Service Worker	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	13 2 0 4	7	10	Open, Promotional, and Merge
2026-14	Early Learning Instructional Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	7 4 1 0	1	6	Open, Promotional, and Merge
2026-15	Campus Safety Supervisor	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	15 1 7 0	6	6	Open and Promotional
2026-16	Speech and Language Assistant	No. of Applicants Screened Out No Show/ Withdrew Did Not Qualify	7 0 0 0	1	12	Open, Promotional, and Merge

OCEAN VIEW SCHOOL DISTRICT
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 20, 2023

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 July 14, 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 July 14, 2026.

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

APPROVE EMPLOYMENT
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Bird, Matthew	Accounting Technician	District Office	$4,881.72 monthly	37.1	07/01/2026
Enright, Christin	Instructional Assistant – ABA	Mesa View	$22.561 hourly	28.1	05/28/2026
Kohistani, Muzhgan	Noon Duty Supervisor	Lake View	$17.170 hourly	1.1*	06/11/2026
Martinez, Yoneyba	Noon Duty Supervisor	Oak View	$17.170 hourly	1.1*	05/29/2026
Quiroz, Alejandra	Noon Duty Supervisor	College View	$17.170 hourly	1.1*	06/11/2026
Reade, Sheryl	Noon Duty Supervisor	Lake View	$17.170 hourly	1.1*	06/04/2026
Sholtz, Cassidy	Universal Instructional Assistant	Circle View	$19.444 hourly**	22.1	06/08/2026
Tapia, Saraly	Universal Instructional Assistant	Star View	$19.444 hourly**	22.1	06/11/2026
Wood, Tristan	Food Service Worker	Harbour View	$17.617 hourly	18.1	08/25/2026

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

NAME	POSITION	STATUS	SALARY	RANGE/ STEP	EFFECTIVE DATE
Buckhearst, Karen	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/20/2026
Ceja, Rafael	Head Custodian	Substitute	$24.892 hourly	32.1	06/11/2026
Godoy, Carolyn	District Receptionist	Substitute	$24.279 hourly	31.1	05/28/2026
Godoy, Carolyn	School Office Clerk	Substitute	$22.561 hourly	28.1	05/28/2026
Godoy, Carolyn	School Library Specialist	Substitute	$22.000 hourly	27.1	05/28/2026
Kesler, Karsyn	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/20/2026
Kromm, Austin	Maintenance Grounds Helper	Substitute	$26.822 hourly	35.1	05/04/2026
Lloyd, Lauren	District Receptionist	Substitute	$24.279 hourly	31.1	05/28/2026
Lloyd, Lauren	School Office Clerk	Substitute	$22.561 hourly	28.1	05/28/2026
Lloyd, Lauren	School Library Specialist	Substitute	$22.000 hourly	27.1	05/28/2026
Mansuri, Henna	School Office Clerk	Substitute	$22.561 hourly	28.1	05/28/2026
Neumann, Michelle	School Office Clerk	Substitute	$22.561 hourly	28.1	06/04/2026
Powell, Debbie	School Office Clerk	Substitute	$22.561 hourly	28.1	06/04/2026
Salmeron, Karina	Custodian	Substitute	$22.561 hourly	28.1	06/11/2026
Smith, Kelsey	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/28/2026
Thomas, Kathryn	School Office Clerk	Substitute	$22.561 hourly	28.1	06/04/2026
Truman, Morgan	Universal Instructional Assistant	Substitute	$19.444 hourly**	22.1	05/28/2026

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

APPROVE PROMOTION
In accordance with Merit System Rules 5.1 to 5.4

NAME	POSITION	SITE	SALARY	RANGE/ STEP	EFFECTIVE DATE
Gonzalez, Andrew	Lead Information Technology Support Specialist	District Office	$6,249.28 monthly	43.3	06/01/2026
Karakesisoglu, Aris	School Office Clerk	Marine View	$23.689 hourly	28.2	08/07/2026
Lucido, Callahan	School Office Clerk	Mesa View	$22.561 hourly	28.1	08/07/2026

APPROVE SEPARATION
In accordance with Merit System Rules 8.1 to 8.8

NAME	POSITION	SITE	REASON	EFFECTIVE DATE
Chacon, Caiomhe	Instructional Assistant – ABA	Star View	Resignation	06/12/2026
DeWit, Raneece	Instructional Assistant – ABA	Hope View	Resignation	06/12/2026
Frost, Madison	School Office Clerk	Marine View	Resignation	06/18/2026
Powers, Melissa	Early Learning Instructional Assistant	Westmont Preschool	Resignation	06/15/2026
Rodriguez, Haylee	Instructional Assistant – ABA	Hope View	Resignation	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
PERSONNEL COMMISSION

Memo

TO: Personnel Commissioners

FROM: Michelle Eifert
Personnel Assistant

DATE: August 20, 2026

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

Position	Number of Open Positions	Job Posting Open/Close	Written Exam Date	Oral Exam Date	Final Interview Date
ALC Attendant	1	7/30/2026 - 8/24/2026	Every other Thursday		
Accountant	1	8/3/2026 - 8/24/2026	8/24/2026	9/2/2026	
Clerical Specialist - Bilingual	1	5/21/2026 - 6/11/2026	7/10/2026	8/13/2026	
Custodian	1	Eligibility List			
Department Secretary	1	Eligibility List/On Hold			
Early Learning - IA	8	6/16/2026 - 12/16/2026	Every other Thursday		
Food Service Worker	3	7/27/2026 - 8/12/2026	8/19/2026		
Instructional Assistant - ABA	6	Eligibility List			
Lead Food Service Worker	1	8/10/2026 - 8/28/2026	8/28/2026	TBD	
Maintenance Electrician	1	TBD			
Mechanic	1	TBD			
Network Systems Specialist	1	7/23/2026 - 8/12/2026	8/19/2026		
Noon Duty Supervisor	9	4/8/2026 - 10/8/2026	Every other Thursday		
Speech & Language Assistant	2	6/24/2026 - 12/24/2026	Every other Thursday		

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: August 20, 2026

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

Background Information

Employee	Classification	Step	Justification
Jayden DeCoite	Instructional Assistant ABA	2	Holds a bachelor's degree in social ecology and an associate's degree in psychology. Has over 2 years experience as a rec club lead staff member
Samantha Fernandez	Instructional Assistant ABA	2	Holds a bachelor's degree in psychology. Has over 2 years experience supervising and scheduling staff, coordinating daily program operations.
Jennifer Gardner	Universal Instructional Assistant	2	Holds an associate degree in liberal arts and a bachelor's degree in nursing. Has over 6 years experience coaching youth through Special Olympics Orange County.
Don Rizzi	School Office Clerk	3	Has more than 18 years of progressively responsible administrative, human resources, and leadership experience.

Recommendation

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