

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of September 26, 2023
4:00 p.m.
District Office Staff Lounge

1. CALL TO ORDER 4:00 P.M Thomas Connolly
1.1 Pledge of Allegiance

2. CONSENT AGENDA (Items identified by *)

Items listed under Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Personnel Commission, discussed, and acted upon separately. The Assistant Superintendent Human Resources and the Director of Human Resources recommend approval of all Consent Agenda items.

Thomas Connolly

2.1 Consent Approve the minutes of the regular meeting of August 22, 2023 (Enclosure) Thomas Connolly

2.2	Consent	Approve the following eligibility lists:			
			Eligible Candidates	Vacant Positions	
		A. Paraeducator Instructional Support, expiration 8/5/2024 (Enclosure)	26	13	Thomas Connolly
		B. Paraeducator Behavior Instructional Support, expiration 8/14/2024 (Enclosure)	2	5	
		C. Food Service Worker, expiration 8/16/2024 (Enclosure)	10	9	
		D. Instructional Technology Assistant, expiration 8/17/2024 (Enclosure)	5	1	
		E. Lead Food Service Worker, expiration 8/21/2024 (Enclosure)	6	4	
		F. Community Liaison Worker English, expiration 8/21/2024 (Enclosure)	8	1	
		G. Paraeducator, expiration 8/29/2024 (Enclosure)	12	2	
		H. Library Media Assistant, expiration 8/31/2024 (Enclosure)	5	2	

3. NEW BUSINESS

3.1 Discussion/Action Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support (Enclosure) Sylvia Niknami

3.2 Discussion/Action Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support (Enclosure) Sylvia Niknami

4. REPORTS/COMMENTS

4.1 Information Recruitment/Vacancy Update (Enclosure) Cynthia Torres

4.2 Information Personnel Commission Calendar Thomas Connolly

Personnel Commission Agenda
August 22, 2023
Page 2

- | | | | |
|-----|------------------------------------|--|---|
| 4.3 | Information | Assistant Superintendents Report | |
| | | 4.3.1 Human Resources | Rich Montgomery |
| | | 4.3.2 Business Services | Manuel Cardoso |
| | | 4.3.3 Educational Services | Dr. Richard Noblett |
| 4.4 | Information | Superintendents Report | Dr. Gunn Marie Hansen |
| 4.5 | Information | Public Comments
CSEA | Matt Acocello |
| 4.6 | Information | Staff Comments
Personnel Analyst
Personnel Technician
Personnel Specialist | Stephanie Myers
Cynthia Torres
Monica Wilkinson |
| 4.7 | Information | Personnel Commission Comments
Commissioner Fermelia
Commissioner Jones
Commissioner Connolly | Louis Fermelia
Robin Jones
Thomas Connolly |
| 5. | <u>CLOSED SESSION: (if needed)</u> | | Thomas Connolly |
| 5.1 | | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Director, Human Resources | |
| 5.2 | | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 | |
| 6. | ADJOURNMENT: | | Thomas Connolly |

In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission office at (714) 894-7311, extension 1170, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting

PERSONNEL COMMISSION MEETING CALENDAR:

October 24, 2023
November 28, 2023
December 19, 2023
January 23, 2024
February 27, 2024
March 26, 2024
April 23, 2024
May 28, 2024
June 11, 2024

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of August 22, 2023

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Connolly at 4:02 p.m. Commissioner Thomas Connolly led the flag salute.

COMMISSIONERS PRESENT:

Mr. Thomas Connolly
Mrs. Robin Jones
Mr. Louis Fermelia

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Dr. Richard Noblett, Assistant Superintendent,
Educational Services
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President

*MINUTES OF THE REGULAR MEETING of
June 6, 2023:*

Commissioner Fermelia moved, seconded by
Commissioner Jones, to approve the minutes of the
regular meeting of June 6, 2023.
Motion carried 3/0

*MINUTES OF THE SPECIAL MEETING of
July 31, 2023:*

Commissioner Fermelia moved, seconded by
Commissioner Jones, to approve the minutes of the
Special meeting of July 31, 2023.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Fermelia moved, seconded by
Commissioner Jones, to approve the eligibility list;
Early Education Instructor, expiration 5/25/2024,
Testing Technician, expiration, 5/27/2024, Grounds
Maintenance Worker, expiration, 5/31/2024, Senior
Custodian, expiration, 5/31/2024, Paraeducator
Instructional Support, expiration, 5/31/2024,
Extended School Program Facilitator, expiration,
5/31/2024, Licensed Vocational Nurse, expiration
6/5/2024, Instructional Technology Assistant,
expiration, 6/5/2024, Extended School Site
Supervisor, expiration, 6/14/2024, Community
Liaison Worker Vietnamese, expiration, 6/22/2024,
Paraeducator Behavior and Instructional Support,
expiration, 6/29/2024, Extended School Program
Lead Facilitator, expiration 7/1/2024, Health Services
Assistant, expiration 7/11/2024, Extended School
Program Facilitator, expiration, 7/11/2024,
Paraeducator Instructional Support, expiration,
7/13/2024, Intermediate Account Clerk, expiration,
7/17/2024, Skilled Maintenance Worker, expiration,
7/25/2024, Paraeducator Instructional Support,
expiration, 8/5/2024 **Motion carried 3/0**

21
Pg 14

APPROVE REVISIONS TO THE JOB CLASSIFICATION STATEMENT FOR PARAEDUCATOR:

Commissioner Jones moved, seconded by Commissioner Fermelia to approve the revisions of the job classification statement for the Paraeducator. **Motion carried 3/0**

APPROVE REVISIONS TO THE JOB CLASSIFICATION STATEMENT AND SALARY RANGE FOR PUBLIC INFORMATION OFFICER:

Commissioner Fermelia moved, seconded by Commissioner Jones to approve the revisions of the job classification statement and salary range for the Public Information Officer. **Motion carried 3/0**

APPROVE ADVANCE STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE EXTENDED SCHOOL PROGRAM SITE SUPERVISOR:

Commissioner Jones moved, seconded by Commissioner Fermelia to approve the advanced step placement on the salary schedule for the Extended School Program Site Supervisor. **Motion carried 3/0**

RECRUITMENT UPDATE:

Mrs. Torres and Mrs. Niknami presented an update on the new vacancy/recruitment report.

PERSONNEL COMMISSION CALENDAR:

Dates for the 2024 year were added: January 23, 2024, February 27, 2024, March 26, 2024, April 23, 2024, May 28, 2024 and June 11, 2024.

DIRECTOR REPORT:

No Report.

ASSISTANT SUPERINTENDENTS REPORT:

Mr. Cardoso began by stating the pleasure of working with the Commission.

Finally, Mr. Cardoso congratulated Commissioner Connolly on his re-appointment.

Dr. Noblett thanked the Commission for their support.

Finally, Dr. Noblett stated that he looked forward to hearing the Commission's feedback on the Strategic Plan.

SUPERINTENDENTS REPORTS:

Dr. Hansen began by stating that she looked forward to hearing the Commissioner's thoughts on the Strategic Plan.

Dr. Hansen thanked the Commissioners and the staff for their service.

Finally, Dr. Hansen shared that on Friday, August 25th, a special event was being held at Johnson School, and Stephen Covey will be the keynote speaker.

21
pg 2+

PUBLIC COMMENTS:
CSEA:

Mr. Acocello stated that CSEA was looking forward to the start of the new school year.

Mr. Acocello mentioned that the Salary Study has been delayed, but we look forward to receiving it.

Finally, Mr. Acocello thanked Mrs. Torres and Mrs. Wilkinson for filling positions and processing new employees.

STAFF COMMENTS:

Mrs. Myers welcomed everyone back and congratulated Commissioner Connolly on his re-appointment.

Mrs. Torres shared 51 paper fish, which represented the positions filled since June. Mrs. Torres congratulated Commissioner Connolly.

Mrs. Wilkinson shared that the department has been working hard and thanked the Commissioners for their support.

COMMISSIONER'S COMMENTS:

Commissioner Fermelia thanked the staff.

Commissioner Fermelia shared that the meeting was very informative and thanked the Superintendent for the Strategic Plan.

Finally, Commissioner Fermelia shared that the kick-off event sounded great, but he could not attend.

Commissioner Jones shared that she appreciated all the staff of the Westminster School District.

Commissioner Connolly thanked the staff and everyone for the re-appointment to the Commission.

Finally, Commissioner Connolly shared that he was looking forward to attending the kick-off event on Friday, August 25th.

The meeting adjourned at 4:53 p.m.

ADJOURNMENT:

Respectfully submitted,
Sylvia Niknami,
Director, Human Resources

2.1
pg 3

**Westminster School District
Classified Human Resources**

Recruitment #: 24-114
Effective: 8-5-23
Expires: 8-5-24

Eligibility List For: Paraeducator Instructional Support
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Catarina Dahillig	Merged: x	Veteran Pts:
			Seniority Pts:
1	Stephany Najera	Merged: x	Veteran Pts:
			Seniority Pts:
2	John Kim	Merged: x	Veteran Pts:
			Seniority Pts:
2	Tyriq McClendon	Merged:	Veteran Pts:
			Seniority Pts:
3	Aleksandra Rundzio	Merged: x	Veteran Pts:
			Seniority Pts:
4	Samantha Miller	Merged: x	Veteran Pts:
			Seniority Pts:
4	Jack Pruitt	Merged: x	Veteran Pts:
			Seniority Pts:
5	Chloe MacLean	Merged:	Veteran Pts:
			Seniority Pts:
5	Kallista Jones	Merged: x	Veteran Pts:
			Seniority Pts:
6	Steve Munoz Leon	Merged: x	Veteran Pts:
			Seniority Pts:
7	Ashley Alexander	Merged: x	Veteran Pts:
			Seniority Pts:
8	Kristy Hoang	Merged: x	Veteran Pts:
			Seniority Pts:
8	Jae Choe	Merged:	Veteran Pts:
			Seniority Pts:
8	Grace Haase	Merged:	Veteran Pts:
			Seniority Pts:
9	Skyler Gilliam	Merged: x	Veteran Pts:
			Seniority Pts:
10	Yahir Gonzales	Merged:	Veteran Pts:
			Seniority Pts:
11	Trevor Branstetter	Merged: x	Veteran Pts:
			Seniority Pts:
12	Ngan Pham	Merged:	Veteran Pts:
			Seniority Pts:
12	Amit Singh	Merged:	Veteran Pts:
			Seniority Pts:
12	Gabriela Pineda	Merged: x	Veteran Pts:
			Seniority Pts:
13	Elfa Noble	Merged: x	Veteran Pts:
			Seniority Pts:
14	Makenna Cornish	Merged:	Veteran Pts:
			Seniority Pts:
14	Molly Rosenfeld	Merged: x	Veteran Pts:
			Seniority Pts:

15	Miranda Fadlalla	Merged:	Veteran Pts:
			Seniority Pts:
16	Ngia Le	Merged: x	Veteran Pts:
			Seniority Pts:
17	Guadalupe Sandana Miranda	Merged: x	Veteran Pts:
			Seniority Pts:

Thirteen Vacancies

**Westminster School District
Classified Human Resources**

Recruitment #: 24-104

Effective: 8-14-23

Expires: 8-14-24

Eligibility List For: Paraeducator Behavior Instruction and Support
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Victoria Pham	Merged:	Veteran Pts:
			Seniority Pts:
2	Danielle Sanborn	Merged:	Veteran Pts:
			Seniority Pts:

Five Vacancies

**Westminster School District
Classified Human Resources**

Recruitment #: 24-105
Effective: 8-16-23
Expires: 8-16-24

**Eligibility List For: Food Service Worker
List Type: Open/Promotional – 10 Months**

RANK	APP LICANT'S NAME	SPECIAL CODES	
1	Vera Cuno	Merged:	Veteran Pts: Seniority Pts:
2	Diana Guida	Merged:	Veteran Pts: Seniority Pts:
3	Michelle Bravo	Merged: x	Veteran Pts: Seniority Pts:
4	Rosa Tapia	Merged: x	Veteran Pts: Seniority Pts:
5	Dulce Ramirez	Merged:	Veteran Pts: Seniority Pts:
6	Hortencia Segura	Merged: x	Veteran Pts: Seniority Pts:
7	Fozia Majoo	Merged:	Veteran Pts: Seniority Pts:
8	Laila Amer	Merged:	Veteran Pts: Seniority Pts:
9	Mina Elaboutigui	Merged:	Veteran Pts: Seniority Pts:
10	Sally Calderon	Merged: x	Veteran Pts: Seniority Pts:

Nine Vacancies

2.2
Pg 4+

**Westminster School District
Classified Human Resources**

Recruitment #: 24-109
Effective: 8-17-23
Expires: 8-17-24

**Eligibility List For: Instructional Technology Assistant
List Type: Open/Promotional – 10 Months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Nolen Alonso	Merged:	Veteran Pts:
			Seniority Pts:
2	Medhat Bakheet	Merged:	Veteran Pts:
			Seniority Pts:
2	Lilana Ceja	Merged: x	Veteran Pts:
			Seniority Pts:
3	Chris Zamudio	Merged: x	Veteran Pts:
			Seniority Pts:
3	Henein Mena	Merged: x	Veteran Pts:
			Seniority Pts:

One Vacancy

2.2
Pg 5+

**Westminster School District
Classified Human Resources**

Recruitment #: 23-201
Effective: 8-21-23
Expires: 8-21-24

**Eligibility List For: Lead Food Service Worker
List Type: Open/Promotional – 10 Months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Vanessa Myers-Vournakis	Merged:	Veteran Pts: Seniority Pts: x
2	Gloria Luna	Merged:	Veteran Pts: Seniority Pts: x
3	Maria Zavala	Merged:	Veteran Pts: Seniority Pts:
4	Dulce Ramirez	Merged:	Veteran Pts: Seniority Pts:
5	Carmen Orihuela	Merged:	Veteran Pts: Seniority Pts:
6	Fozia Majoo	Merged:	Veteran Pts: Seniority Pts:

Four Vacancies

2.2
pg 6+

**Westminster School District
Classified Human Resources**

Recruitment #: 24-103
Effective: 8-21-23
Expires: 8-21-24

**Eligibility List For: Community Liaison Worker - English
List Type: Open/Promotional – 10 Months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Sheila Almazan	Merged:	Veteran Pts: Seniority Pts:
1	Claudette Herrera	Merged: x	Veteran Pts: Seniority Pts:
1	Gloria Luna	Merged: x	Veteran Pts: Seniority Pts:
2	Deysi Godoy	Merged:	Veteran Pts: Seniority Pts:
3	Maria Nicole Newfarth	Merged:	Veteran Pts: Seniority Pts:
4	Jan Nguyen-Vu	Merged:	Veteran Pts: Seniority Pts:
5	Whitney Cwieka	Merged:	Veteran Pts: Seniority Pts:
6	Stephanie Lawrence	Merged:	Veteran Pts: Seniority Pts:

One Vacancy

**Westminster School District
Classified Human Resources**

Recruitment #: 24-121
Effective: 8-29-23
Expires: 8-29-24

**Eligibility List For: Paraeducator (Gen Ed)
List Type: Open/Promotional – 10 Months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Ashley Zempoalteca	Merged:	Veteran Pts:
			Seniority Pts:
1	Tyriq McClendon	Merged:	Veteran Pts:
			Seniority Pts:
2	Kristy Hoang	Merged:	Veteran Pts:
			Seniority Pts:
2	Pansy Nguyen	Merged: x	Veteran Pts:
			Seniority Pts:
3	Heather Greene	Merged: x	Veteran Pts:
			Seniority Pts:
3	Andonetta Theokary	Merged:	Veteran Pts:
			Seniority Pts:
2	Ana Ponce	Merged: x	Veteran Pts:
			Seniority Pts:
4	Ashley Brown	Merged:	Veteran Pts:
			Seniority Pts:
4	Truc Bui	Merged:	Veteran Pts:
			Seniority Pts:
5	Christine Bausch	Merged:	Veteran Pts:
			Seniority Pts:
6	Liliana Griglione	Merged: x	Veteran Pts:
			Seniority Pts:
6	Deysi Godoy	Merged: x	Veteran Pts:
			Seniority Pts:

Two Vacancies

2/2
pg 8+

**Westminster School District
Classified Human Resources**

Recruitment #: 24-108
 Effective: 8-31-23
 Expires: 8-31-24

**Eligibility List For: Library Media Assistant
List Type: Open/Promotional – 10 Months**

RANK APPLICANT'S NAME SPECIAL CODES

1	Michaela Shamoiei	Merged: x	Veteran Pts: Seniority Pts: x
2	Drew Okino	Merged: x	Veteran Pts: Seniority Pts:
3	Gloria Luna	Merged:	Veteran Pts: Seniority Pts:
4	Behnosh Woods	Merged:	Veteran Pts: Seniority Pts:
5	Joann Delgado	Merged: x	Veteran Pts: Seniority Pts:

Two Vacancies

2.2
Pg 9+



Westminster School District Memorandum

DATE: September 26, 2023

TO: Personnel Commission

FROM: Rich Montgomery, Assistant Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources

SUBJECT: Agenda Item 3.1 –Approve Advanced Step Placement on the salary schedule for the Paraeducator Instructional Support.

The advanced step placement recommendation for the Paraeducator Instructional Support comes at the request Mrs. Sylvia Niknami, Executive Director, Human Resources. This request is in accordance with Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 as follows:

B.1 The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.

Ms. Lisa Cain-O’Hare comes from Cypress Elementary School District where she has 18 years of experience as a Paraeducator Instructional Support. She has experience with behavior modification, positive learning environment, procedure modification and instructional techniques that will help her with the students in her classroom.

It is recommended that Ms. Lisa Cain-O’Hare initial placement on the salary schedule advance from Step I to Step III based on her experience.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ hour	STEP II \$ hour	STEP III \$ hour	STEP IV \$ hour	STEP V \$ hour	STEP VI \$ hour
10 Paraeducator/ Instructional Support	\$18.98	\$19.74	\$20.51	\$21.33	\$22.18	\$23.06

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for the Paraeducator Instructional Support.



Westminster School District Memorandum

DATE: September 26, 2023
TO: Personnel Commission
FROM: Rich Montgomery, Assistant Superintendent, Human Resources
 Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.2 –Approve Advanced Step Placement on the salary schedule for the Paraeducator Instructional Support.

The advanced step placement recommendation for the Paraeducator Instructional Support comes at the request Mrs. Sylvia Niknami, Executive Director, Human Resources. This request is in accordance with Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 as follows:

B.1 The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.

Mr. Christopher Wendt has 23 years of experience working with students with behaviors along with 12 years those years working as a Behavior Therapist. His skills and training include ABA/DTT behavior modification training, ProAct/PARTS training, holds a certificate in Leadership Studies and is at an intermediate level with American Sign Language.

It is recommended that Mr. Wendt initial placement on the salary schedule advance from Step I to Step III based on his experience.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ hour	STEP II \$ hour	STEP III \$ hour	STEP IV \$ hour	STEP V \$ hour	STEP VI \$ hour
10 Paraeducator/ Instructional Support	\$18.98	\$19.74	\$20.51	\$21.33	\$22.18	\$23.06

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for the Paraeducator Instructional Support.

3.2
pg 1

**Human Resources Classified
Recruitment Report - Last Updated on 09/14/2023**

Vacancy	Qty	Site	Eligibility List	Recruitment Status
Bus Driver	3	Transportation	N	Ongoing recruitment
Community Liaison Worker English	1	Eastwood	N	Interview scheduled
Community Liaison Worker Spanish	6	Various Sites	N	Testing in progress
Computer Technician	1	Technology	N	Testing in progress
Custodian	2	Various Sites	Y	Pending Posting
Early Ed Asst.	1	Fryberger	N	Testing in progress
ESP Facilitator*	37	Various Sites	N	Ongoing recruitment
ESP Lead Facilitator*	4	Various Sites	Y	Ongoing recruitment
Expanded Learning Program Specialist*	1	Land	N	Pending Posting
Executive Director Facilities, MOT	1	Business Services	N	Posted on edjoin & other forums
Food Service Worker	9	Various Sites	N	Interview scheduled
Food Service Warehouse Utility Worker	1	Nutrition Center	N	Testing in progress
Grounds Maintenance Worker	1	Maintenance	N	Testing in progress
Intermediate Account Clerk (changed from Nutrition Account Tech)	1	Nutrition Center	N	Pending Reposting
Intermediate Clerk Typist	2	Various Sites	N	Pending Posting
Instructional Technology Assistant	1	Finley	N	Pending Interview
Lead FSW	4	Various Sites	N	Interview scheduled
Library Media Assistant	2	Various Sites	N	Pending Interviews
Licensed Vocational Nurse	1	Anderson	N	Ongoing recruitment
Para TK	2	Various Sites	Y	Pending Interviews
Para Inst Support	6	Various Sites	N	Ongoing recruitment
Para Behavior	5	Various Sites	Y	Ongoing recruitment
School Office Manager	1	Anderson	N	Testing in progress
Senior Clerk Typist	1	Land	Y	Pending Interview
Staff Secretary	1	Business Services	N	Testing in progress
Student Transportation Assistant	1	Transportation	N	Testing in progress
Translator Vietnamese	1	School Specialty Programs	N	Testing in progress

Month At A Glance

Ending 09/14/2023

ESP Vacancies	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
42	55	97	13.1%	8.5%

Ending 08/10/2023

ESP Vacancies	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
43	60	103	13.8%	9.2%

4.1
Pg 1