

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of December 19, 2023
4:00 p.m.
District Office Board Room

1. CALL TO ORDER 4:00 P.M Robin Jones
1.1 Pledge of Allegiance

2. CONSENT AGENDA (Items identified by *)

Items listed under the 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 of Human Resources and the Executive Director of Human Resources recommend approval of all Consent Agenda items.

Robin Jones

2.1 Consent Approve the minutes of the regular meeting of November 28, 2023 (Enclosure)

Robin Jones

2.2 Consent Approve the following eligibility lists:

	Eligible Candidates	Vacant Positions	
A. Library Media Assistant, expiration 11/8/2024 (Enclosure)	6	1	Robin Jones
B. Expanded Learning Program Specialist, expiration 11/16/2024 (Enclosure)	4	1	
C. Intermediate Account Clerk, expiration 11/20/2024 (Enclosure)	2	1	
D. Extended School Program Facilitator, expiration 10/24/2024 (Enclosure)	23	41	

3. NEW BUSINESS

3.1 Discussion/Action Approve advanced step placement on the salary schedule for the Expanded Learning Program Specialist (Enclosure)

Sylvia Niknami

3.2 Information Classified Compensation Study Adjustments

Sylvia Niknami

4. REPORTS/COMMENTS

4.1 Information Recruitment/Vacancy Update (Enclosure)

Cynthia Torres

4.2 Information Personnel Commission Calendar

Robin Jones

4.3 Information Executive Directors Report

Sylvia Niknami

4.4 Information Assistant Superintendents Report

4.3.1 Human Resources

Rich
Montgomery
Manuel Cardoso
Dr. Richard
Noblett

4.3.2 Business Services

4.3.3 Educational Services

4.5 Information Superintendents Report

Dr. Gunn Marie
Hansen

4.6 Information Public Comments
CSEA

Matt Acocello

Personnel Commission Agenda

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| 4.7 | Information | Staff Comments
Personnel Analyst

Personnel Technician
Personnel Specialist | Stephanie Myers
Cynthia Torres
Monica Wilkinson |
| 4.8 | Information | Personnel Commission Comments
Commissioner Fermelia
Commissioner Jones
Commissioner Connolly | Louis Fermelia
Robin Jones
Thomas Connolly |
| 5. | <u>CLOSED SESSION: (if needed)</u> | | Robin Jones |
| 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: | | Robin Jones |

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:

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 November 28, 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
Mr. Rich Montgomery, Assistant Superintendent,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist

*MINUTES OF THE REGULAR MEETING of
October 24, 2023:*

Commissioner Jones moved, seconded by
Commissioner Fermelia, to approve the minutes of
the regular meeting of October 24, 2023.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Fermelia, to approve the eligibility list;
Instructional Technology Assistant, expiration
8/17/2024, Food Service Warehouse/Utility Worker,
expiration, 10/5/2024, Paraeducator Instructional
Support, expiration, 10/16/2024, Custodian,
expiration, 10/24/2024, Extended School Program
Lead Facilitator, expiration, 10/25/2024, Community
Liaison Worker Spanish, expiration, 11/2/2024,
Paraeducator, expiration 11/7/2024. **Motion carried
3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR CUSTODIAN:*

Commissioner Fermelia moved, seconded by
Commissioner Jones to approve advanced step
placement on the salary schedule for Custodian.
Motion carried 3/0

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment
report.

PERSONNEL COMMISSION CALENDAR:

No change.

EXECUTIVE DIRECTOR REPORT:

No report.

*ASSISTANT SUPERINTENDENTS
REPORT:*

Mr. Montgomery shared that CSEA and himself are
meeting weekly and collaborate to create an agenda.
These meetings have been very productive and are
building trust.

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Mr. Montgomery shared that we are continuing to work on a marketing and hiring campaign in addition to planning an internal job fair. Mr. Montgomery is also working on a how to get hired seminar.

Mr. Cardoso shared that the business department has been busy with the first interim report.

Mr. Cardoso also shared that he has been working on the salary study for classified and the IBB analysis.

SUPERINTENDENTS REPORTS:

Dr. Hansen began by thanking Commissioners for their support to the classified staff.

Dr. Hansen shared she was very pleased with the hard work that the Human Resources department has been doing with hiring. She shared that the ELOP funding has brought in 11 million in funding and this has been a big effect on the need to hire staff for the Extended School Program. The hope is that the increase in salary from the salary study will help to increase employees wanting to come to Westminster School District.

PUBLIC COMMENTS:
CSEA:

No comment.

STAFF COMMENTS:

Mrs. Myers shared that we have held four CPR classes for Paraeducators, School Office Managers, Transportation, and Health Assistants.

Mrs. Torres shared that she is thankful and is looking forward to meeting the goals of the job fair and salary study.

Mrs. Wilkinson shared that she has been working with employees who are interested in working in additional assignments. Mrs. Wilkinson also shared that when she is doing onboarding she shares with the employees that they should look into testing opportunities for other positions to gain extra hours.

COMMISSIONER'S COMMENTS:

Commissioner Fermelia shared that having the salary study completed is a huge milestone and thanked everyone for supporting the work of the commission.

Commissioner Jones shared that she was very proud to be a commissioner for Westminster School District and was pleased to see all the smiles.

Commissioner Connolly thanked everyone for their hard work.

The meeting adjourned to closed session at 4:52 p.m.

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ADJOURNMENT TO CLOSED SESSION:

Closed session convened at 4:54 p.m. Information only. No action was taken.

ADJOURNMENT:

The meeting adjourned at 5:09 p.m.

Respectfully submitted,
Sylvia Niknami,
Executive Director, Human Resources

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

RANK APPLICANT'S NAME SPECIAL CODES

1	Leannah Mariano	Merged:	Veteran Pts:
			Seniority Pts:
2	Michaela Shamoiei	Merged: x	Veteran Pts:
			Seniority Pts:
3	Anaiah Young	Merged:	Veteran Pts:
			Seniority Pts:
4	Gloria Luna	Merged: x	Veteran Pts:
			Seniority Pts:
5	Judy Truong	Merged:	Veteran Pts:
			Seniority Pts:
6	Behnosh Woods	Merged: x	Veteran Pts:
			Seniority Pts:

One Vacancy

**Westminster School District
Classified Human Resources**

Recruitment #: 24-131
Effective: 11-16-23
Expires: 11-16-24

**Eligibility List For: Expanded Learning Program Specialist
List Type: Open/Promotional –12 Months**

RANK APPLICANT'S NAME SPECIAL CODES

1	Aaron Wertheimer	Merged: x	Veteran Pts: Seniority Pts:
2	Natalie Velez	Merged:	Veteran Pts: Seniority Pts:
3	Annette Blake	Merged:	Veteran Pts: Seniority Pts:
4	Chris Cuen	Merged:	Veteran Pts: Seniority Pts:

One Vacancy

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**Westminster School District
Classified Human Resources**

Recruitment #: 24-129
Effective: 11-20-23
Expires: 11-20-24

**Eligibility List For: Intermediate Account Clerk
List Type: Open/Promotional – 12 Months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Jacqueline Villanueva	Merged: x	Veteran Pts: Seniority Pts:
2	Enoch Park	Merged:	Veteran Pts: Seniority Pts:

1 Vacancy

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Westminster School District
Classified Human Resources

Recruitment #: 24-151
 Effective: 11-26-23
 Expires: 11-26-24

Eligibility List For: Extended School Program Facilitator
List Type: Open/Promotional – 10 Months

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Alyssa Hayen	Merged:	Veteran Pts:
			Seniority Pts:
2	Natalia Murillo	Merged:	Veteran Pts:
			Seniority Pts:
3	Jason Hernandez	Merged: x	Veteran Pts:
			Seniority Pts:
3	Luke Noblett	Merged: x	Veteran Pts:
			Seniority Pts:
3	Michaela Sotelo	Merged: x	Veteran Pts:
			Seniority Pts:
3	Shiragi Bhakta	Merged: x	Veteran Pts:
			Seniority Pts:
4	Stephanie Baiza	Merged:	Veteran Pts:
			Seniority Pts:
5	TyRiq McClendon	Merged: x	Veteran Pts:
			Seniority Pts:
6	Jazlyn Linder	Merged: x	Veteran Pts:
			Seniority Pts:
6	Ethan Tieu	Merged: x	Veteran Pts:
			Seniority Pts:
6	Jingle Torres	Merged: x	Veteran Pts:
			Seniority Pts:
6	Amy Le	Merged:	Veteran Pts:
			Seniority Pts:
7	Bernabe Estrada	Merged: x	Veteran Pts:
			Seniority Pts:
8	Kenneth Carr III	Merged: x	Veteran Pts:
			Seniority Pts:
8	Ana Ponce	Merged: x	Veteran Pts:
			Seniority Pts:
8	Caitlyn Tran	Merged: x	Veteran Pts:
			Seniority Pts:
9	Kameron Rodriguez	Merged: x	Veteran Pts:
			Seniority Pts:
10	Daniel Guizar	Merged: x	Veteran Pts:
			Seniority Pts:
11	Victoria Piano	Merged: x	Veteran Pts:
			Seniority Pts:
11	Yahir Gonzalez	Merged: x	Veteran Pts:
			Seniority Pts:

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12	Ngoc Tran	Merged:	Veteran Pts:
			Seniority Pts:
12	Adilene Gonzalez	Merged: x	Veteran Pts:
			Seniority Pts:
12	Lynn Smith	Merged: x	Veteran Pts:
			Seniority Pts:

Forty-one Vacancies



Westminster School District Memorandum

DATE: December 19, 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 Expanded Learning Program Specialist.

The advanced step placement recommendation for the Expanded Learning Program Specialist comes at the request of 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 B2 as follows:

2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Natalie Velez comes from Fountain Valley School District where she has worked as a Site Coordinator for 13 years. Ms. Velez holds a Bachelor's Degree in Liberal Studies with a concentration in Literacy from Cal State Long Beach.

It is recommended that Ms. Velez's initial placement on the salary schedule advance from Step I to Step II based on her education.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Expanded Learning Program Specialist, Range 80	\$5,242	\$5,448	\$5,664	\$5,889	\$6,124	\$6,369

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for the Expanded Learning Program Specialist.

Human Resources Classified Recruitment Report - Last Updated on 12/13/2023

Vacancy	Qty	Site	Eligibility List	Recruitment Status
Bus Driver	3	Transportation	N	Ongoing recruitment
Community Liaison Worker Spanish	6	Various Sites	N	Testing in progress
Community Liaison Worker Vietnamese	1	Finley	N	Interview in progress
Early Ed Asst.	9	Fryberger	N	Testing in progress
Early Ed Instructor	2	Fryberger	N	Testing in progress
ESP Facilitator*	41	Various Sites	N	Ongoing recruitment
ESP Lead Facilitator*	7	Various Sites	Y	Ongoing recruitment
ESP Site Supervisor	4	Various Sites	N	Pending posting
Food Service Worker	6	Various Sites	N	Testing in progress
Intermediate Account Clerk (changed from Nutrition Account Tech)	1	Nutrition Center	N	Testing in progress
Intermediate Clerk Typist	2	Various Sites	N	Testing in progress
Instructional Technology Assistant	2	Land	N	Posted on Edjoin
Lead FSW	3	Various Sites	N	Testing in progress
Licensed Vocational Nurse	1	Anderson	N	Ongoing recruitment
Nutrition Services Driver/Kitchen Maintenance Specialist	1	Nutrition Center	N	Posted on Edjoin
Para TK	1	Various Sites	Y	Pending interviews
Para Inst Support	9	Various Sites	N	Ongoing recruitment
Para Behavior	4	Various Sites	Y	Ongoing recruitment
School Office Manager	1	Sequoia	Y	Interview in progress
Staff Secretary	3	Various Sites	N	Testing in progress
Student Transportation Assistant	1	Transportation	N	Ongoing recruitment
Student Services Technician	1	Ed Services	N	Pending posting
Transportation Supervisor	1	Transportation	N	Posted on Edjoin
Translator/Interpreter Spanish	1	District Office	N	Posted on Edjoin
Month At A Glance				
Ending 12/13/2023				
<i>ESP Vacancies*</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
52	59	111	15.54 %	8.9%
Ending 11/21/2023				
<i>ESP Vacancies*</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
47	54	101	14.36%	8.0%