

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of January 21, 2025
4:00 p.m.
District Office Board Room**

- | | | | | | | | | |
|----|---|--|--|---|--|------------------------|---------------------|--|
| 1. | <u>CALL TO ORDER 4:00 P.M</u> | | | Louis Fermelia | | | | |
| | 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. | | Louis Fermelia | | | | |
| | 2.1 | Consent Approve the minutes of the regular meeting of December 17, 2024 (Enclosure) | | Louis Fermelia | | | | |
| | 2.2 | Consent Approve the following eligibility lists: (Enclosure) | | Louis Fermelia | | | | |
| | | | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="width: 10%;"></td> <td style="width: 40%;"></td> <td style="width: 15%; text-align: center;">Eligible
Candidates</td> <td style="width: 15%; text-align: center;">Vacant
Positions</td> </tr> </table> | | | Eligible
Candidates | Vacant
Positions | |
| | | Eligible
Candidates | Vacant
Positions | | | | | |
| | | A. Intermediate Account Clerk
12/12/2025 | 4 | 2 | | | | |
| | | B. Food Service Worker, expiration
12/19/2025 | 9 | 6 | | | | |
| | | C. Extended School Program
Facilitator, expiration 1/8/2026 | 10 | 43 | | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve range change and initial step placement on the salary schedule for the Executive Director, Human Resources (Enclosure) | | Rich Montgomery | | | | |
| 4. | <u>REPORTS/COMMENTS</u> | | | | | | | |
| | 4.1 | Information Recruitment/Vacancy Update (Enclosure) | | Cynthia Torres | | | | |
| | 4.2 | Information Personnel Commission Calendar-
We need to change the March 2025 meeting. | | Louis Fermelia | | | | |
| | 4.3 | Information Executive Directors Report | | Michael Kim | | | | |
| | 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 Jones
Commissioner Connolly | | Robin Jones
Thomas Connolly | | | | |

Personnel Commission Agenda

January 21, 2025

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5. CLOSED SESSION: (if needed)

Louis Fermelia

- 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:

Louis Fermelia

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:

February 18, 2025
March 11, 2025
Personnel Commission Conference March 16-18, 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 December 17, 2024

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 4:05 p.m. Mrs. Susan Hillenbrand 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
Dr. Richard Noblett, Assistant Superintendent,
Educational Services
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mr. Paul Ngo, Director of Nutrition Services
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Stephanie Myers, Personnel Analyst
Mrs. Cynthia Torres, Personnel Technician

*MINUTES OF THE REGULAR MEETING
OF November 19, 2024:*

Commissioner Connolly moved, seconded by
Commissioner Jones, to approve the minutes of the
regular meeting of November 19, 2024.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by
Commissioner Jones, to approve the eligibility list;
Extended School Program Lead Facilitator,
expiration 11/20/2025, Paraeducator Behavior and
Instructional Support, expiration, 12/2/2025,
Paraeducator Instructional Support, expiration,
12/3/2025, Senior Clerk Typist, expiration 12/4/2025.
Motion carried 3/0

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR PARAEducATOR
INSTRUCTIONAL SUPPORT:*

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

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY
SCHEDULE FOR HEALTH SERVICES
ASSISTANT:*

Commissioner Connolly moved, seconded by
Commissioner Jones to approve the advanced step
placement on the salary schedule for Health Services
Assitant. **Motion carried 3/0**

*APPROVE PROPOSED CHANGES TO
THE CLASSIFICATION STATEMENT AND
SALARY RANGE OF THE FOOD
SERVICES LEAD COOK TO NUTRITION
SERVICES HEAD CHEF/OPERATIONS
SPECIALIST:*

Commissioner Jones moved, seconded by
Commissioner Connolly to approve the proposed
changes to the classification statement and salary
range of the Food Services Lead Cook to Nutrition
Services Head Chef/Operations Specialist. **Motion
carried 3/0**

APPROVE PROPOSED CHANGES TO THE CLASSIFICATION STATEMENT OF THE FOOD SERVICES COOK TO NUTRITION SERVICES CHEF:

Commissioner Connolly moved, approve the proposed changes to the classification statement of the Food Services Cook to Nutrition Services Chef. **Motion carried 3/0**

APPROVE THE NEW CLASSIFICATION STATEMENT AND SALARY RANGE FOR THE SENIOR LEAD FOOD SERVICE WORKER:

Commissioner Jones moved, seconded by Commissioner Connolly to approve the new classification statement of the Senior Lead Food Service Worker. **Motion carried 3/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

The March 18, 2025 meeting was changed to March 11, 2025 due to the Personnel Commission Conference that is scheduled from March 16 – 18, 2025.

INTERIM EXECUTIVE DIRECTOR REPORT:

No Report.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery extended apologies on behalf of Mr. Matt Acocello, CSEA President, who was unable to attend the meeting.

Mr. Montgomery recognized Mr. Cardoso for his efforts in the collaboration with CSEA regarding the Juneteenth holiday. He announced that classified employees would receive pay for time worked during this holiday.

Mr. Montgomery shared that discussions are underway during the IBB process regarding the Educational Support Professionals (ESP), the growth of the program, and the potential use of outside agencies.

Mr. Montgomery stated that the Personnel Commission Conference will be held on March 16-18, 2025 in Napa.

Mr. Montgomery thanked Commissioner Fermelia and Commissioner Connolly for participating on the final interviews for the Executive Director. The selected name will be forwarded for approval the the Board of Trustee meeting on December 19, 2024.

Finally, Mr. Montgomery apologized to Commissioner Jones for their second-place finish in the Pickleball Tournament held on December 8, 2024. He humorously noted that "Paddleman and Robin" took the silver.

**ASSISTANT SUPERINTENDENTS
REPORTS:**

Mr. Cardoso expressed his gratitude to Human Resources, CSEA, and the Commission for their collaborative work on the changes to the Nutrition Services classifications.

Mr. Cardoso also wished everyone a Happy Holidays.

Mr. Ngo thanked all involved for their efforts on the classification changes for Nutrition Services, highlighting the "FRUITS of the Labor."

Dr. Noblett thanked the Commission for their support and shared that the ESP program currently serves over 2,000 students. He highlighted that the program is free, offering various services, including academic support, sports, pottery, and arts.

Dr. Noblett also extended his holiday wishes to everyone.

SUPERINTENDENTS REPORTS

Dr. Hansen thanked the Human Resources department and expressed excitement about welcoming the new Executive Director.

Dr. Hansen informed the Commission about the reorganization meeting scheduled for Thursday, December 19, 2024, where David Johnson and Frances Nguyen would be installed.

Dr. Hansen also provided an update on the upcoming study session, which will cover the Strategic Plan and Facilities Master Planning and Modernization.

Dr. Hansen noted that the district has been undergoing office relocations and floor installations at the District Office.

Dr. Hansen wished everyone a Happy Holidays.

No Comment.

Mr. Myers, Mrs. Torres, and Mrs. Hillenbrand wished everyone a Merry Christmas and a Happy New Year.

**PUBLIC COMMENTS:
CSEA:**

STAFF COMMENTS:

COMMISSIONER'S COMMENTS:

Commissioner Jones thanked Commissioners Connolly and Fermelia for their participation in the Executive Director interviews.

Commissioner Jones expressed her appreciation to the staff and conveyed how much it means to her to be part of the Westminster School District.

Commissioner Connolly thanked Mr. Montgomery allowing him to be apart of the interview panel.

Commissioner Connolly wished everyone a Happy Holiday.

Commissioner Fermelia shared his enjoyment in participating in the interviews and complimented the process.

Commissioner Fermelia thanked the staff and wished everyone a Happy Holiday.

ADJOURNMENT:

The meeting adjourned at 4:41 p.m.

Respectfully submitted,
Rich Montgomery
Deputy Superintendent, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 25-149
Effective: 12/12/2024
Expires: 12/12/2025

**Eligibility List For: Intermediate Account Clerk
 List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	LeAnn Gomez	Merged:	x		Veteran Pts.
					Seniority Pts.
1	Rebecca Serna	Merged:			Veteran Pts.
					Seniority Pts.
2	Amy Levenstein-Pulido	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Diana Suarez Lopez	Merged:			Veteran Pts.
					Seniority Pts.

Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-142
Effective: 12/19/2024
Expires: 12/19/2025

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Kristen Shelby	Merged:				Veteran Pts.
						Seniority Pts.
2	Natalie Powell	Merged:	x			Veteran Pts.
						Seniority Pts.
3	Brianna Covey	Merged:				Veteran Pts.
						Seniority Pts.
4	Jamie Marcela	Merged:	x			Veteran Pts.
						Seniority Pts.
5	Hortencia Segura	Merged:	x			Veteran Pts.
						Seniority Pts.
6	Alfredo Caballero-Duenas	Merged:				Veteran Pts.
						Seniority Pts.
7	Lorena Alvarez	Merged:	x			Veteran Pts.
						Seniority Pts.
8	Kitana Youngberg	Merged:	x			Veteran Pts.
						Seniority Pts.
9	Yeira Rosete	Merged:	x			Veteran Pts.

Six Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-148
Effective: 1/8/2025
Expires: 1/8/2026

**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:		x	Veteran Pts.	
					Seniority Pts.	
6	Ryan Jones	Merged:			Veteran Pts.	
					Seniority Pts.	
7	Trinidad Vargas	Merged:		x	Veteran Pts.	
					Seniority Pts.	
8	Diane Totah	Merged:		x	Veteran Pts.	
					Seniority Pts.	
9	Kristen Shelby	Merged:		x	Veteran Pts.	
					Seniority Pts.	
10	Lizbeth Carman Mares	Merged:		x	Veteran Pts.	
					Seniority Pts.	

Forty-Three Vacancies



Westminster School District Memorandum

DATE: January 21, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
SUBJECT: Agenda Item 3.1—Approve range change on the salary schedule and initial step placement for the Executive Director, Human Resources

The Range change recommendation from Range 18 to Range 20 for the classification of Executive Director, Human Resources, and the initial Step 5 placement for Michael Kim, comes at the request of Mr. Rich Montgomery, Deputy Superintendent, Human Resources, based on the following information.

Recommended Range Adjustment on Salary Schedule

The request to adjust the Range assigned to the classification of Executive Director, Human Resources is made pursuant to Section 17.1.1 of the Personnel Commission Rules and Regulations ("PCRR"). Under that section, the Personnel Commission shall approve proposed salary schedules to present to the Board of Trustees for consideration based upon factors including, like pay for like work within the Classified Service; comparable wage and salaries paid for similar work by specified neighboring school districts; and other data as the Personnel Commission may require.

Notwithstanding section 17.1.1(B)-(D), the Range adjustment recommendation is based on the experience, education, and unique role of the Executive Director, Human Resources. Specifically, as you are aware, the District's Executive Director, Human Resources, serves to support the Personnel Commission, the employees of the district, and the Human Resources Department, including service to classified and certificated staff. Thus, we recommend the Personnel Commission adopt the range modification in recognition of the qualifications of this employee and the job duties the Executive Director, Human Resources, is required to perform.

Furthermore, Mr. Michael Kim has unique experience and expertise that justify the range adjustment. Mr. Kim is a highly accomplished education professional with 8 years of administrative and HR experience, complimented by a Master's degree and a Bachelor's degree. He has proven expertise in personnel management, including an understanding of the principles of the Merit System, as well as fostering equitable, inclusive, and collaborative Human Resources principles. Additionally, Mr. Kim is a graduate of the Association of California School Administrators Personnel Academy.

Mr. Kim has demonstrated ability to navigate complex employee relations, and to engage in strategic and constructive conversations to enhance employee performance, satisfaction, and overall outcomes for students. Mr. Kim has extensive knowledge of compliance frameworks, including Title IX, Uniform Complaint Procedures (UCP), the Americans with Disabilities Act (ADA), and the latest legislative updates, ensuring organizational alignment with legal and ethical standards.

Mr. Kim is skilled at conducting thorough job analyses, equitable recruitment and examination processes, selection strategies, and position classification. Additionally, Mr. Kim is skilled in upholding employee accountability, including the implementation of progressive discipline, performance improvement plans, and strategies to promote a culture of continuous improvement and excellence. Mr. Kim's expertise, experience, and education warrant the range adjustment.

Furthermore, the recommended change in salary range for the classification of Executive Director, Human Resources, is made in consideration of the classified service as a whole. Consistent with the change in the salary schedule placement of the Executive Director, Human Resources, it is recommended that the occupational hierarchy established in section 3.4.2.13 be modified to reflect the salary placement from Range 18 to Range 20.

Pursuant to PCRR 17.1.1, I recommend that the Personnel Commission propose a change to the Classified Management Salary Schedule that reflects a change in the placement of the Executive Director, Human Resources from Range 18 to Range 20, for adoption by the Board of Trustees.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Monthly	STEP II \$ Monthly	STEP III \$ Monthly	STEP IV \$ Monthly	STEP V \$ Monthly	STEP VI \$ Monthly
Executive Director, Human Resources (Range 20)	\$14,236	\$14,805	\$15,397	\$16,013	\$16,652	\$17,321

Recommended Initial Step Placement

Pursuant to PCRR 17.2.1(B), the Board of Trustees may provide a new employee with advanced step placement, with the approval of the Personnel Commission, based on factors that include the additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class, and 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.

As explained above, Mr. Kim possesses additional skills, experience, and qualifications needed that make him especially qualified for the position.

Therefore, I am recommending Mr. Kim's proposed advancement step placement at Step 5.

RECOMMENDATION: Approve the Range change from Range 18 to Range 20 on the salary schedule for the classification of Executive Director, Human Resources, amend Section 3.4.2.13 to reflect range modification, and approve initial step placement for Mr. Kim at Step 5. In alignment with past practice, approve all years of certificated or classified experience from within and outside the District to count towards longevity increments.

**Human Resources Classified
Recruitment Report - Last Updated on 1-13-2025**

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Land	N	Testing in progress
Bus Driver	0	2	Transportation	N	Posted on edjoin
Community Liaison Worker Spanish	0	1	Warner	N	Posted on edjoin
Early Education Program Supervisor	0	1	Early Ed	N	Posted on edjoin
Early Ed Asst.	0	1	Various Sites	Y	sending names to hiring supervisor
Early Ed infant Asst.	0	1	Ed Services	Y	sending names to hiring supervisor
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	0	43	Various Sites	N	Posted on edjoin & sending names to hiring supervisor
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	2	9	Various Sites	N	Posted on edjoin
ESP Site Supervisors	0	2	ESP	N	Testing in progress
Extended School Program Supervisor	0	1	ESP	N	Posted on edjoin
Executive Director, Human Resources	1	0	HR	N	Hired
Food Service Worker	0	7	Various Sites	N	Testing in progress & names sent to hiring supervisor
Intermediate Account Clerk	2	0	Nutrition Services & Business	Y	Hired
Lead FSW	0	2	Various Sites	N	Posted on Edjoin
Paraeducator (40 hours)	0	1	Various Sites	N	Testing in progress
Paraeducator Instructional Support	3	17	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	1	Anderson	N	hold
Paraeducator Behavior	1	4	Various Sites	N	Posted on Edjoin
Senior Clerk-Typist	1	0	Various Sites	N	Hired
Speech and Language Assistant	0	1	Various Sites	N	Testing in progress
Student Transportation Assistant	0	1	Transportation	N	Posted on edjoin
Translator Interpreter Vietnamese	0	1	District Office	Y	Names to hiring supervisor
Transportation Dispatcher Scheduler	0	1	Transportation	Y	Testing in progress
Month At A Glance					
Ending 1/13/2025					
<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	10	43	98	12.17%	9.12%
Ending 12/11/2024					
<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>
56	11	47	103	12.00%	9.15%