

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of November 19, 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 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 October 22, 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 | |
| | Eligible
Candidates | Vacant
Positions | | | | |
| | | A. Health Services Assistant,
expiration 10/17/2025 | 17 1 | | | |
| | | B. Paraeducator Instructional
Support, expiration 10/23/2025 | 24 16 | | | |
| | | C. Translator/Interpreter
Vietnamese, expiration
10/24/2025 | 5 1 | | | |
| | | D. Bus Driver, expiration
10/31/2025 | 2 3 | | | |
| | | E. Paraeducator, expiration
11/5/2025 | 9 1 | | | |
| | | F. Community Liaison Worker
Vietnamese, expiration
11/5/2025 | 11 1 | | | |
| | | G. Extended School Program
Facilitator, expiration 11/12/2024 | 10 43 | | | |
| | | H. Testing Technician English
Language Assessments for
California | 4 1 | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support (Enclosure) | Rich Montgomery | | | |
| | 3.2 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Visual and Performing Arts Assistant (Enclosure) | Rich Montgomery | | | |
| | 3.3 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Visual and Performing Arts Assistant (Enclosure) | Rich Montgomery | | | |
| | 3.4 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Visual and Performing Arts Assistant (Enclosure) | Rich Montgomery | | | |
| | 3.5 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Visual and Performing Arts Assistant (Enclosure) | Rich Montgomery | | | |
| 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 Interim Executive Directors Report | Donald Mahoney | | | |

Personnel Commission Agenda
November 19, 2024
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- | | | | | |
|-----|------------------------------------|-------|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| 4.4 | Information | 4.4.1 | Deputy Superintendent Report
Human Resources | Rich Montgomery |
| 4.5 | Information | 4.5.1 | Assistant Superintendents Report
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. | <u>CLOSED SESSION: (if needed)</u> | | | Robin Jones |
| 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:

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 October 22, 2024

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 4:01 p.m. Commissioner Fermelia led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Ms. Tina Gurney, Board Trustee
Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Dr. Richard Noblett, Assistant Superintendent,
Educational Services
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President
Ms. VeNae Valentin, CSEA Vice President
Mrs. Stacey Barajas, CSEA Treasurer
Mr. Michael Wilkinson, CSEA Site Rep. Coordinator
Mrs. Karen Ubano, CSEA Chief Union Steward
Mrs. Kristina Scott, CSEA Communications Officer
Mr. Joe Cobo, CSEA Political Action Coordinator

*MINUTES OF THE REGULAR MEETING
OF September 17, 2024:*

Commissioner Connolly moved, seconded by Commissioner Fermelia, to approve the minutes of the regular meeting of September 17, 2024.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by Commissioner Fermelia, to approve the eligibility list; Paraeducator Instructional Support, expiration 9/16/2025, Early Education Infant Assistant, expiration, 9/17/2025, Paraeducator Behavior Instructional Support, expiration, 9/25/2025, Early Education Infant Instructor, expiration 9/25/2025, Early Education Assistant, expiration 9/25/2025, Early Education Instructor, expiration 9/25/2025, Extended School Program Facilitator, expiration 9/26/2025, Staff Secretary, expiration 9/30/2025, Mail Delivery Worker, expiration 10/1/2025, Extended School Program Lead Facilitator, expiration 10/3/2025, Visual and Performing Arts Assistant, expiration 10/3/2025. **Motion carried 3/0**

*APPROVE THE PERSONNEL
COMMISSION ANNUAL REPORT:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the Personnel Commission Annual Report. **Motioned carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR NUTRITION SERVICES
OPERATIONS TECHNICIAN:*

Commissioner Fermelia moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for the Nutrition Services Operations Technician. **Motion carried 3/0**

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

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

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

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

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

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

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR THE STAFF
SECRETARY:*

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

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No Changes.

EXECUTIVE DIRECTOR REPORT:

No Report.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery started by giving Board Trustee Gurney an opportunity to speak.

Board Trustee Gurney expressed her gratitude for being able to attend the Personnel Commission meeting and congratulated Commissioner Jones on her reappointment.

Board Trustee Gurney presented Commissioner Jones with a Westminster School District Challenge Coin, recognizing her leadership. It was explained that each district leader receives two coins to distribute to those who exemplify leadership and core values.

Mr. Montgomery shared that he has been having productive weekly meetings with CSEA to collaborate and problem-solve.

Mr. Montgomery shared that on October 21, 2024, the first Classification Study Committee meeting was held. Mr. Montgomery thanked Mrs. Myers for her preparation for the meeting. The Noontime Supervisor job description was reviewed, revised, and defined.

Mr. Montgomery reported that CAPE training will be held on October 23, 2024. This session will provide an opportunity to troubleshoot and brainstorm solutions.

Finally, Mr. Montgomery announced that the first Annual Pickleball Tournament will take place on December 8, 2024, with Commissioner Jones and Mr. Montgomery forming Team Human Resources.

*ASSISTANT SUPERINTENDENTS
REPORTS:*

Mr. Cardoso thanked the Human Resources Department for filling the Mail Delivery Worker position and for their efforts in filling the Bus Driver positions.

Dr. Noblett discussed staffing challenges related to the Extended School Program (ESP), noting that the program has grown significantly, now serving 1,700 students.

SUPERINTENDENTS REPORTS

Dr. Hansen congratulated Commissioner Jones on receiving her coin.

Dr. Hansen thanked Board Trustee Gurney for attending the meeting.

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

Dr. Hansen thanked the Board of Trustees for their ongoing support, particularly for the ELOP grant, which has allowed the before and afterschool program to be free to all students. She also highlighted the need for a potential salary study and further review of the Extended School Program due to its significant growth.

Finally, Dr. Hansen thanked the Personnel Commission for their work.

*PUBLIC COMMENTS:
CSEA:*

Mr. Acocello shared that CSEA is working closely with the district to support the Extended School Program and emphasized that CSEA does not wish to outsource services.

Mr. Acocello shared that CSEA would like to propose the idea of having a Director of Human Resources who is classified-only, sharing supporting information compiled by the CSEA Executive Board.

Mr. Acocello congratulated Commissioner Jones and thanked the Commission.

STAFF COMMENTS:

Mrs. Myers shared the Noontime Supervisor job description was discussed and reviewed at the Classification Study Committee meeting.

Mrs. Myers congratulated Commissioner Jones on her coin.

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

Mrs. Torres congratulated Commissioner Jones on her coin.

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

Mrs. Wilkinson thanked the Commission for their support.

Mrs. Wilkinson shared that when she holds onboarding with new employees, she shares with them the other options and positions they could do within our district.

COMMISSIONER'S COMMENTS:

Commissioner Connolly expressed gratitude to Mr. Acocello for bringing attention to the benefits of a classified-only Director and shared his personal interest in this position.

Commissioner Fermelia thanked Ms. Gurney for attending the meeting and for sharing the strategic plan.

Commissioner Fermelia congratulated Commissioner Jones on receiving her challenge coin.

Commissioner Fermelia thanked Mr. Acocello for raising the issue of a classified-only Director.

Commissioner Fermelia affirmed that Westminster School District is the best merit-based district in the state and expressed his appreciation for everyone's attendance and participation.

Commissioner Jones thanked everyone for the challenge coin and emphasized that the success of the Personnel Commission and district staff is due to the hard work of all involved.

Commissioner Jones also thanked Mr. Acocello for sharing information regarding the classified-only Director position, noting that there is interest in exploring this further.

ADJOURNMENT:

The meeting adjourned at 5:42 p.m.

Respectfully submitted,
Rich Montgomery
Deputy Superintendent, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 25-131
Effective: 10/17/2024
Expires: 10/17/2025

**Eligibility List For: Health Services Assistant
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Amanda Eaton	Merged:			Veteran Pts. Seniority Pts.
1	Jessica Garin	Merged:			Veteran Pts. Seniority Pts.
2	Amu Nahabedian	Merged:			Veteran Pts. Seniority Pts.
2	Mindy Nguyen	Merged:			Veteran Pts. Seniority Pts.
3	Tracy Negrete	Merged:			Veteran Pts. Seniority Pts.
4	Luz Maldonado Martinez	Merged:			Veteran Pts. Seniority Pts.
5	Sarah Magallanes	Merged:			Veteran Pts. Seniority Pts.
5	Wendy Winterfeld	Merged:			Veteran Pts. Seniority Pts.
6	Christine Bausch	Merged:			Veteran Pts. Seniority Pts.
6	Christina Itz	Merged:			Veteran Pts. Seniority Pts.
7	Alina Jimenez Roman	Merged:			Veteran Pts. Seniority Pts.
7	Jessica Melton	Merged:			Veteran Pts. Seniority Pts.
8	Yvonne Marberger	Merged:			Veteran Pts. Seniority Pts.
9	Devon Anderson	Merged:			Veteran Pts. Seniority Pts.
10	Gina Owens	Merged:			Veteran Pts. Seniority Pts.
11	Jaya Mae Ballon	Merged:			Veteran Pts. Seniority Pts.
12	Ngoc Linh Tran	Merged:			Veteran Pts. Seniority Pts.

One Vacancy



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

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Brenna Shetzline	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:	x		Veteran Pts.
					Seniority Pts.
4	Julie Custudio	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Ashley Miron	Merged:			Veteran Pts.
					Seniority Pts.
5	Krista Wright	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Tamy Pham	Merged:			Veteran Pts.
					Seniority Pts.
6	Zetzangary Moreno	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Sean Wakatake	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Lauren Tran	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Amanda Eaton	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Ana Gonzalez	Merged:			Veteran Pts.
					Seniority Pts.
8	Annaliese Daher	Merged:			Veteran Pts.
					Seniority Pts.
8	Emily Bernal	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Ratany Lorn	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Marcelina Garcia Montes	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Lori Rehnert	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Angelica Rodas	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Kristen Shelby	Merged:			Veteran Pts.
					Seniority Pts.

11	Nicole Zhukov	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Amy Vega Enriquez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Sixteen Vacancies



Eligibility List For: Translator-Interpreter Vietnamese
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Nhat Duy Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
2	Dan Tam Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
3	Chi Tram	Merged:			Veteran Pts.
					Seniority Pts.
4	Anna Tran	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Tuan Ngyyen	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-111
Effective: 10/31/2024
Expires: 10/31/2024

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Denicia Siera	Merged:				Veteran Pts.
						Seniority Pts. x
1	Shasta Rivera	Merged:				Veteran Pts.
						Seniority Pts.

Three Vacancies



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

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Catherine Van Hooser	Merged:				Veteran Pts.
						Seniority Pts.
2	Shannon Arenas	Merged:				Veteran Pts.
						Seniority Pts.
3	Kristen Shelby	Merged:				Veteran Pts.
						Seniority Pts.
3	Karen Hernandez	Merged:	x			Veteran Pts.
						Seniority Pts.
4	Vanessa Householder	Merged:	x			Veteran Pts.
						Seniority Pts.
5	Srividya Balasubramanian	Merged:	x			Veteran Pts.
						Seniority Pts.
6	Linda Kim	Merged:	x			Veteran Pts.
						Seniority Pts.
7	Hanan Naber	Merged:	x			Veteran Pts.
						Seniority Pts.
7	Yvette Sanchez	Merged:	x			Veteran Pts.
						Seniority Pts.

One Vacancy



Eligibility List For: Community Liaison Worker Vietnamese
List Type: Open/Promotional - 10/12 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Cindy Wallace	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Jason Mai	Merged:			Veteran Pts.
					Seniority Pts.
2	Thi Ta	Merged:			Veteran Pts.
					Seniority Pts.
3	Thu Lam	Merged:			Veteran Pts.
					Seniority Pts.
3	Jenny Tran	Merged:			Veteran Pts.
					Seniority Pts.
4	Kathie Bui	Merged:			Veteran Pts.
					Seniority Pts.
5	Tina Banh	Merged:			Veteran Pts.
					Seniority Pts.
5	Bich Dung Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
6	Tiffany Lam	Merged:			Veteran Pts.
					Seniority Pts.
6	Pansy Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Jessie Lam	Merged:	x		Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-137
Effective: 11/12/2024
Expires: 11/12/2025

**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.
4	Stephanie Baiza	Merged:		x	Veteran Pts.
					Seniority Pts.
5	Corey Jones	Merged:			Veteran Pts.
					Seniority Pts.
6	Trinidad Vargas	Merged:			Veteran Pts.
					Seniority Pts.
7	Diane Totah	Merged:		x	Veteran Pts.
					Seniority Pts.
7	Ngoc Tran	Merged:		x	Veteran Pts.
					Seniority Pts.
8	Kristen Shelby	Merged:		x	Veteran Pts.
					Seniority Pts.
9	Lizbeth Carman Mares	Merged:			Veteran Pts.
					Seniority Pts.

Forty-Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-139
Effective: 11/12/2024
Expires: 11/12/2025

**Eligibility List For: Testing Technician ELPAC
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Anglica Trujillo	Merged:			Veteran Pts.
					Seniority Pts.
2	Yuvia Gaspar	Merged:			Veteran Pts.
					Seniority Pts.
2	Leanna Lee	Merged:			Veteran Pts.
					Seniority Pts.
3	Sarita Vaughn	Merged:			Veteran Pts.

One Vacancy



Westminster School District Memorandum

DATE: November 19, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
 Donald Mahoney, Interim Executive Director, Human Resources
SUBJECT: Agenda Item 3.1–Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator comes at the request of Mr. Rich Montgomery, Deputy 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 B2 as follows:

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

Ms. Aimee Corral holds a Bachelor of Science in Math and Education from California State University of Long Beach. It is recommended that Ms. Corral start at Step II of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Instructional Support (Range 25)	\$21.69	\$22.56	\$23.44	\$24.38	\$25.36	\$26.35

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



Westminster School District Memorandum

DATE: November 19, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources
SUBJECT: Agenda Item 3.2–Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.

The advanced step placement recommendation for a Visual and Performing Arts Assistant comes at the request of Mr. Rich Montgomery, Deputy 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 B2 as follows:

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

Ms. Suna Choi holds a Bachelor of Science in Healthcare Administration from California State University of Long Beach. It is recommended that Ms. Choi start at Step II of the Visual and Performing Arts Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Visual and Performing Arts (Range 10)	\$19.83	\$20.62	\$21.46	\$22.32	\$23.19	\$24.12

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.



Westminster School District Memorandum

DATE: November 19, 2024

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources

SUBJECT: Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.

The advanced step placement recommendation for a Visual and Performing Arts Assistant comes at the request of Mr. Rich Montgomery, Deputy 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 B2 as follows:

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

Ms. Teegan Carthew holds a Bachelor of Science in Fine Arts - Illustration from California State University of Fullerton. Ms. Carthew also holds a Teaching Credential from California State University of Long Beach. It is recommended that Ms. Carthew start at Step II of the Visual and Performing Arts Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Visual and Performing Arts (Range 10)	\$19.83	\$20.62	\$21.46	\$22.32	\$23.19	\$24.12

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.



Westminster School District Memorandum

DATE: November 19, 2024

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources

SUBJECT: Agenda Item 3.4–Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.

The advanced step placement recommendation for a Visual and Performing Arts Assistant comes at the request of Mr. Rich Montgomery, Deputy 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 B2 as follows:

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

Ms. Vickie Nguyen holds a Bachelor of Science in Sociology from California State University of Fullerton. It is recommended that Ms. Nguyen start at Step II of the Visual and Performing Arts Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Visual and Performing Arts (Range 10)	\$19.83	\$20.62	\$21.46	\$22.32	\$23.19	\$24.12

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.



Westminster School District Memorandum

DATE: November 19, 2024
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Donald Mahoney, Interim Executive Director, Human Resources
SUBJECT: Agenda Item 3.5—Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.

The advanced step placement recommendation for a Visual and Performing Arts Assistant comes at the request of Mr. Rich Montgomery, Deputy 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 B2 as follows:

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

Mr. Zackary Johnston holds a Bachelor of Science in Communications (Journalism) from California State University of Fullerton. It is recommended that Mr. Johnston start at Step II of the Visual and Performing Arts Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Visual and Performing Arts (Range 10)	\$19.83	\$20.62	\$21.46	\$22.32	\$23.19	\$24.12

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.

Human Resources Classified Recruitment Report - Last Updated on 11-13-2024

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Land	N	Posted on edjoin
Bus Driver	0	3	Transportation	N	Final Interview Process
Community Liaison Worker Vietnamese	0	1	ESP	N	Final Interview Process
Early Ed Asst.	0	2	Various Sites	Y	Final Interview Process
ELPAC Testing Technician	0	1	Ed Services	N	Testing in progress
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	0	43	Various Sites	N	Posted on edjoin
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	1	10	Various Sites	N	Testing in progress
ESP Site Supervisors	0	2	ESP	N	Testing in progress
Food Service Worker	0	6	Various Sites	N	Testing in progress
Health Services Assistant	1	0	Fryberger	N	Hired
Intermediate Account Clerk	0	2	Nutrition Services & Business	Y	Posted on edjoin
Lead FSW	2	3	Various Sites	N	Preparing for posting
Paraeducator (40 hours)	0	1	Various Sites	N	Final Interview Process
Paraeducator Instructional Support	3	12	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	1	Anderson	N	hold
Paraeducator Behavior	0	5	Various Sites	N	Testing in progress
Senior Clerk Typist	0	1	Various Sites	N	Testing in progress
Staff Secretary	0	1	Human Resources	N	hold
Transportation Dispatcher Scheduler	0	1	Transportation	Y	Posted on edjoin
Translator/Interpreter-Vietnamese	1	0	District Office		Hired
Visual and Performing Arts Assist. Elementary & MS	5	0	Various Sites	N	Hired
Month At A Glance					
Ending 11/13/2024					
<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>
55	13	41	96	11.98%	5.87%
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>
55	18	64	119	14.30%	9.06%

Paraeducator (20 hours) Positions will be filled by substitutes due to them being only 1 year positions. Therefore vacancies for these positions are now removed.

Early Ed Positions put on hold (21) due to licensing and enrollment