

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of May 28, 2024
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 Interim 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 April 23, 2024 (Enclosure) Robin Jones

2.2 Consent Approve the following eligibility lists: Robin Jones

	Eligible Candidates	Vacant Positions
A. Bus Driver Instructor/Dispatcher, expiration 4/16/2025	1	1
B. Instructional Technology Assistant, expiration 4/18/2025 (Enclosure)	8	2
C. Transportation Supervisor, expiration 4/18/2025 (Enclosure)	2	1
D. Building Services Supervisor, expiration 4/22/2025 (Enclosure)	9	1
E. Paraeducator Instructional Support, expiration 4/24/2025 (Enclosure)	24	8
F. Food Service Worker, expiration 4/26/2025 (Enclosure)	13	10
G. Community Liaison Worker Spanish, expiration 4/29/2025 (Enclosure)	4	3
H. Senior Clerk Typist, expiration 4/29/2025 (Enclosure)	1	2
I. Skilled Maintenance Worker HVAC, expiration 4/30/2025 (Enclosure)	2	1
J. Staff Secretary, expiration 5/3/2025 (Enclosure)	5	1
K. Clerk Typist, expiration 5/8/2025 (Enclosure)	8	1
L. Early Education Assistant, expiration 5/13/2025 (Enclosure)	11	4

3. NEW BUSINESS

3.1 Discussion A public hearing will be called at this time to provide the Board of Trustees and the public an opportunity to express their views on the proposed Personnel Commission Budget for the 2024-2025 school year. Robin Jones

3.2 Discussion/Action Adopt the Personnel Commission Budget for the 2024-2025 school year. (Enclosure) Rich Montgomery

3.3 Discussion/Action Approve advanced step placement on the salary schedule for Intermediate Account Clerk. (Enclosure) Rich Montgomery

4. REPORTS/COMMENTS

- | | | | |
|-----|-------------|---|--|
| 4.1 | Information | Recruitment/Vacancy Update (Enclosure) | Monica Wilkinson |
| 4.2 | Information | Personnel Commission Calendar | Robin Jones |
| 4.3 | Information | Interim 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 |
| 4.6 | Information | Public Comments
CSEA | Matt Acocello |
| 4.7 | Information | Staff Comments
Personnel Analyst
Personnel Specialist | Stephanie Myers
Monica Wilkinson |
| 4.8 | Information | Personnel Commission Comments
Commissioner Connolly
Commissioner Fermelia
Commissioner Jones | Thomas Connolly
Louis Fermelia
Robin Jones |

5. CLOSED SESSION: (if needed)

- | | | |
|-----|--|-------------|
| 5.1 | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Director, Human Resources | Robin Jones |
| 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:

- June 10, 2024 canceled
 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 April 23, 2024

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:05 p.m. Superintendent, Dr. Gunn Marie Hansen 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
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Dr. Randy Gray, Interim Executive Director, Human
Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Monica Wilkinson, Personnel Specialist

*MINUTES OF THE REGULAR MEETING
OF MARCH 26, 2024:*

Commissioner Connolly moved, seconded by
Commissioner Fermelia, to approve the minutes of
the regular meeting of March 26, 2024.

Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by
Commissioner Fermelia, to approve the eligibility list;
Extended School Program Site Supervisor,
expiration 3/28/2025, Extended School Program
Facilitator, expiration, 3/28/2025, Paraeducator,
expiration, 3/28/2025, Lead Food Service Worker,
expiration, 3/28/2025. **Motion carried 3/0**

*ADOPT A RESOLUTION PROCLAIMING
MAY 19 - MAY 25, 2024, AS CLASSIFIED
EMPLOYEE WEEK:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve the resolution
proclaiming May 19 – May 25, 2024 as Classified
Employee Week. **Motion carried 3/0**

*APPROVE THE NEW CLASSIFICATION
STATEMENT FOR THE VISUAL AND
PERFORMING ARTS (VAPA) ASSISTANT
ELEMENTARY:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve the new
classification statement for the Visual and Performing
Arts (VAPA) Assistant Elementary. **Motion carried
3/0**

*APPROVE THE NEW CLASSIFICATION
STATEMENT FOR THE VISUAL AND
PERFORMING ARTS (VAPA) ASSISTANT
MIDDLE SCHOOL:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve the new
classification statement for the Visual and Performing
Arts (VAPA) Assistant Middle School. **Motion carried
3/0**

RECRUITMENT UPDATE:

Mrs. Wilkinson presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

Commissioner Fermelia requested that the June 11, 2024 date be moved to June 10, 2024.

EXECUTIVE DIRECTOR REPORT:

Dr. Gray shared his background of 34 years working in education and retired 2 years ago from Baldwin Park.

Dr. Gray reported that he was here to support the Human Resources department to keep things going in Mrs. Niknami's absence. He stated that he started working on Tuesday, April 16th and was given 20 projects to work on and by Friday, April 19th he had completed 17 of them. He also shared that Mr. Montgomery gave him three new ones today and has a list of more for him.

ASSISTANT SUPERINTENDENTS REPORT:

Mr. Montgomery thanked the Commission and shared that in addition to Dr. Gray, Mrs. Dawn Brown, former Senior Executive Secretary, would be coming in to assist with the Human Resources department for a short time.

Mr. Cardoso welcomed Dr. Gray and thanked the Human Resources staff for their work getting the recruitment for the Business department's needs completed.

Mr. Cardoso shared that there are new T.V.s in the Boardroom and we no longer have to use the old projector.

Mr. Cardoso shared that April 23rd was School Bus Driver Day and they were honored this morning. Mr. Cardoso also stated that Administrative Secretary Day is April 24th, School Lunch Hero Day is May 6th, and Classified Employee Week is May 19th through May 23rd.

Finally, Mr. Cardoso thanked the Personnel Commission for their support.

SUPERINTENDENTS REPORTS:

Dr. Hansen shared that we are in the home stretch of this school year. There are many exciting end-of-year events, including open houses.

Dr. Hansen shared that Stacey Middle School is a California Distinguished School.

Dr. Hansen invited the Personnel Commissioners to attend the 8th Grade Promotion Ceremonies.

Finally, Dr. Hansen thanked the Commissioners for approving the VAPA positions.

PUBLIC COMMENTS:

CSEA:

No comment.

STAFF COMMENTS:

Mrs. Myers shared Mrs. Cynthia Torres was recovering well and is looking forward to returning.

Mrs. Myers also stated that the Merit Academy has been very informative and she is enjoying the sessions.

Mrs. Wilkinson shared that she has been busy filling positions.

COMMISSIONER'S COMMENTS:

Commissioner Connolly welcomed Dr. Gray.

Commissioner Fermelia welcomed Dr. Gray and shared that he appreciates all the staff.

Commissioner Jones welcomed Dr. Gray and shared that she appreciates all the staff for what they do for the students of Westminster School District.

ADJOURNMENT TO CLOSED SESSION:

The meeting adjourned to a closed session at 4:30 p.m.

Closed session convened at 4:34 p.m. Information only. No action was taken.

ADJOURNMENT:

The meeting adjourned at 4:52 p.m.

Respectfully submitted,
Dr. Randy Gray
Interim Executive Director, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 24-179
Effective: 4/16/2024
Expires: 4/16/2025

**Eligibility List For: Bus Driver Instructor/Dispatcher
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Raymond Pedraza	Merged: Veteran Pts. Seniority Pts. X

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-175
Effective: 4/18/2024
Expires: 4/18/2025

**Eligibility List For: Instructional Technology Assistant
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Richard Vu	Merged:	
			Veteran Pts. Seniority Pts.
2	Nolen Alonso	Merged:	x
			Veteran Pts. Seniority Pts.
3	Liliana Ceja	Merged:	x
			Veteran Pts. Seniority Pts.
4	Francisco Gramajo	Merged:	x
			Veteran Pts. Seniority Pts.
5	Dandon Li	Merged:	x
			Veteran Pts. Seniority Pts.
5	Dennis Rodriguez	Merged:	x
			Veteran Pts. Seniority Pts.
6	Luis Venegas	Merged:	
			Veteran Pts. Seniority Pts.
7	Chris Zamudio	Merged:	x
			Veteran Pts. Seniority Pts.

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-142
Effective: 4/18/2024
Expires: 4/18/2025

**Eligibility List For: Transportation Supervisor
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Joseph Ngo	Merged: Veteran Pts. Seniority Pts. X
2	Olga Allende	Merged: Veteran Pts. Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-178
Effective: 4/22/2024
Expires: 4/22/2025

**Eligibility List For: Building Services Supervisor
 List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Brandon Clark	Merged: Veteran Pts. Seniority Pts.
1	Joseph Cobo	Merged: Veteran Pts. Seniority Pts. X
2	Edward McClain	Merged: Veteran Pts. Seniority Pts.
3	Edgar Valladares	Merged: Veteran Pts. Seniority Pts. X
4	Derrick Turner	Merged: Veteran Pts. Seniority Pts.
5	Adrian Ramos	Merged: Veteran Pts. Seniority Pts.
6	Orlando Reyes	Merged: Veteran Pts. Seniority Pts.
7	Omar Gonzalez	Merged: Veteran Pts. X Seniority Pts.
8	Sergio Solis	Merged: Veteran Pts. Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-181
Effective: 4/24/2024
Expires: 4/24/2025

**Eligibility List For: Paraeducator Instructional Support
 List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES		
1	Catarina Dahilia	Merged:	x	Veteran Pts. Seniority Pts.
1	Jaquelyn Shug	Merged:	x	Veteran Pts. Seniority Pts.
1	Stephany Najera	Merged:	x	Veteran Pts. Seniority Pts.
2	Liliana Ceja	Merged:	x	Veteran Pts. Seniority Pts.
2	Nancy Nguyen	Merged:	x	Veteran Pts. Seniority Pts.
3	Iris Chao	Merged:		Veteran Pts. Seniority Pts.
4	Kortnee Sisco	Merged:	x	Veteran Pts. Seniority Pts.
4	Samrah Farooqui	Merged:	x	Veteran Pts. Seniority Pts.
5	Chole MacLean	Merged:	x	Veteran Pts. Seniority Pts.
5	Kallista Jones	Merged:	x	Veteran Pts. Seniority Pts.
6	Christina Chao	Merged:		Veteran Pts. Seniority Pts.
7	Ashley Alexander	Merged:	x	Veteran Pts. Seniority Pts.
8	Grace Hasse	Merged:	x	Veteran Pts. Seniority Pts.
9	Nam Nguyenphuoc-quy	Merged:		Veteran Pts. Seniority Pts.
10	Skyler Gilliam	Merged:	x	Veteran Pts. Seniority Pts.
11	Gidget Rider	Merged:	x	Veteran Pts. Seniority Pts.
11	Ratany Lorn	Merged:		Veteran Pts. Seniority Pts.
12	Joy Niles	Merged:	x	Veteran Pts. Seniority Pts.

Paraeducator Instructional Support

13	Chi Phan	Merged:	x	Veteran Pts.
				Seniority Pts.
13	Cynthia Armenta	Merged:	x	Veteran Pts.
				Seniority Pts.
14	Elfa Noble	Merged:	x	Veteran Pts.
				Seniority Pts.
15	Molly Rosenfeld	Merged:	x	Veteran Pts.
				Seniority Pts.
15	Yasmin San Luis	Merged:		Veteran Pts.
				Seniority Pts.
16	Ngia Le	Merged:	x	Veteran Pts.
				Seniority Pts.

Eight Vacancies



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

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Veronique Richards	Merged:	Veteran Pts. Seniority Pts.
1	Yessica Geistlinger	Merged: x	Veteran Pts. Seniority Pts.
2	Diana Guida	Merged: x	Veteran Pts. Seniority Pts.
2	Michelle Bravo	Merged: x	Veteran Pts. Seniority Pts.
3	Marcela Morales	Merged: x	Veteran Pts. Seniority Pts.
3	Chi Tram	Merged:	Veteran Pts. Seniority Pts.
4	Natalie Powell	Merged:	Veteran Pts. Seniority Pts.
5	Emily Pham	Merged:	Veteran Pts. Seniority Pts.
5	Nien Trinh	Merged:	Veteran Pts. Seniority Pts.
6	Ana Hernandez	Merged: x	Veteran Pts. Seniority Pts.
7	Hortencia Segura	Merged:	Veteran Pts. Seniority Pts.
8	Fozia Majoo	Merged: x	Veteran Pts. Seniority Pts.
8	Lorena Alvarez	Merged:	Veteran Pts. Seniority Pts.

10 vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-176
Effective: 4/29/2024
Expires: 4/29/2025

**Eligibility List For: Community Liaison Worker Spanish
 List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Lupita Romero	Merged: x Veteran Pts. Seniority Pts.
2	Maria Rosales	Merged: Veteran Pts. Seniority Pts.
3	Sarah Roberts	Merged: Veteran Pts. Seniority Pts. X
4	Martha Fernandez	Merged: Veteran Pts. Seniority Pts.

Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 24-170
Effective: 4/29/2024
Expires: 4/29/2025

**Eligibility List For: Senior Clerk Typist
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Lisa James	Merged: Veteran Pts. Seniority Pts.

Two Vacancies



Westminster School District
Classified Human Resources

Recruitment #: 24-180
Effective: 4/30/2024
Expires: 4/30/2025

Eligibility List For: Skilled Maintenance HVAC

List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Abraham Silva	Merged: Veteran Pts. Seniority Pts.
2	Ricardo Godinez	Merged: Veteran Pts. Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-169
Effective: 5/3/2024
Expires: 5/3/2025

**Eligibility List For: Staff Secretary
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Carlos Alvarez	Merged:	Veteran Pts. Seniority Pts.
2	Alisa Reyes	Merged:	Veteran Pts. Seniority Pts.
3	Karina Montes	Merged: x	Veteran Pts. Seniority Pts. X
3	Bernice Chavarria	Merged:	Veteran Pts. Seniority Pts.
4	Rebecca Flores	Merged:	Veteran Pts. Seniority Pts.

One Vacancy



Eligibility List For: Clerk Typist
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Veronica Maciel	Merged: Veteran Pts. Seniority Pts. x
2	Charles Parra	Merged: Veteran Pts. Seniority Pts.
3	Duyen Pham	Merged: Veteran Pts. Seniority Pts.
4	Shaina Brewster	Merged: Veteran Pts. Seniority Pts.
5	Eliana Torres	Merged: Veteran Pts. Seniority Pts.
6	Cameron Capanash	Merged: Veteran Pts. Seniority Pts.
7	Tamara Alarcon	Merged: Veteran Pts. Seniority Pts.
8	Carol LeMieux	Merged: Veteran Pts. Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 24-184
Effective: 5/13/2024
Expires: 5/13/2025

**Eligibility List For: Early Education Assistant
 List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Whitney Trinh	Merged:	Veteran Pts. Seniority Pts.
2	Rosa Rios Navarrete	Merged: x	Veteran Pts. Seniority Pts.
3	Kimberly Overly	Merged:	Veteran Pts. Seniority Pts.
4	Evelyn Castillo	Merged: x	Veteran Pts. Seniority Pts.
5	Sarah Foutz	Merged:	Veteran Pts. Seniority Pts.
6	Charlene Lopez	Merged: x	Veteran Pts. Seniority Pts.
7	Patricia Medina	Merged: x	Veteran Pts. Seniority Pts.
8	Chi Phan	Merged: x	Veteran Pts. Seniority Pts.
9	Anabella Tran	Merged: x	Veteran Pts. Seniority Pts.
10	Amy Luong	Merged:	Veteran Pts. Seniority Pts.
11	Truc Bui	Merged: x	Veteran Pts. Seniority Pts.

Four Vacancies

**ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2024-2025
(Education Code Section 45253)**

Westminster

School District, Orange County, California


NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

TO: The Governing Board and District Administration

The public hearing on this proposed budget will be held on May 28, 2024, at 4:00 am/pm

at Westminster School District at 14121 Cedarwood Street., Westminster, CA 92683

You are invited to attend and present your views.


Chairman or Director of Personnel Commission

5/20/24
Date

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: Dean West, CPA, Associate Superintendent, Business Services
Orange County Department of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the district.

DATE OF MEETING: _____

REVIEWED BY THE DISTRICT SUPERINTENDENT

Superintendent

Date

Chairman or Director of Personnel Commission

Date

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: The Governing Board and Personnel Commission

This report has been examined and approved by the ORANGE COUNTY SUPERINTENDENT OF SCHOOLS.

Al Mijares, Ph.D.
County Superintendent of Schools

_____, 2024

_____, Deputy

Dean West, CPA
Associate Superintendent, Business Services

Annual Budget of Personnel Commission Fiscal Year 2024-25 <u>Westminster School District</u>		<u>Column I</u> 2022-23 Actuals (\$ only)	<u>Column II</u> 2023-24 Actuals or Estimate (\$ only)	<u>Column III</u> 2024-25 Budget (\$ only)
2000	Classified Salaries¹			
2300	Classified Supervisors & Administrators	78526.8	88356	88356
	Commission Members ²	1650	1650	1650
	Director			
2400	Clerical, Technical & Office Staff	224928	358058	363055
	Secretaries, Clerks			
	<i>SUBTOTAL (2000 CLASS.)</i>	<i>305,104.80</i>	<i>448,064.00</i>	<i>453,061.00</i>
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated	323.93		
3102	State Teachers Retirement System – Classified	50.45		
3201	Public Employees’ Retirement System-Certificated			
3202	Public Employees’ Retirement System-Classified	76880	119103	122181
3313/33 54	OASDI/Medicare – Certificated	24.71		
3314/33 56	OASDI/Medicare – Classified	22033.95	34151	34659
3401	Health & Welfare Benefits – Certificated			
3402	Health & Welfare Benefits – Classified	58153.09	88447	132000
3501	Unemployment Insurance – Certificated	9.07		
3502	Unemployment Insurance – Classified	1433	223	227
3601	Workers’ Compensation Insurance – Certificated	34.12		
3602	Workers’ Compensation Insurance – Classified	6102.05	9018	9152
3801	PERS Reduction – Certificated			
3802	PERS Reduction - Classified			
3701	Other Benefits – Certificated	3.25		
3702	Other Benefits – Classified	793.22	1161	1179
	<i>SUBTOTAL (3000 CLASS.)</i>	<i>165,840.84</i>	<i>252,103.00</i>	<i>299,398.00</i>

Annual Budget of Personnel Commission Fiscal Year 2024-25 <u>Westminster School District</u>		<u>Column I</u> 2022-23 Actuals (\$ only)	<u>Column II</u> 2023-24 Actuals or Estimate (\$ only)	<u>Column III</u> 2024-25 Budget (\$ only)
4000	Books and Supplies			
4200	Books & Reference Materials			
	Literature, Periodicals			
4300	Materials & Supplies	6297.28	7312	7013
	Office Supplies			
<i>SUBTOTAL (4000 CLASS.)</i>		<i>6,297.28</i>	<i>7,312.00</i>	<i>7,013.00</i>
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences			
	Expense Allowances			
	Mileage	44.54		
	Conferences	9947.28	26320	11961
5300	Dues and Memberships	3476	3826	3400
5400	Insurance			
	Fire and Theft			
	Liability			
5500	Operations and Housekeeping Services ³			
	Utilities			
5600	Rentals, Leases & Repairs	250		
5700	Direct Cost Transfers			
	Printing & Forms	572.56	213	6
5800	Prof/Consulting Services & Operating Expenditures	15248.04	18156	9022
	Examinations	23335.35	15654	7037
	Advertising		3307	3307
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)			
5900	Communications			
	Telephone			
	Postage			
<i>SUBTOTAL (5000 CLASS.)</i>		<i>52,873.77</i>	<i>67,476.00</i>	<i>34,733.00</i>

Annual Budget of Personnel Commission Fiscal Year 2024-25 <u>Westminster School District</u>		<u>Column I</u> 2022-23 Actuals (\$ only)	<u>Column II</u> 2023-24 Actuals or Estimate (\$ only)	<u>Column III</u> 2024-25 Budget (\$ only)
6000	Capital Outlay			
6400	Equipment			
	Office Equipment			
6500	Replacement of Equipment			
SUBTOTAL (6000 CLASS.)				
TOTAL EXPENDITURES		530,116.69	774,955.00	794,205.00

- 1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.
- 2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).
- 3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.



Westminster School District Memorandum

DATE: May 28, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Assistant Superintendent, Human Resources
 Randy Gray Ed.D., Interim Executive Director, Human Resources
SUBJECT: Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for an Intermediate Account Clerk.

The advanced step placement recommendation for an Intermediate Account Clerk comes at the request of Mr. Rich Montgomery, Assistant Superintendent, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 as follows:

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. Enoch Park has worked for ZIMEX Logitech Inc. since December 1, 2020, and has experience maintaining files and records including invoices, scheduling updates, data entry, document processing, and disputes. In addition, Mr. Park has managed financial reporting tasks and has conducted in-depth financial analysis to ensure compliance with regulatory standards.

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

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Monthly/ Hour	STEP II \$ Monthly/ Hour	STEP III \$ Monthly/ Hour	STEP IV \$ Monthly/ Hour	STEP V \$ Monthly/ Hour	STEP VI \$ Monthly/ Hour
Intermediate Account Clerk, Range 80	\$4,713 \$27.18	\$4,902 \$28.26	\$5,093 \$29.39	\$5,299 \$30.56	\$5,510 \$31.78	\$5,726 \$33.05

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Intermediate Account Clerk.

Human Resources Classified Recruitment Report - Last Updated on 5/17/2024

Vacancy	Qty	Site	Eligibility List	Recruitment Status
Bus Driver	3	Transportation	N	Ongoing recruitment
Community Liaison Worker Spanish	3	Various Sites	N	Interview in progress
Community Liaison Worker Vietnamese	1	Land	N	Pending Posting
Early Ed Infant Assistant	2	Land	N	Pending Posting
Early Ed Infant Instructor	2	Land	N	Pending Posting
Early Ed Asst.	4	Various Sites	Y	Interview in progress
ESP Facilitator*	43	Various Sites	N	Ongoing recruitment
ESP Lead Facilitator*	9	Various Sites	Y	Ongoing recruitment
ESP Site Supervisor*	2	Various Sites	N	Testing in progress
Expanded Learning Specialist	1	ESP	N	Pending Posting
Food Service Worker	6	Various Sites	N	Posted on Edjoin
Instructional Technology Assistant	1	Sequoia	N	Posted on Edjoin
Grounds Maintenance Worker	1	Maintenance	N	Pending Posting
Lead FSW	3	Schroeder	N	Posted on Edjoin
Nutrition Services Operations Technician	2	Nutrition Center	N	Posted on Edjoin
Paraeducator	1	Various Sites	N	Posted on Edjoin
Paraeducator Instructional Support	15	Various Sites	N	Ongoing recruitment
Personnel Technician	1	District Office	N	Pending Posting
Senior Clerk Typist	2	Various Sites	N	Pending posting
Senior Custodian	1	Johnson	N	Testing in progress
Staff Secretary	3	Various Sites	N	Testing in progress
Supplemental Services Technician	1	Ed Services	N	Testing in progress
Transportation Dispatcher/Scheduler	1	Transportation	N	Testing in progress

Month At A Glance
Ending 5/17/2024

<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	53	108	14.06%	9.4%

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%