

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of April 23, 2024
4:00 p.m.
District Office Board Room

- | 1. | <u>CALL TO ORDER 4:00 P.M</u> | | Robin Jones | | | | | | | | | | | | | | | |
|--|---|--|-----------------------|------------------------|---------------------|--|---|---|--|----|----|---|----|---|---|---|---|-------------|
| | 1.1 | Pledge of Allegiance | | | | | | | | | | | | | | | | |
| 2. | <u>CONSENT AGENDA</u> (Items identified by *) | | | | | | | | | | | | | | | | | |
| | | <p>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.</p> | Robin Jones | | | | | | | | | | | | | | | |
| 2.1 | Consent | Approve the minutes of the regular meeting of March 26, 2024 (Enclosure) | Robin Jones | | | | | | | | | | | | | | | |
| 2.2 | Consent | <p>Approve the following eligibility lists:</p> <table border="0" style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; width: 10%;">Eligible Candidates</th> <th style="text-align: center; width: 10%;">Vacant Positions</th> </tr> </thead> <tbody> <tr> <td>A. Extended School Program Site Supervisor, expiration 3/28/2025 (Enclosure)</td> <td style="text-align: center;">6</td> <td style="text-align: center;">4</td> </tr> <tr> <td>B. Extended School Program Facilitator, expiration 3/28/2025 (Enclosure)</td> <td style="text-align: center;">13</td> <td style="text-align: center;">44</td> </tr> <tr> <td>C. Paraeducator, expiration 3/28/2025 (Enclosure)</td> <td style="text-align: center;">11</td> <td style="text-align: center;">3</td> </tr> <tr> <td>D. Lead Food Service Worker, expiration 3/28/2025 (Enclosure)</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> | | Eligible Candidates | Vacant Positions | A. Extended School Program Site Supervisor, expiration 3/28/2025 (Enclosure) | 6 | 4 | B. Extended School Program Facilitator, expiration 3/28/2025 (Enclosure) | 13 | 44 | C. Paraeducator, expiration 3/28/2025 (Enclosure) | 11 | 3 | D. Lead Food Service Worker, expiration 3/28/2025 (Enclosure) | 6 | 1 | Robin Jones |
| | Eligible Candidates | Vacant Positions | | | | | | | | | | | | | | | | |
| A. Extended School Program Site Supervisor, expiration 3/28/2025 (Enclosure) | 6 | 4 | | | | | | | | | | | | | | | | |
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| C. Paraeducator, expiration 3/28/2025 (Enclosure) | 11 | 3 | | | | | | | | | | | | | | | | |
| D. Lead Food Service Worker, expiration 3/28/2025 (Enclosure) | 6 | 1 | | | | | | | | | | | | | | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | | | | | | | | | | | | | |
| | 3.1 | <u>Discussion/Action</u> Adopt a resolution proclaiming May 19, 2024 – May 25, 2024, as Classified School Employee Week. (Enclosure) | Dr. Randy Gray | | | | | | | | | | | | | | | |
| | 3.2 | <u>Discussion/Action</u> Approve the new classification statement for the Visual and Performing Arts (VAPA) Assistant Elementary. (Enclosure) | Dr. Randy Gray | | | | | | | | | | | | | | | |
| | 3.3 | <u>Discussion/Action</u> Approve the new classification statement for the Visual and Performing Arts (VAPA) Assistant Middle School. (Enclosure) | Dr. Randy Gray | | | | | | | | | | | | | | | |
| 4. | <u>REPORTS/COMMENTS</u> | | | | | | | | | | | | | | | | | |
| | 4.1 | Information Recruitment/Vacancy Update (Enclosure) | Cynthia Torres | | | | | | | | | | | | | | | |
| | 4.2 | Information Personnel Commission Calendar | Robin Jones | | | | | | | | | | | | | | | |
| | 4.3 | Information Executive Directors Report | Dr. Randy Gray | | | | | | | | | | | | | | | |
| | 4.4 | 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 | | | | | | | | | | | | | | | |
| | 4.5 | Information Superintendents Report | Dr. Gunn Marie Hansen | | | | | | | | | | | | | | | |

Personnel Commission Agenda
 April 23, 2024
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- | | | | |
|-----|------------------------------------|--|---|
| 4.6 | Information | Public Comments CSEA | Matt Acocello |
| 4.7 | Information | Staff Comments Personnel Analyst Personnel Technician Personnel Specialist | Stephanie Myers Cynthia Torres Monica Wilkinson |
| 4.8 | Information | Personnel Commission Comments Commissioner Connolly Commissioner Fermelia Commissioner Jones | Thomas Connolly Louis Fermelia Robin Jones |
| 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:

- May 28, 2024
- June 11, 2024
- August 20, 2024
- September 17, 2024
- October 22, 2024
- November 19, 2024 (Thanksgiving November 25-29, 2024)
- December 17, 2024 (Winter Break December 23, 2024-January 3, 2024)
- January 21, 2025
- February 18, 2025
- March 18, 2025
- April 22, 2025 (Spring Break April 14-18, 2025)
- May 20, 2025
- June 3, 2025

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of March 26, 2024

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:08 p.m. Commissioner Robin Jones led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Assistant Superintendent,
Human Resources
Dr. Richard Noblett, Assistant Superintendent,
Educational Services
Mrs. Sylvia Niknami, Executive Director, Human
Resources
Mr. Peter Barajas, Expanded Learning Program
Supervisor
Ms. Julia Sanchez, Expanded Learning Program
Supervisor
Mrs. Stephanie Myers, Personnel Analyst

*MINUTES OF THE REGULAR MEETING of
February 27, 2024:*

Commissioner Connolly moved, seconded by
Commissioner Fermelia, to approve the minutes of
the regular meeting of February 27, 2024.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by
Commissioner Fermelia, to approve the eligibility list;
Early Education Assistant, expiration 2/20/2025,
Paraeducator Instructional Support, expiration,
2/24/2025, Community Liaison Worker, expiration,
2/27/2025, Translator Interpreter Vietnamese,
expiration, 3/5/2025, Student Transportation
Assistant, expiration, 3/6/2025, Intermediate Account
Clerk, expiration, 3/18/2025, Licensed Vocational
Nurse, expiration, 3/15/2025. **Motion carried 3/0**

*ADOPT A RESOLUTION PROCLAIMING
APRIL 23, 2024, AS SCHOOL BUS
DRIVERS' DAY:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve the resolution
proclaiming April 23, 2024 as School Bus Drivers'
Day. **Motion carried 3/0**

*APPROVE THE REVISED
CLASSIFICATION STATEMENT FOR THE
EXTENDED SCHOOL PROGRAM
FACILITATOR:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve the revised
classification statement for the Extended School
Program Facilitator. **Motion carried 3/0**

*APPROVE THE REVISED
CLASSIFICATION STATEMENT FOR THE
EXTENDED SCHOOL PROGRAM LEAD
FACILITATOR:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the revised classification statement for the Extended School Program Lead Facilitator. **Motion carried 3/0**

RECRUITMENT UPDATE:

Mrs. Niknami presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

Proposed additional dates were made as follows; August 20, 2024, September 17, 2024, October 22, 2024, November 19, 2024, December 17, 2024, January 21, 2025, February 18, 2025, March 18, 2025, April 22, 2025, May 20, 2025 and June 17, 2025. Commission Fermelia requested that the June 17, 2025 date be moved to June 3, 2025.

EXECUTIVE DIRECTOR REPORT:

Mrs. Niknami thanked the commission for attending the commission conference and stated there was a lot of great information.

Mrs. Niknami thanked the team for their hard work and for continuing to work on the new processes.

Finally, Mrs. Niknami thanked CSEA for their collaboration.

*ASSISTANT SUPERINTENDENTS
REPORT:*

Mr. Montgomery shared he enjoyed the commission conference. He provided the commission with a poem "The Starfish Story" by Loren Eiseley and attached was a little starfish that he bought when he was at the conference.

Finally, Mr. Montgomery shared that we all make a difference and he is looking forward to taking the ideas he learned at the conference and implementing them.

Dr. Noblett thanked the commission on behalf of Mr. Cardoso and himself.

Dr. Noblett thanked the commission for approving the changes to the Extended School Program job descriptions.

Finally, Dr. Noblett shared that Educational Services is getting ready for summer programs and the staffing of those programs.

SUPERINTENDENTS REPORTS:

Dr. Hansen thanked the commission for their support to the classified employees and their ongoing professional development by attending the commission conference.

Dr. Hansen shared that Mr. Montgomery has put a team together that will be attending a Labor Management conference this summer.

Dr. Hansen shared that the Board approve the classified salary study along with giving raises and that Westminster School District classified staff is now in the top third for compensation of surrounding districts.

Dr. Hansen highlighted that a special event was held at Westminster High School showcasing the Vietnamese dual immersion program. Our students from DeMille who began our program as kindergartners will be freshman next year and will continue to participate at Westminster High School. We are the first in the nation to be able to provide Vietnamese dual immersion from TK to 12th grade.

Finally, Dr. Hansen thanked the Commission for their support and hard work.

PUBLIC COMMENTS:
CSEA:

No comment.

STAFF COMMENTS:

Mrs. Myers shared that she will begin participating in Merit Academy provided by the California School Personnel Commissioners. Mrs. Myers thanked Mrs. Niknami and Mr. Montgomery for their support and for helping to make this possible.

COMMISSIONER'S COMMENTS:

Commissioner Connolly shared that he enjoyed the conference and attended a session called Political Differences. He shared that he got to brag about how the Westminster School District Board, Commission, Administration, and CSEA get along so well.

Commissioner Fermelia shared that he enjoyed the conference and that Westminster School District always sticks out positively.

Commissioner Fermelia thanked everyone for their support.

Commissioner Jones shared that she is pleased to be a part of Westminster School District.

Commissioner Jones shared how impressed she is with the professionalism throughout the district and that everyone is always trying to do the best for students.

ADJOURNMENT:

The meeting adjourned at 4:54 p.m.

Respectfully submitted,
Sylvia Niknami,
Executive Director, Human Resources



Eligibility List For: ESP Site Supervisor
List Type: Open/Promotional - 10 months

| RANK | APPLICANT'S NAME | SPECIAL CODES |
|-------------|-------------------------|--|
| 1 | Jasmine Balandran | Merged: Veteran Pts. Seniority Pts. |
| 2 | Ivan Medina | Merged: Veteran Pts. Seniority Pts. |
| 3 | Jessica Palacios | Merged: Veteran Pts. Seniority Pts. |
| 3 | Vivian Pham | Merged: Veteran Pts. Seniority Pts. |
| 4 | Roxana Perez-Pineda | Merged: Veteran Pts. Seniority Pts. |
| 5 | Efrain Gazca | Merged: x Veteran Pts. Seniority Pts. |

Four Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-164
Effective: 3/28/2024
Expires: 3/28/2024

**Eligibility List For: ESP Facilitator
 List Type: Open/Promotional - 10 months**

| RANK | APPLICANT'S NAME | SPECIAL CODES | | | |
|------|------------------|---------------|--|---|----------------|
| 1 | Alyssa Hayen | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 2 | Evelyn Castillo | Merged: | | | Veteran Pts. |
| | | | | | Seniority Pts. |
| 3 | Luke Noblett | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 3 | Michaela Sotelo | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 4 | Nancy Nguyen | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 5 | Stephanie Baiza | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 6 | Jazlyn Linder | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 7 | Bernabe Estrada | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 8 | Ana Ponce | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 9 | Diane Totah | Merged: | | | Veteran Pts. |
| | | | | | Seniority Pts. |
| 10 | Mina Lai | Merged: | | | Veteran Pts. |
| | | | | | Seniority Pts. |
| 11 | Ngoc Tran | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |
| 11 | Adilene Gonzalez | Merged: | | x | Veteran Pts. |
| | | | | | Seniority Pts. |

Forty-Four Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-171
Effective: 3/28/2024
Expires: 3/28/2025

**Eligibility List For: Paraeducator (TK-8)
 List Type: Open/Promotional - 10 months**

| RANK | APPLICANT'S NAME | SPECIAL CODES |
|------|---------------------|---|
| 1 | Cynthia Armenta | Merged: x Veteran Pts. Seniority Pts. |
| 2 | Karen Hernandez | Merged: Veteran Pts. Seniority Pts. |
| 3 | Andonetta Theokary | Merged: x Veteran Pts. Seniority Pts. |
| 4 | Hyojin Lee | Merged: Veteran Pts. Seniority Pts. X |
| 5 | Hanan Naber | Merged: Veteran Pts. Seniority Pts. |
| 5 | Anne Lourthunayagam | Merged: Veteran Pts. Seniority Pts. |
| 6 | Christine Bausch | Merged: x Veteran Pts. Seniority Pts. |
| 6 | Liliana Griglione | Merged: x Veteran Pts. Seniority Pts. |
| 7 | Patricia Medina | Merged: Veteran Pts. Seniority Pts. |
| 7 | Joselyn Salinas | Merged: Veteran Pts. Seniority Pts. |
| 8 | Deysi Godoy | Merged: x Veteran Pts. Seniority Pts. |

Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-173
Effective: 3/28/2024
Expires: 3/28/2025

**Eligibility List For: Lead Food Service Worker
 List Type: Open/Promotional - 10 months**

| RANK | APPLICANT'S NAME | SPECIAL CODES |
|-------------|-------------------------|--|
| 1 | Jacqueline Derleth | Merged: Veteran Pts. Seniority Pts. x |
| 1 | Jennifer Goode | Merged: x Veteran Pts. Seniority Pts. |
| 2 | Gloria Luna | Merged: x Veteran Pts. Seniority Pts. |
| 3 | Dulce Ramirez | Merged: x Veteran Pts. Seniority Pts. |
| 4 | Carmen Orihuela | Merged: x Veteran Pts. Seniority Pts. |
| 5 | Fozia Majoo | Merged: x Veteran Pts. Seniority Pts. |

One Vacancy



CLASSIFIED EMPLOYEE WEEK

WHEREAS, classified school employees provide valuable service to the schools and students of the Westminster School District; and

WHEREAS, classified school employees contribute to the establishment and promotion of a positive instructional environment; and

WHEREAS, classified employees serve a vital role in providing for the welfare and safety of Westminster School District students; and

WHEREAS, the classified school employees of the Westminster School District strive for excellence in all areas relative to the educational community.

THEREFORE, BE IT RESOLVED, that the Personnel Commission of the Westminster School District hereby recognizes and wishes to honor the contributions of the classified professionals to quality education in the state of California and in the Westminster School District, and declares the week of May 19, 2024, through May 25, 2024, as Classified School Employee Week in the Westminster School District.

Adopted: April 23, 2024

Robin Jones, Chairperson

Louis Fermelia, Commissioner

Thomas Connolly, Commissioner



Westminster School District Memorandum

DATE: April 23, 2024

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.2 – Approve new classification position and salary range for Visual and Performing Arts (VAPA) Assistant Elementary School.

The request to approve the proposed new classification and salary range for the Visual and Performing Arts Assistant was made by Rich Montgomery, Assistant Superintendent, Human Resources, Michelle Watkins, Senior Executive Director, Leadership, Curriculum, and Instruction, and Sylvia Niknami, Executive Director, Human Resources.

The Human Resources Department, in conjunction with the Educational Services Department, undertook a review of the structure of the Visual and Performing Arts Program. The review specifically focused on the new funding for Prop 28 and the expansion of the Arts for Westminster School District. These positions will support both the elementary sites and middle school teachers in their daily duties with students.

Based upon the review of our Visual and Performing Arts program and the need to support the day-to-day work of our visual and performing arts teachers as they travel throughout the 13 elementary and 3 middle schools in the Westminster School District, the need arose for the creation of the job classification of Visual and Performing Arts Assistant. These VAPA Assistants will assist the teacher in performing specific duties as assigned which could also include preparing and supporting lessons as directed by the Arts Coordinator and/or teacher, establishing and maintaining standards of student behavior, and assisting the teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.

The proposed salary range is aligned with the salary schedule for a Visual and Performing Arts Assistant. Collaboration with Matt Acocello, CSEA President is part of the comprehensive process to recommend the proposed classification and salary range. This position will be a member of the CSEA bargaining unit.

| CLASSIFICATION | STEP I | STEP II | STEP III | STEP IV | STEP V | STEP VI |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Visual and Performing Arts (VAPA), range 10 | \$3440/m \$19.83/h | \$3574/m \$20.62/h | \$3720/m \$21.46/h | \$3867/m \$22.32/h | \$4023/m \$23.19/h | \$4180/m \$24.12/h |

RECOMMENDATION: Approve new classification position and salary range for Visual and Performing Arts (VAPA) Assistant Elementary School.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: VISUAL AND PERFORMING ARTS ASSISTANT – Elementary School

BASIC FUNCTION:

Under the direct supervision of the Director of Curriculum and Instruction, or designee, support the Visual and Performing Arts program to elementary school students, by providing instructional activities, and facilitating student engagement in Visual and Performing Arts.

ESSENTIAL DUTIES:

Facilitate visual art lessons at elementary school sites.

Assist in establishing and maintaining standards of student behavior.

Create an environment that is conducive to learning and appropriate to the maturity and interests of the students.

Deliver classroom instruction and prepare lesson plans and materials for classes in an assigned specialized subject-matter area, including media or visual arts.

Provide students with the necessary materials to participate in program assignments.

Assists in school-wide emergency preparedness and procedures.

Alert the teacher to the special needs of individual students.

Provide escort and assistance to children as necessary.

Prepares lessons as directed by the teacher; administers and scores a variety of tests.

Observe and control the behavior of students according to approved procedures.

Reports progress regarding student performance and behavior.

Assists students by providing proper examples, emotional support, a friendly attitude, and general guidance.

Confers, as needed, with teachers concerning programs and materials to meet student needs. Help maintain a variety of records for students, instruments, accessories, and supplies.

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Assist in the maintenance and storage of equipment.

Set up equipment for the class.

Help maintain order in the classroom; monitor students to keep them on task.

Participates in meetings and professional development as necessary.

Perform related work as assigned.

Assist the Visual and Performing Arts teacher in performing specific duties as assigned or undertaking specialized tasks.

KNOWLEDGE AND SKILLS:

General knowledge of the practices, methods, and techniques used in visual and performing arts.

Ability to maintain confidential files and information and to compile reports.

Skill in the use of visual and performing arts equipment.

Performs a variety of clerical duties in relation to student instruction, such as the preparation of instructional materials, scoring tests, recording grades and attendance, as well as maintaining records and files.

Ability to operate standard office, word and data processing equipment.

Ability to establish and maintain effective working relationships with teachers, parents, students, and the community.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- (1) Is responsible to/evaluated by the Director of Curriculum and Instruction or designee.
 - (2) Receives supervision and direction from a certificated teacher or supervisor to which assigned.
 - (3) May provide limited work direction and guidance to volunteers and student helpers.

- Internal Contacts:
- (1) Continuous contact with students and teachers.
 - (2) Continuing contact with the school principal and school office staff.
 - (3) Some contact with other instructional assistants, custodial employees, and noon duty personnel.

PHYSICAL DEMANDS:

Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat. Ability to push, pull, and/or move up to 25 lbs, and occasionally lift, push, pull, and/or move up to 50 pounds with assistance. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

EDUCATION AND EXPERIENCE:

High School Diploma or GED required and some experience in working with children. Some college-level coursework in visual and performing arts is desirable. Experience in visual and performing arts is also desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid CA driver's license.

| | | | |
|---------------------|-----------------------------------|--------------|------------------|
| PREPARED BY: | HUMAN RESOURCES DEPARTMENT | DATE: | 3/2024 |
| APPROVED BY: | PERSONNEL COMMISSION | DATE: | 4/23/2024 |
| APPROVED BY: | BOARD OF TRUSTEES | DATE: | |



Westminster School District Memorandum

DATE: April 23, 2024

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.3 - Approve new classification position and salary range for Visual and Performing Arts (VAPA) Assistant Middle School.

The request to approve the proposed new classification and salary range for the Visual and Performing Arts Assistant was made by Rich Montgomery, Assistant Superintendent, Human Resources, Michelle Watkins, Senior Executive Director, Leadership, Curriculum, and Instruction, and Sylvia Niknami, Executive Director, Human Resources.

The Human Resources Department, in conjunction with the Educational Services Department, undertook a review of the structure of the Visual and Performing Arts Program. The review specifically focused on the new funding for Prop 28 and the expansion of the Arts for Westminster School District. These positions will support both the elementary sites and middle school teachers in their daily duties with students.

Based upon the review of our Visual and Performing Arts program and the need to support the day-to-day work of our visual and performing arts teachers as they travel throughout the 13 elementary and 3 middle schools in the Westminster School District, the need arose for the creation of the job classification of Visual and Performing Arts Assistant. These VAPA Assistants will assist the teacher in performing specific duties as assigned which could also include preparing and supporting lessons as directed by the Arts Coordinator and/or teacher, establishing and maintaining standards of student behavior, and assisting the teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.

The proposed salary range is aligned with the salary schedule for a Visual and Performing Arts Assistant. Collaboration with Matt Acocello, CSEA President is part of the comprehensive process to recommend the proposed classification and salary range. This position will be a member of the CSEA bargaining unit.

| CLASSIFICATION | STEP I | STEP II | STEP III | STEP IV | STEP V | STEP VI |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Visual and Performing Arts (VAPA), range 10 | \$3440/m \$19.83/h | \$3574/m \$20.62/h | \$3720/m \$21.46/h | \$3867/m \$22.32/h | \$4023/m \$23.19/h | \$4180/m \$24.12/h |

RECOMMENDATION: Approve new classification position and salary range for Visual and Performing Arts (VAPA) Assistant Middle School.

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: VISUAL AND PERFORMING ARTS ASSISTANT – Middle School

BASIC FUNCTION:

Under the direct supervision of the Director of Curriculum and Instruction, or designee, support the Visual and Performing Arts program to middle school students, by providing support to instructional activities, and facilitating student engagement in Visual and Performing Arts.

ESSENTIAL DUTIES:

Facilitate and/or assist the Visual and Performing Arts teacher in performing specific duties as assigned or undertaking specialized tasks.

Assist in establishing and maintaining standards of student behavior.

Assist the Visual and Performing Arts teacher in creating an environment that is conducive to learning and appropriate to the maturity and interests of the students.

Facilitate and/or assist with delivering classroom instruction and preparing lesson plans and materials for classes in an assigned specialized subject-matter area, including dance, media arts, music, theater, or visual arts.

Provide students with the necessary materials to participate in program assignments.

Assists in school-wide emergency preparedness and procedures.

Alert the teacher to the special needs of individual students.

Provide escort and assistance to children as necessary.

Prepares lessons as directed by the teacher; administers and scores a variety of tests.

Observe and control the behavior of students according to approved procedures.

Reports progress regarding student performance and behavior.

Assists students by providing proper examples, emotional support, a friendly attitude, and general guidance.

Confers, as needed, with teachers concerning programs and materials to meet student needs.

Help maintain a variety of records for students, instruments, accessories, and supplies.

Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Assist in the maintenance and storage of equipment.

Set up equipment for the class.

Help maintain order in the classroom; monitor students to keep them on task.

Participates in meetings and professional development as necessary.

Perform related work as assigned.

KNOWLEDGE AND SKILLS:

General knowledge of the practices, methods, and techniques used in visual and performing arts.

Ability to maintain confidential files and information and to compile reports.

Skill in the use of visual and performing arts equipment.

Performs a variety of clerical duties in relation to student instruction, such as the preparation of instructional materials, scoring tests, recording grades and attendance, as well as maintaining records and files.

Ability to operate standard office, word, and data processing equipment.

Ability to establish and maintain effective working relationships with teachers, parents, students, and the community.

ORGANIZATIONAL RELATIONSHIPS:

- Supervision:
- (1) Is responsible to/evaluated by the Director of Curriculum and Instruction or designee.
 - (2) Receives supervision and direction from a certificated teacher or supervisor to which assigned.
 - (3) May provide limited work direction and guidance to volunteers and student helpers.
- Internal Contacts:
- (1) Continuous contact with students and teachers.
 - (2) Continuing contact with the school principal and school office staff.

- (3) Some contact with other instructional assistants, custodial employees, and noon duty personnel.
-

PHYSICAL DEMANDS:

Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat. Ability to push, pull, and/or move up to 25 lbs, and occasionally lift, push, pull, and/or move up to 50 pounds with assistance. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

EDUCATION AND EXPERIENCE:

High School Diploma or GED required and some experience in working with children. Some college-level coursework in visual and performing arts is desirable. Experience in visual and performing arts is also desirable.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid CA driver's license.

PREPARED BY: HUMAN RESOURCES DEPARTMENT DATE: 3/2024

APPROVED BY: PERSONNEL COMMISSION DATE: 4/23/2024

APPROVED BY: BOARD OF TRUSTEES DATE:

Human Resources Classified Recruitment Report - Last Updated on 4/17/2024

| Vacancy | Qty | Site | Eligibility List | Recruitment Status |
|------------------------------------|-----|-----------------|------------------|-----------------------|
| Building Services Supervisor | 1 | Maintenance | N | Testing in progress |
| Bus Driver | 2 | Transportation | N | Ongoing recruitment |
| Bus Driver Instructor/Dispatcher | 1 | Transportation | N | Testing in progress |
| Clerk Typist | 1 | District Office | N | Testing in progress |
| Community Liaison Worker Spanish | 3 | Various Sites | N | Interview in progress |
| Early Ed Asst. | 4 | Various Sites | Y | Interview in progress |
| ESP Facilitator* | 44 | Various Sites | N | Ongoing recruitment |
| ESP Lead Facilitator* | 9 | Various Sites | Y | Ongoing recruitment |
| ESP Site Supervisor* | 2 | Various Sites | N | Testing in progress |
| Food Service Worker | 8 | Various Sites | N | Posted on Edjoin |
| Instructional Technology Assistant | 2 | Various Sites | N | Posted on Edjoin |
| Lead FSW | 3 | Schroeder | N | Posted on Edjoin |
| Paraeducator | 2 | Various Sites | N | Posted on Edjoin |
| Paraeducator Instructional Support | 10 | Various Sites | N | Ongoing recruitment |
| Personnel Technician | 1 | District Office | N | Pending Posting |
| School Office Manager | 1 | Schmitt | N | Testing in progress |
| Senior Clerk Typist | 2 | Various Sites | N | Pending posting |
| Skilled Maintenance Worker HVAC | 1 | Maintenance | N | Testing in progress |
| Staff Secretary | 3 | Various Sites | N | Testing in progress |
| Supplemental Services Technician | 1 | Ed Services | N | Testing in progress |
| Transportation Supervisor | 1 | Transportation | N | Testing in progress |

Month At A Glance
Ending 4/17/2024

| <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> |
|-----------------------|-----------------------|------------------------|------------------------------|-------------------------------|
| 55 | 46 | 101 | 13.16% | 8.2% |

Ending 3/7/2024

| <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> |
|-----------------------|-----------------------|------------------------|------------------------------|-------------------------------|
| 53 | 37 | 90 | 11.92% | 6.5% |