

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of October 22, 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 *)
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 Deputy 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 September 17, 2024 (Enclosure) | Robin Jones | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2.2 | Consent Approve the following eligibility lists: (Enclosure) | Robin Jones | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">Eligible
Candidates</td> <td style="text-align: center;">Vacant
Positions</td> </tr> </table> | | Eligible
Candidates | Vacant
Positions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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Candidates | Vacant
Positions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| K. Visual and Performing Arts Assistant, expiration 10/3/2025 | 10 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve the Personnel Commission Annual Report (Enclosure) | Sylvia Niknami | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.2 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Nutrition Services Operations Technician (Enclosure) | Sylvia Niknami | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.3 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Extended School Program Facilitator (Enclosure) | Sylvia Niknami | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.4 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Paraeducator (Enclosure) | Sylvia Niknami | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.5 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Paraeducator (Enclosure) | Sylvia Niknami | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.6 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Staff Secretary (Enclosure) | 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	Deputy Superintendent Report	
	4.4.1	Human Resources	Rich Montgomery
4.5	Information	Assistant Superintendents Report	
	4.5.1	Business Services	Manuel Cardoso
	4.5.2	Educational Services	Dr. Richard Noblett
4.6	Information	Superintendents Report	Dr. Gunn Marie Hansen
4.7	Information	Public Comments CSEA Public and Staff in attendance	Matt Acocello
4.8	Information	Staff Comments Personnel Analyst Personnel Technician Personnel Specialist	Stephanie Myers Cynthia Torres Monica Wilkinson
4.9	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 Executive 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:

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 September 17, 2024

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:02 p.m. Mrs. Cynthia Torres 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, Deputy Superintendent,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mrs. Sylvia Niknami, Executive Director, Human
Resources
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist

*MINUTES OF THE REGULAR MEETING
OF August 20, 2024:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly, to approve the minutes of
the regular meeting of August 20, 2024.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by
Commissioner Fermelia, to approve the eligibility list;
Library Media Assistant, expiration 8/12/2025,
Community Liaison Worker, expiration, 8/13/2025,
Extended School Program Site Supervisor,
expiration, 8/13/2025, Extended School Program
Facilitator, expiration 8/13/2025, Visual and
Performing Arts Assistant, expiration 8/19/2025,
Instructional Technology Assistant, expiration
8/19/2025, Paraeducator Instructional Support,
expiration 8/22/2025, Textbook Instructional
Materials Technician, expiration 8/22/2025, Senior
Clerk Typist, expiration 8/28/2025, Physical
Education Assistant, expiration 8/28/2025, Staff
Secretary, expiration 9/5/2025, Paraeducator,
expiration 9/9/2025, Food Service Worker, expiration
9/9/2025, Lead Food Service Worker expiration
9/9/2024 . **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR SPEECH AND
LANGUAGE ASSISTANT:*

Commissioner Fermelia moved, seconded by
Commissioner Connolly to approve the advanced
step placement on the salary schedule for the Speech
and Language Assistant. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR EARLY EDUCATION
ASSISTANT:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for Early Education Assistant. **Motion carried 3/0**

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

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

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR INSTRUCTIONAL
TECHNOLOGY ASSISTANT:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for Instructional Technology Assistant. **Motion carried 3/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No Changes.

EXECUTIVE DIRECTOR REPORT:

Mrs. Niknami reported that the CSEA contract has been finalized and they are waiting on signatures so we can publish it on the website.

Mrs. Niknami shared she is looking at some systems to help streamline the processes in Human Resources. We have looked at NeoGov and Mr. Montgomery is looking at Power Schools.

Mrs. Niknami recognized Mrs. Torres, Mrs. Wilkinson and Mrs. Myers for their hard work processing 26 new hires from August 14th to September 11th.

Mrs. Niknami also shared that the Evaluation Committee is meeting on Wednesday, September 18th to look at updating the evaluation forms.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery started by congratulating Commissioner Jones on her reappointment.

Mr. Montgomery shared that a presentation on the Labor Management Initiative was given at the Board of Trustees meeting on September 12th. We are spending a great amount of time building relationships with CSEA, WTA and Management.

Mr. Montgomery thanked the Human Resources team for their hard work.

*ASSISTANT SUPERINTENDENTS
REPORTS:*

Mr. Cardoso thanked the Commissioners for their support and congratulated Commissioner Jones on her reappointment.

Mr Cardoso shared that schools have been enjoying the Air Conditioning on these really hot days.

Mr. Cardoso shared that six schools currently have modernization projects: Schmitt, Webber, Finley, Eastwood, Sequoia, and Warner.

Mr. Cardoso shared that the Budget was presented at the Board of Trustees meeting on September 12th and we have a healthy budget. We have a positive certification.

Finally, Mr. Cardoso Informed K12 a new web-based system we are using for some of our common forms that will make our process faster.

SUPERINTENDENTS REPORTS

Dr. Hansen shared that we had a great opening of school and our enrollment seems to be stable.

Dr. Hansen shared there was a Board Study Sessions to discuss the goals and priorities for 2024-2025 school year with the Strategic Plan.

Dr. Hansen thanked the Human Resources team for the hard work on recruitments.

PUBLIC COMMENTS: CSEA:

No comment.

STAFF COMMENTS:

Mrs. Torres congratulated Commissioner Jones on her reappointment.

Mrs. Torres shared that she is so appreciative for the work that she does and the relationship she builds.

Mrs. Wilkinson shared that she appreciates working with the Classified Human Resources team.

Mrs. Wilkinson shared that she enjoys doing the onboarding process to support new employees and let them know that we are all here for them. It helps build great relationships.

Mrs. Hillenbrand congratulated Commissioner Jones on her reappointment.

COMMISSIONER'S COMMENTS:

Commissioner Connolly shared that he was impressed with all the great progress of the district.

Commissioner Fermelia shared that the Strategic Plan is working well and helping Westminster School District be the go-to district in all of Orange County.

Commissioner Fermelia congratulated Commissioner Jones on her reappointment.

Commissioner Fermelia thanked all the staff and stated it was great to see everyone working together and doing such a terrific job.

Commissioner Jones thanked everyone and shared that working with everyone made it easy to want to come back for another term.

ADJOURNMENT TO CLOSED SESSION:

The meeting adjourned to a closed session at 4:51 p.m.

Closed session convened at 4:53 p.m. Information only. No action was taken.

ADJOURNMENT:

The meeting adjourned at 5:42 p.m.

Respectfully submitted,
Sylvia Niknami
Executive Director, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 25-126
Effective: 9/16/2024
Expires: 9/16/2025

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Jaquelyn Shug	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Brenna Shetzline	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Liliana Ceja	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Iris Chao	Merged:	x		Veteran Pts.	
					Seniority Pts.	
5	Julie Custudio	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Analies Ortega	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Krista Wright	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Brenda Gomez Guererro	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Zetzangary Moreno	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Sean Wakatake	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Lauren Tran	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Amanda Eaton	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Nam Nguyenphuoc-quy	Merged:	x		Veteran Pts.	
					Seniority Pts.	
10	Skyler Gillam	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Emily Bernal	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Ratny Lorn	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Marcelina Garcia Montes	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Lori Rehnert	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Aimee Corral	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Cynthia Armenta	Merged:	x		Veteran Pts.	
					Seniority Pts.	

14	Marlin Hanna	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Alicia Brumen	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Amy Vega Enríquez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Seventeen Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-102
Effective: 9/17/2024
Expires: 9/17/2025

**Eligibility List For: Early Education Infant Assistant
List Type: Open/Promotional - 10/12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES	
1	Heather Green	Merged:	Veteran Pts.
			Seniority Pts.
1	Spencer Woolard	Merged:	Veteran Pts.
			Seniority Pts.
2	Marilu Balver	Merged: x	Veteran Pts.
			Seniority Pts.
3	Michele Rasmussen	Merged:	Veteran Pts.
			Seniority Pts.

Nine Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-120
Effective: 9/25/2024
Expires: 9/25/2025

Eligibility List For: Paraeducator Behavior Instruction and Support
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Angel Ocampo	Merged:			Veteran Pts.
					Seniority Pts.

Five Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-128
Effective: 9/25/2024
Expires: 9/25/2025

Eligibility List For: Early Education Infant Instructor
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:	x		Veteran Pts.	
1	Marilu Balver	Merged:	x		Seniority Pts.	
1	Lupita Campos	Merged:			Veteran Pts.	
					Seniority Pts.	x
2	Norma Lopez de Bernal	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Spencer Woolard	Merged:			Veteran Pts.	
					Seniority Pts.	

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-127
Effective: 9/25/2024
Expires: 9/25/2025

**Eligibility List For: Early Education Assistant
List Type: Open/Promotional - 10/12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Magdalena Torres	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Marilu Balver	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Rosa Rios Navarrete	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Heather Greene	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Sandra Shinn	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Lauren Knowlton	Merged:			Veteran Pts.	
					Seniority Pts.	x
7	Charlene Lopez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
7	Cintya Cazares	Merged:	x		Veteran Pts.	
					Seniority Pts.	
8	Chi Phan	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Tais Avila-Guzman	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Martha Garcia	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Karina Herrera	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Thanh Vu	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Jaime Vadovinos	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Erika Saldivar	Merged:			Veteran Pts.	
					Seniority Pts.	x
13	Lavonda Thompson	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Nine Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-130
Effective: 9/25/2024
Expires: 9/25/2025

**Eligibility List For: Early Education Instructor
List Type: Open/Promotional - 10/12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Loretta Bui	Merged:			Veteran Pts.
					Seniority Pts. x
2	Maria Ayon	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Rebeca Garcia	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Marilu Balver	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Madison Mann	Merged:			Veteran Pts.
					Seniority Pts.
5	BreiAunna Rose	Merged:	x		Veteran Pts.
					Seniority Pts. x
6	Angelique Cocca	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Norma Lopez de Bernal	Merged:	x		Veteran Pts.
					Seniority Pts. x
8	Chi Phan	Merged:	x		Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-124
Effective: 9/26/2024
Expires: 9/26/2025

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:		x	Veteran Pts.	
					Seniority Pts.	
3	Nancy Nguyen	Merged:		x	Veteran Pts.	
					Seniority Pts.	
3	Brenda McCormick	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Iris Gonzalez	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Stephanie Baiza	Merged:		x	Veteran Pts.	
					Seniority Pts.	
5	Bianca Gomez	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Diane Totah	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Ngoc Tran	Merged:		x	Veteran Pts.	
					Seniority Pts.	
7	Kristen Shelby	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Darlene Perez	Merged:			Veteran Pts.	
					Seniority Pts.	

Forty-Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-134
Effective: 9/30/2024
Expires: 9/30/2025

Eligibility List For: Staff Secretary

List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Gianna Shreve	Merged:			Veteran Pts.
					Seniority Pts.
2	Xitlaly Garcia	Merged:			Veteran Pts.
					Seniority Pts.
3	Mindy Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
3	Sandra Elizondo	Merged:			Veteran Pts.
					Seniority Pts.
4	Jessica Armstrong	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Henryk Pacheco	Merged:			Veteran Pts.
					Seniority Pts.
6	Natasha Nielsen	Merged:	x		Veteran Pts.
					Seniority Pts.

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-129
Effective: 10/1/2024
Expires: 10/1/2025

Eligibility List For: Mail Delivery Worker

List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Paul Trinh	Merged: Veteran Pts. Seniority Pts.
2	Oscar Chavez	Merged: Veteran Pts. Seniority Pts.
3	Jose Castellon Jr	Merged: Veteran Pts. Seniority Pts.
3	Cote Patterson	Merged: Veteran Pts. Seniority Pts.
4	Stephen Burghard	Merged: Veteran Pts. Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-117
Effective: 10/3/2024
Expires: 10/3/2025

Eligibility List For: ESP Lead Facilitator

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES
1	Sarah Doan	Merged: X Veteran Pts. Seniority Pts. X
2	James Barajas	Merged: Veteran Pts. Seniority Pts. X
3	Emanuel Ruiz	Merged: Veteran Pts. Seniority Pts.
4	Iris Gonzalez	Merged: Veteran Pts. Seniority Pts.

Ten Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-133
Effective: 10/3/2024
Expires: 10/3/2025

**Eligibility List For: Visual and Performing Arts Assistant
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Suna Choi	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Zachary Johnston	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Edward Munoz	Merged:			Veteran Pts.	
					Seniority Pts.	x
3	Teegan Carthew	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Hannah Creighton	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Marcelina Garcia Montes	Merged:	x		Veteran Pts.	
					Seniority Pts.	
6	Samantha Skocilic	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Vickie Nguyen	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Nghia Le	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Evelyn Rodriguez	Merged:			Veteran Pts.	
					Seniority Pts.	

Five Vacancies

Future Goals and Objectives

- ◆ Implement paperless onboarding to assist with department efficiency in processing new hires.
- ◆ Continue with use of software to automate our testing processes and increase the number of job applicants to improve our candidate pools.
- ◆ Continue implementing the "WSD Inspires & Hires" initiative by advertising at school sites through a variety of advertising means.
- ◆ Continue to develop new and/or update classifications to meet the District's changing needs.
- ◆ Implement and sustain Job Classification Study for all classified classification groups on a rotational basis for the next 5 years.
- ◆ Continue to create appropriate and meaningful staff development training for all classified employees, including supervisors of classified employees.
- ◆ Continue to update the District's classified Rules and Regulations to ensure compliance with State and Federal laws.

Personnel Commission

2023-2024 Annual Report



14121 Cedarwood Ave.
Westminster, CA 92683
714-894-7311
www.wsd8.us

Statistics

<u>Recruitments & Selection:</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>
Applicants Tested	445	477	663
Eligible for Referral	280	301	379
Applicants Hired (New)	75	126	156
Re-hired from layoff	0	0	0
Additional positions/hours	14	35	27
Promotions/demotions	29	51	57
Transfers	24	26	35
<u>Recruitments & Selection:</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>
Open & Promotional	57	134	84
Open & Continuous	21	30	16
Promotional Only	1	0	0
<u>Classification Activity:</u>	<u>21/22</u>	<u>22/23</u>	<u>23/24</u>
Revised Job Descriptions	2	8	7
New Classifications created	1	1	4
Abolished Classifications	0	12	0

Personnel Commission Office Staff



Mrs. Sylvia Niknami
Executive Director

Personnel Analyst, Mrs. Stephanie Myers
Personnel Technician, Mrs. Cynthia Torres
Personnel Services Specialist,
Mrs. Monica Wilkinson

For additional information on the Personnel Commission including bios visit our website at
<http://www.wsd8.us/>

In compliance with the Rules and Regulations, employment opportunity bulletins for recruitments are posted at every District site for a period of ten days. Job opportunity bulletins are also posted on the WSD website at www.wsd8.us. The District also posts recruitments on the EdJoin.org website, California's online job search site for jobs available in education. WSD is one of over 1800 school districts, county offices of education and other education agencies posting employment opportunities on the network.

Introduction

The 2023-2024 Annual Report from the Personnel Commission of Westminster School District is prepared in compliance with California Education Code Section 45266 and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities and accomplishments of the Personnel Commission during the 2023-2024 fiscal year. Additionally, this report describes the goals and vision for future years in the aim of continually progressing forward whereby aiding Westminster School District in the effort to supply the most highly qualified classified staff in support of this District's schools and educational programs.

Westminster School District adopted the Merit System on June 15, 1965. The Personnel Commission provides assistance to the Board of Trustees, Superintendent of Schools, District, Site Administration and District staff to ensure that the practices and principles of the Merit System are upheld while simultaneously providing quality services to ensure proper support is available to the District's schools. The merit system is based upon these general principles: employment and promotion on the basis of merit, as shown by competitive examination; career service; like pay for like service; impartial hearing of appeals from disciplinary actions; prohibition against discrimination. Legal guidelines for the merit system in California school districts are outlined in Education Codes 45250, 45320 and 88000 to 88180.

The Westminster School District employs more than 690 highly-qualified classified personnel. In administering the Merit Rules and Regulations through consistent and lawful testing and hiring practices, the Personnel Commission ensures efficiency, fairness, and impartiality in the selection, retention and promotion of Westminster School District's excellent classified staff.

Personnel Commission Meetings

Regular meetings of the Personnel Commission are scheduled for the third Tuesday of each month, but they may be moved to an alternate date if circumstances warrant. Special meetings are held upon the needs determined by the Commissioners. Meetings are held in the District Office Board Room at 4:00 p.m. Meeting agendas are posted for public view 48 hours prior to the meeting. All employees and members of the general public are welcome to attend.

Personnel Commission Budget

The budget for the Personnel Commission is submitted each year for approval at a public hearing. For the 2023-2024 school year, the public hearing was held on May 23, 2023, and the Commission adopted the budget following the hearing. The Governing Board of Trustees concurred with the budget and the County Superintendent of Schools approved it on June 15, 2023. The Personnel Commission budget for the 2023-2024 school year was approved in the amount of \$533,000.00.

Accomplishments and Employee Recognitions

Classified School Employees of the Year 2023-2024: Kristina Scott from Child Nutrition, Brian Sellers from Maintenance & Operations, Donald Pogue from the Office & Technical Support, Abel Cardona from Para-Educator & Instructional Assistance, and Suzanne Cobo from Support Services & Security.

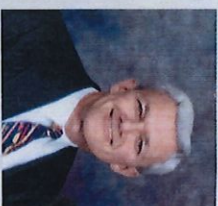
Commissioner Robin Jones
Chairperson



Commissioner Louis Fermelia
Vice Chairperson



Commissioner Thomas Connolly
Member





Westminster School District Memorandum

DATE: October 22, 2024

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.2–Approve Advanced Step Placement on the salary schedule for a Nutrition Services Operations Technician.

The advanced step placement recommendation for a Nutrition Services Operations Technician comes at the request of Mrs. Sylvia Niknami, Executive Director, 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 and B2 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.
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.

Mr. Dan Le has eight years of experience working in nutrition at Huntington Beach Hospital, Hoag Hospital, and Compton Unified School District. Mr. Le holds a Bachelor of Science in Applied Nutrition from California Polytechnic State University San Luis Obispo and a Business Administration Certificate from Georgetown University. It is recommended that Mr. Le starts at Step III of the Nutrition Services Operations Technician salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Nutrition Services Operations Technician (Range 86)	\$4773 \$27.52	\$4962 \$28.62	\$5157 \$29.75	\$5362 \$30.93	\$5580 \$32.19	\$5799 \$33.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Nutrition Services Operations Technician.



Westminster School District Memorandum

DATE: October 22, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.

The advanced step placement recommendation for an Extended School Program Facilitator comes at the request of Mrs. Sylvia Niknami, Executive Director, 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.

Ms. Brenda McCormick has seventeen years of experience working as an Instructional Assistant in Special Education at Ocean View School District. Ms. McCormick is trained in Pro-Act (Professional Assault Crisis Training), Autism Spectrum, Dyslexia Intervention, Trauma Informed Classroom Solutions, and Play-Based Learning Strategies. It is recommended that Mr. Le starts at Step III of the Nutrition Services Operations Technician salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Extended School Program Facilitator (Range 09)	\$19.53	\$20.31	\$21.13	\$21.98	\$22.84	\$23.75

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Extended School Program Facilitator.



Westminster School District Memorandum

DATE: October 22, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.4—Approve Advanced Step Placement on the salary schedule for a Paraeducator.

The advanced step placement recommendation for a Paraeducator comes at the request of Mrs. Sylvia Niknami, Executive Director, 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 and B2 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.
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. Valeria Laurean has ten years of experience working as an Instructional Assistant, a Paraeducator in Early Education, and a Site Lead 2 in the Expanded Learning Program at Garden Grove Unified School District and Magnolia School District. Ms. Laurean holds a Bachelor of Arts in Liberal Studies from California State University, Fullerton. It is recommended that Ms. Laurean starts at Step III of the Paraeducator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 17)	\$3595 \$20.73	\$3735 \$21.55	\$3886 \$22.42	\$4039 \$23.32	\$4203 \$24.23	\$4367 \$25.20

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



Westminster School District Memorandum

DATE: October 22, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.5—Approve Advanced Step Placement on the salary schedule for a Paraeducator.

The advanced step placement recommendation for a Paraeducator comes at the request of Mrs. Sylvia Niknami, Executive Director, 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 and B2 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.
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. Tanya O'Rea worked as a third-grade teacher for 12 years, a Child Care Attendant for 3 years, and a substitute teacher for 4 years. Ms. O'Rea holds a Bachelor of Arts in Liberal Studies and her Teaching Credential from San Francisco State University. It is recommended that Ms. O'Rea start at Step III of the Paraeducator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 17)	\$3595 \$20.73	\$3735 \$21.55	\$3886 \$22.42	\$4039 \$23.32	\$4203 \$24.23	\$4367 \$25.20

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



Westminster School District Memorandum

DATE: October 22, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Sylvia Niknami, Executive Director, Human Resources
SUBJECT: Agenda Item 3.6—Approve Advanced Step Placement on the salary schedule for a Staff Secretary.

The advanced step placement recommendation for a Staff Secretary comes at the request of Mrs. Sylvia Niknami, Executive Director, 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.

Ms. Xitlaly Garcia has 9 years of experience in a school office at Ocean View School District. For the last 7 years, she has worked as a School Office Manager Bilingual. It is recommended that Ms. Garcia start at Step II of the Staff Secretary salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Staff Secretary (Range 103)	\$5000 \$28.86	\$5201 \$29.99	\$5408 \$31.20	\$5622 \$32.45	\$5847 \$33.73	\$6080 \$35.07

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Staff Secretary.

**Human Resources Classified
Recruitment Report - Last Updated on 10-16-2024**

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Land	N	Test creation in progress
Bus Driver	0	3	Transportation	N	Testing in progress
Community Liaison Worker Vietnamese	0	1	ESP	N	Testing in progress
Early Ed Infant Assistant (Vietnamese Preferred) <i>Outsourced to Talent Collaborative</i>	0	6	Land	Y	Not posted
Early Ed Infant Instructor (Vietnamese Preferred) <i>Outsourced to Talent Collaborative</i>	0	2	Land	Y	Not posted
Early Ed Asst.	0	7	Various Sites	Y	Testing complete awaiting direction from Department
Early Ed Assistant (Spanish Preferred)	0	2	Various Sites		Testing complete awaiting direction from Department
Early Ed Infant Asst. (Spanish Preferred)	0	3	Land	N	Not posted
Early Ed Instructor (Vietnamese Preferred)	1	0	Land	N	Hired
ELPAC Testing Technician	0	1	Ed Services	N	Testing in progress
<i>ESP Facilitator*</i> <i>Outsourced to Talent Collaborative</i>	3	40	Various Sites	N	Posted on edjoin
<i>ESP Lead Facilitator*</i> <i>Outsourced to Talent Collaborative</i>	1	10	Various Sites	N	Testing in progress
ESP Site Supervisors	0	1	ESP	N	Testing in progress
Food Service Worker	4	5	Various Sites	N	Posted on edjoin
Health Services Assistant	0	1	Fryberger	N	Testing in progress
Intermediate Account Clerk	0	1	Nutrition Services	Y	Preparing 3 rankings if available, if not will post to Edjoin
Lead FSW	2	3	Schroeder	N	Preparing for posting
Mail-Delivery-Worker	1	0	District Office	N	Hired
Paraeducator (40 hours)	0	1	Various Sites	N	Testing in progress
Paraeducator Instructional Support	5	12	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	1	Anderson	N	hold
Paraeducator Behavior	0	5	Various Sites	N	Posted on edjoin
Senior Clerk Typist	0	1	Various Sites	N	Posted on edoin
Staff Secretary	1	1	Human Resources	N	hold
Transportation Dispatcher Scheduler	0	1	Transportation	Y	Final Interview Process
Translator/Interpreter Vietnamese	0	1	District Office		Testing in progress
Visual and Performing Arts Assist. Elementary & MS	0	5	Various Sites	N	Final Interview Process
Month At A Glance					
Ending 10/16/2024					
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
51	18	64	115	14.30%	9.06%
Ending 9/11/2024					
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
45	26	79	124	15.48%	11.12%