




**ANNUAL REPORT  
2009-2010  
Personnel Commission  
Westminster School District**

**Introduction**

The 2009-2010 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 2009-2010 fiscal year. Additionally, this report describes the goals and visions 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.

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.

<p><b>Commissioner Robin Jones Member</b></p>  <p>Mrs. Jones has been a member of the Commission since 2001. She is retired from her position as a parole agent for the State of California after 32 years of service. Mrs. Jones received her B.A. in Social Psychology from Cal State Los Angeles and her Master of Public Administration degree from Cal State Long Beach. Mrs. Jones is married and has one son.</p>	<p><b>Commissioner Louis Fermelia Chairperson</b></p>  <p>Mr. Fermelia has been a member of the Commission since 1995. He served as the assistant general manager for the systems division at Hughes Aircraft Company's Space and Communications Group. Prior to his retirement, he was the Program Manager of the GOES Weather Satellite Program among many other Program responsibilities. He is employed as a Senior Management Consultant for H. Silver &amp; Associates. Mr. Fermelia received a B.S. and M.S. degree in electrical engineering from the University of Wyoming and a Master of Engineering from UCLA. Mr. Fermelia is married and has four grown children.</p>	<p><b>Commissioner Thomas Connolly Vice Chairperson</b></p>  <p>Mr. Connolly has been a member of the Commission since 1996 and has served as the Treasurer of the OCPA for over 10 years. He is currently the Director of Fiscal Services for the El Camino Community College District and has had over 20 years of experience as the Chief Business Officer and Director of Audit, Budget and Finance at four other school districts. Mr. Connolly received a B.S. degree in accounting from Cal State Long Beach. Mr. Connolly is married and has two grown children.</p>
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The Westminster School District employs more than 1000 highly-qualified certificated and 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 Office Staff**

### **Christine Fullerton - Secretary to the Personnel Commission**



Mrs. Fullerton is the Assistant Superintendent of the District's Human Resources Department serving all Certificated and Classified Employees. Prior to her current position, Mrs. Fullerton was a teacher, Assistant Principal, Principal and Administrator of Pupil Personnel and Special Projects for the Westminster School District since 1994. She earned her BA in Business Administration and MS in Educational Administration from CSU Fullerton and a School Business Management Certificate from USC. Mrs. Fullerton recently attended ACSA's Personnel Academy and the Personnel Institute for merit system school districts. Mrs. Fullerton is married and has one daughter.

A staff of three is assigned on a full-time basis to carry out the functions and work of the Personnel Commission; a Personnel Analyst, Personnel Technician and Senior Clerk Typist.

## **Personnel Commission Meetings**

Regular meetings of the Personnel Commission are scheduled for the fourth 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 5:00 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 2009-2010 school year, the public hearing was held on May 12, 2009, and the Commission adopted the budget following the hearing. The Governing Board concurred with the budget and the County Superintendent of Schools approved it on June 17, 2009. The Personnel Commission budget for the 2009-2010 school year was approved in the amount of \$277,004.00.

### **HOW TO REACH US**

Westminster School District  
Classified Human Resources  
Personnel Commission  
14121 Cedarwood Avenue, Westminster, CA 92683  
(714) 894-7311 x1170 Fax: (714) 892-8946

Please visit our website at [www.wsd.k12.ca.us](http://www.wsd.k12.ca.us)

## Statistics

<u>Recruitment and Selection</u>	2006/2007	2007/2008	2008/2009	2009/2010
Applicants Tested	765	577	622	745
Eligible for Referral	520	324	262	441
Applicants Hired (New)	90	62	43	39
Re-hired from layoff				6
Additional positions/hours	9	14	11	2
Promotions/demotions	15	22	20	11
Transfers	16	24	29	23
<u>Postings</u>	2006/2007	2007/2008	2008/2009	2009/2010
Open and Promotional	49	24	20	21
Open and Continuous	6	16	5	5
Promotional Only	1	1	2	4
<u>Classification Activity</u>	2006/2007	2007/2008	2008/2009	2009/2010
Revised job descriptions	4	4	2	2
New classifications created	5	3	0	0
Abolished classifications	1	0	0	0

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.wsd.k12.ca.us](http://www.wsd.k12.ca.us). The District also posts recruitments on the [EdJoin.org](http://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.

## **Accomplishments and Employee Recognitions**

- The comprehensive review of the Personnel Commission Rules & Regulations is nearly complete. Two articles remain and will be reviewed/revised as necessary with a target completion date of December 2010.
- The District Learning Council created a professional development plan to provide appropriate training for employees to off-set some of the ten employee furlough days.
- Six Westminster School District classified employees were nominated to the Orange County Department of Education's Classified School Employee of the Year Recognition Program. The nominating committee continues to adapt the selection process as needed.

## **Future Goals and Objectives**

- ❖ Ongoing recruitment of qualified applicants and timely eligibility lists to hiring authorities.
- ❖ Maintain communication with employees and the public by frequent updates of Personnel Commission information on the District website.
- ❖ Develop new classifications to meet changing needs of the District.
- ❖ Ongoing meetings of the Learning Council will continue to create appropriate and meaningful staff development training for all classified employees.
- ❖ Continue tracking of vacancies and employee assignments through meetings of the Position Control Committee.