

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of May 20, 2025, at 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 April 22, 2025 (Enclosure) | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 2.2 | Consent Approve the following eligibility lists: (Enclosure) | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;">Vacant
Positions</th> <th style="text-align: center;">Active
Eligibility
List</th> <th style="text-align: center;">Official
Eligibility
List</th> </tr> </thead> <tbody> <tr> <td>A. Custodian, expiration 4/11/2026</td> <td style="text-align: center;">7</td> <td style="text-align: center;">20</td> <td style="text-align: center;">20</td> </tr> <tr> <td>B. Community Liaison Worker
Spanish, expiration 4/23/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> <td style="text-align: center;">5</td> </tr> <tr> <td>C. Accountant, expiration 4/23/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td>D. Early Education Infant Assistant,
expiration 4/24/2026</td> <td style="text-align: center;">11</td> <td style="text-align: center;">3</td> <td style="text-align: center;">5</td> </tr> <tr> <td>E. Early Education Infant Instructor,
expiration 4/24/2026</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">6</td> </tr> <tr> <td>F. Paraeducator Instructional
Support, expiration 4/29/2026</td> <td style="text-align: center;">19</td> <td style="text-align: center;">3</td> <td style="text-align: center;">34</td> </tr> <tr> <td>G. Paraeducator Behavior
Instructional Support, expiration
5/5/2026</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3</td> </tr> <tr> <td>H. Extended School Program
Facilitator, expiration 05/05/2026</td> <td style="text-align: center;">36</td> <td style="text-align: center;">4</td> <td style="text-align: center;">12</td> </tr> <tr> <td>I. Senior Lead Food Service
Worker, expiration 5/9/2026</td> <td style="text-align: center;">2</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </tbody> </table> | | Vacant
Positions | Active
Eligibility
List | Official
Eligibility
List | A. Custodian, expiration 4/11/2026 | 7 | 20 | 20 | B. Community Liaison Worker
Spanish, expiration 4/23/2026 | 1 | 0 | 5 | C. Accountant, expiration 4/23/2026 | 1 | 4 | 4 | D. Early Education Infant Assistant,
expiration 4/24/2026 | 11 | 3 | 5 | E. Early Education Infant Instructor,
expiration 4/24/2026 | 2 | 4 | 6 | F. Paraeducator Instructional
Support, expiration 4/29/2026 | 19 | 3 | 34 | G. Paraeducator Behavior
Instructional Support, expiration
5/5/2026 | 3 | 1 | 3 | H. Extended School Program
Facilitator, expiration 05/05/2026 | 36 | 4 | 12 | I. Senior Lead Food Service
Worker, expiration 5/9/2026 | 2 | 4 | 4 | |
| | Vacant
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Eligibility
List | Official
Eligibility
List | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A. Custodian, expiration 4/11/2026 | 7 | 20 | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B. Community Liaison Worker
Spanish, expiration 4/23/2026 | 1 | 0 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C. Accountant, expiration 4/23/2026 | 1 | 4 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D. Early Education Infant Assistant,
expiration 4/24/2026 | 11 | 3 | 5 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| E. Early Education Infant Instructor,
expiration 4/24/2026 | 2 | 4 | 6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F. Paraeducator Instructional
Support, expiration 4/29/2026 | 19 | 3 | 34 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| G. Paraeducator Behavior
Instructional Support, expiration
5/5/2026 | 3 | 1 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| I. Senior Lead Food Service
Worker, expiration 5/9/2026 | 2 | 4 | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Health Services Assistant. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.2 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Extended School Program Facilitator. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.3 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Food Service Worker. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.4 | <u>Discussion</u> A public hearing will be called at this time to provide the Board of Trustees and the public an opportunity to express their views on the proposed Personnel Commission Budget for the 2025-2026 school year. | Louis Fermelia | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.5 | <u>Discussion/Action</u> Adopt the Personnel Commission Budget for the 2025-2026 school year. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.6 | <u>Discussion/Action</u> Approve proposed changes to the Classification Statement for Nutrition Services Chef. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 3.7 | <u>Discussion/Action</u> Approve proposed changes to the Classification Statement for Nutrition Services Head Chef/Operations Specialist. (Enclosure) | Michael Kim | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Personnel Commission Agenda

April 22, 2025

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3.8 Discussion/Action Approve proposed changes to the Classification Statement for Senior Lead Food Service worker. (Enclosure) Michael Kim

4. REPORTS/COMMENTS

4.1 Information Recruitment/Vacancy Update (Enclosure) Cynthia Torres

4.2 Information Personnel Commission Calendar Louis Fermelia

4.3 Information Executive Director Report Michael Kim

4.4 Information Deputy Superintendent Report Human Resources Rich Montgomery

4.5 Information Assistant Superintendent Report Business Services Educational Services Manuel Cardoso Dr. Richard Noblett

4.6 Information Superintendent 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 Commissioner Fermelia Robin Jones Thomas Connolly Louis Fermelia

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:

- June 3, 2025
August 26, 2025
Septemeber 23, 2025
October 28, 2025
November 18, 2025
December 16, 2025
January 27, 2026
February 24, 2026
March 24, 2026
April 28, 2026
May 26, 2026
June 23, 2026

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Minutes of the Regular Meeting of April 22, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Thomas Connolly at 4:05 p.m. Mr. Michael Kim led the flag salute.

COMMISSIONERS PRESENT:

Mrs. Robin Jones
Mr. Louis Fermelia - absent
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. Michael Kim, Executive Director, Human
Resources
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Cynthia Torres, Personnel Technician
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President
Mrs. Stacey Barajas, CSEA Treasurer
Mrs. Jackie Jenkins, CSEA Past President

*MINUTES OF THE REGULAR MEETING
OF March 11, 2025:*

Commissioner Jones moved, seconded by
Commissioner Connolly, to approve the minutes of
the regular meeting of March 11, 2025.
Motion carried 2/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Connolly, to approve the eligibility list;
Lead Food Service Worker, expiration 3/10/2026,
Paraeducator, expiration, 3/10/2026, Extended
School Program Lead Facilitator, expiration,
3/10/2026, Paraeducator Instructional Support,
expiration, 3/10/2026, Public Information Officer,
expiration, 3/21/2026, Intermediate Account Clerk,
expiration, 3/24/2026, Extended School Program
Facilitator, expiration, 3/25/2026, Extended School
Site Supervisor, expiration, 3/27/2026, Paraeducator
Instructional Support, expiration, 3/31/2026,
Extended School Lead Facilitator, expiration,
4/7/2025, Early Education Assistant, expiration
4/7/2025, Food Service Worker, expiration 4/8/2025.
Motion carried 2/0

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE PARAEDUCATOR BEHAVIOR AND INSTRUCTIONAL SUPPORT:

Commissioner Jones moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for the Paraeducator Behavior and Instructional Support. **Motion carried 2/0**

APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE FOR THE TRANSPORTATION DISPATCHER/SCHEDULER:

Commissioner Jones moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for the Transportation Dispatcher/Scheduler. **Motion carried 2/0**

ADOPT A RESOLUTION PROCLAIMING MAY 18-24, 2025, AS CLASSIFIED SCHOOL EMPLOYEE WEEK:

Commissioner Jones moved, seconded by Commissioner Connolly to adopt a resolution proclaiming May 18-24, 2025, as Classified School Employee Week. **Motion carried 2/0**

SECOND READING AND APPROVAL FOR THE RULES AND REGULATIONS, ARTICLE VI, EMPLOYMENT LISTS AND CERTIFICATIONS:

The second reading for the proposed changes to the Rules and Regulations Article VI, Employment Lists and Certifications was presented. Commissioner Jones moved, seconded by Commissioner Connolly to approve the proposed changes to the Rules and Regulations Article VI, Employment Lists and Certifications. **Motion carried 2/0**

APPROVE NEW CLASSIFICATION STATEMENT AND SALARY RANGE OF THE WEB CONTENT AND PROJECT MANAGEMENT SPECIALIST:

Commissioner Jones moved, seconded by Commissioner Connolly to approve the new classification statement and salary range of the Web Content and Project Management Specialist. **Motion carried 2/0**

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

Commissioner Jones moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for the Paraeducator. **Motion carried 2/0**

RECRUITMENT UPDATE:

Mrs. Torres presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No Changes.

EXECUTIVE DIRECTOR REPORT:

Mr. Kim shared that the team has been doing great work. We had 43 new hires since our last meeting.

Mr. Kim shared that we have been having many celebrations with many more coming up between now and the end of the school year, and it has been great to see as a new person in the district.

Mr. Kim stated that on April 21st we had a Professional Development Day across the district.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery shared that at the April 10th Board meeting the Classified Employees of the Year for 2025 were recognized. Receiptants were, Lorena Salcedo for Clerical, Laura Costa for Paraeducator, Harold Dunkinsell for Custodial, Ana Anguiano-Aguirre for Special Services and Thoa Nguyen for Nutrition Services.

Mr. Montgomery shared that at the Professional Development day, he presented to a group of Classified staff a presentation on Customer Service. Mr. Montgomery presented the WSD Standards and shared that all classified staff have been trained in what World Class Customer Service should look like.

Mr. Montgomery shared that he received a phone call from Orange County Department of Education, who praised the Job Classification Study being conducted and expressed interest in adopting the model for other districts.

Mr. Montgomery shared that today, April 22nd is School Bus Drivers day. We had an opportunity to celebrate the transportation department. Mr. Cardoso shared that thanks to the Human Resources department this is the first time that the transportation department has been fully staffed.

Mr. Montgomery shared that they are still in negotiations and hope to be wrapping up before the end of the school year.

ASSISTANT SUPERINTENDENT REPORTS:

Mr. Cardoso hoped everyone had a great spring break.

Mr. Cardoso shared that Business Services celebrated Bus Driver day. Challenge coins that represent the Core Values of the District were presented to Kim Nguyen and Tenth Do. Mr. Cardoso thanked the Personnel Commission and Human Resources for the cookies.

Mr. Cardoso shared that April 23rd is Administrative Assistant Day.

Mr. Cardoso thanked the Commissioners for their support.

Dr. Noblett celebrated the Administrators of the Year, and the Teachers of the Year will be coming up.

Dr. Noblett shared that in April and May, we will be recognizing our students for their hard work this year.

Dr. Noblett thanked the Commission for their support.

SUPERINTENDENT REPORT

Dr. Hansen shared that she is getting excited about the upcoming end of another successful year.

Dr. Hansen thanked the commission for their support and collaboration.

Dr. Hansen shared that May 1st will be a Board study session. The Board usually holds 2 or 3 a year. This study session will review the objectives and focus areas of the Strategic Plan.

Dr. Hansen also shared that we have a new Public Information Officer, Antonio Gonzales. He has been working on marketing to try to attract and retain new students. Five Orange County School districts are closing and consolidating schools. Westminster School District has been increasing enrollment.

*PUBLIC COMMENTS:
CSEA:*

Mr. Acocello shared that he received really good feedback from the District-wide Professional Development for all our classified staff.

Mr. Acocello shared that the recent positions that were approved by the Commission have gone through the CSEA 610 process and the members will be voting on them on Thursday, April 24th.

Mr. Acocello thanked Mrs. Barajas for attending the Board meeting and helping to recognize the Classified Employees of the Year.

Mr. Acocello thanked the Commission and hopes that Commissioner Fermelia gets well soon.

STAFF COMMENTS:

Mrs. Torres hopes that Commissioner Fermelia gets better soon.

Mrs. Wilkinson shared that Mrs. Torres and she attended the De-escalation training at Willmore on April 21st and they received great feedback from Classified employees so that was exciting.

COMMISSIONER'S COMMENTS:

Commissioner Jones thanked everyone for their hard work and shared that she appreciates being a part of it.

Commissioner Connolly shared that they had a great time at the Personnel Commission conference.

ADJOURNMENT:

The meeting adjourned at 4:51 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 25-175
Effective: 4/11/2025
Expires: 4/11/2026

**Eligibility List For: Custodian
List Type: Open/Promotional - 10/12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	David Castro	Merged:			Veteran Pts.
					Seniority Pts.
1	Jeremy Comer	Merged:			Veteran Pts.
					Seniority Pts.
1	Brian Rivera	Merged:			Veteran Pts.
					Seniority Pts.
2	David Contreras	Merged:			Veteran Pts.
					Seniority Pts.
3	Nickolas Neyra	Merged:			Veteran Pts.
					Seniority Pts.
4	Oscar Botello	Merged:			Veteran Pts.
					Seniority Pts.
5	Federico Campos	Merged:			Veteran Pts.
					Seniority Pts.
5	John Martinez	Merged:			Veteran Pts.
					Seniority Pts.
6	Rogelio Sanchez	Merged:			Veteran Pts.
					Seniority Pts.
6	Salvador Duenas	Merged:			Veteran Pts.
					Seniority Pts.
6	Royce Martinez	Merged:			Veteran Pts.
					Seniority Pts.
7	Jonathan Montes-Cervantes	Merged:			Veteran Pts.
					Seniority Pts.
8	Colin Venida	Merged:			Veteran Pts.
					Seniority Pts.
9	Edgar Bolanos	Merged:			Veteran Pts.
					Seniority Pts.
9	Jose Arellano	Merged:			Veteran Pts.
					Seniority Pts.
9	Angel Julian Anselmo	Merged:			Veteran Pts.
					Seniority Pts.
9	Jacob Vargas	Merged:			Veteran Pts.
					Seniority Pts.
10	Jose Madrigal	Merged:			Veteran Pts.
					Seniority Pts.
11	Daniel Baez	Merged:			Veteran Pts.
					Seniority Pts.
12	Jeffrey Pina	Merged:			Veteran Pts.
					Seniority Pts.

Seven Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-178
Effective: 4/23/2025
Expires: 4/23/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Maria Rosales	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Elizabeth Tostado	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Lucas Feruglio	Merged:			Veteran Pts.
					Seniority Pts.
4	Martha Fernandez	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Jonathan Montes-Cervantes	Merged:	x		Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-183
Effective: 4/23/2025
Expires: 4/23/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Joseph Cobo	Merged:			Veteran Pts.	
					Seniority Pts.	x
2	Charles Parra	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Ly Nguyen	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Anh Dinh	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



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

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Heather Green	Merged:	x		Veteran Pts.	
					Seniority Pts.	
1	Spencer Woolard	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Marilu Balver	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Thi Do (Chole)	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Yen Nguyen	Merged:			Veteran Pts.	
					Seniority Pts.	

Eleven Vacancies



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

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

Two Vacancies



**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	Linda Delmont	Merged:	x			Veteran Pts.
						Seniority Pts.
3	Julie Custudio	Merged:	x			Veteran Pts.
						Seniority Pts.
3	Ali Parandi	Merged:	x			Veteran Pts.
						Seniority Pts.
4	Yadira Barajas	Merged:	x			Veteran Pts.
						Seniority Pts.
5	Dalia Zakhary	Merged:				Veteran Pts.
						Seniority Pts.
6	Krista Wright	Merged:	x			Veteran Pts.
						Seniority Pts.
7	Tammy Pham	Merged:				Veteran Pts.
						Seniority Pts.
7	Jacqueline Derleth	Merged:	x			Veteran Pts.
						Seniority Pts.
8	Sean Wakatake	Merged:	x			Veteran Pts.
						Seniority Pts.
8	Lauren Tran	Merged:	x			Veteran Pts.
						Seniority Pts.
9	Vickie Nguyen	Merged:	x			Veteran Pts.
						Seniority Pts.
9	Theo Avorh	Merged:	x			Veteran Pts.
						Seniority Pts.
9	Annaliese Daher	Merged:	x			Veteran Pts.
						Seniority Pts.
10	Selene Espinoza	Merged:	x			Veteran Pts.
						Seniority Pts.
10	Alyssa Scribner	Merged:	x			Veteran Pts.
						Seniority Pts.
10	Emily Bernal	Merged:	x			Veteran Pts.
						Seniority Pts.
10	Jessica Melton	Merged:	x			Veteran Pts.
						Seniority Pts.

11	Jaya Mae Balloon	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Tara Parks	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Iris Gonzalez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Lori Rehnert	Merged:	x		Veteran Pts.	
					Seniority Pts.	
12	Gloria Campos	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Maria Moreno	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Jaime Jocelyn	Merged:			Veteran Pts.	
					Seniority Pts.	
14	Angelica Rodas	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Kristen Shelby	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Rodabeh Boroumand	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Connie Navaro	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Amy Vega Enriquez	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Gladys Piscoya	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Lius Borja	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Nineteen Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-176
Effective: 5/5/2025
Expires: 5/5/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:	x		Veteran Pts.	Seniority Pts.
1	Min Choi	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Kimberly Patino	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	Mitchell Barrett Burrell	Merged:			Veteran Pts.	
					Seniority Pts.	

Three Vacancies



**Eligibility List For: ESP Facilitator
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Maria Moreno	Merged:		x	Veteran Pts.	
					Seniority Pts.	
1	Corey Jones	Merged:		x	Veteran Pts.	
					Seniority Pts.	
2	Kristy Hoang	Merged:			Veteran Pts.	
					Seniority Pts.	x
2	Nicole Ybanez	Merged:		x	Veteran Pts.	
					Seniority Pts.	
2	Trinidad Vargas	Merged:		x	Veteran Pts.	
					Seniority Pts.	
3	DeMarlo Cobbins	Merged:			Veteran Pts.	
					Seniority Pts.	
3	William Lyons	Merged:		x	Veteran Pts.	
					Seniority Pts.	
4	Kristen Shelby	Merged:		x	Veteran Pts.	
					Seniority Pts.	
5	Lizbeth Arevalo	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Sarah Glover	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Miguel Chavero	Merged:		x	Veteran Pts.	
					Seniority Pts.	
6	Carolina Morataya	Merged:			Veteran Pts.	
					Seniority Pts.	

Thirty-six Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-187
Effective: 5/9/2025
Expires: 5/9/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Michele Ezzo	Merged:				Veteran Pts.
						Seniority Pts. x
2	Notma Rodriguez	Merged:				Veteran Pts.
						Seniority Pts. x
3	Tawnya Gerace	Merged:				Veteran Pts.
						Seniority Pts.
4	Maria Yaghoubi	Merged:				Veteran Pts.
						Seniority Pts. x

Two Vacancies



Westminster School District Memorandum

DATE: May 20, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.1–Approve Advanced Step Placement on the salary schedule for a Health Services Assistant.

The advanced step placement recommendation for a Health Services Assistant comes at the request of Mr. Michael Kim, 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. Luz Maldonado Martinez has a Medical Assistant Back Office Certificate from Lincoln Education Center. Ms. Maldonado Martinez also has 2 years of Office Supervisor experience at Garden Grove Pediatrics. It is recommended that Ms. Maldonado Martinez start at Step II of the Health Services 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
Health Services Assistant (Range 36)	\$23.09	\$24.02	\$24.98	\$25.95	\$27.00	\$28.05

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Health Services Assistant.



Westminster School District Memorandum

DATE: May 20, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.2–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 Mr. Michael Kim, 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 B3 as follows:

3. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Ms. Sara Trelles is coming from Elevo where she has worked in our Extended School Program. It is recommended that Ms. Trelles start at Step II of the Extended School Program Facilitator 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 9)	\$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: May 20, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for a Food Service Worker.

The advanced step placement recommendation for a Food Service Worker comes at the request of Mr. Michael Kim, 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 B3 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. Nadia Hernandez has her AA degree from Coastline Community College in Sociology/ Social Sciences/ Human Services. It is recommended that Ms. Hernandez start at Step II of the Food Service Worker salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Food Service Worker (Range 8)	\$19.54	\$20.31	\$21.13	\$21.96	\$22.84	\$23.75

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Food Service Worker.

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2025-2026
(Education Code Section 45253)

Westminster School District

School District, Orange County, California

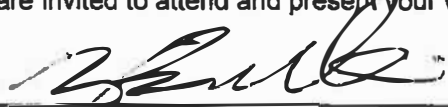
NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

TO: The Governing Board and District Administration

The public hearing on this proposed budget will be held on May 20, 2025 4:00 .pm

at Westminster School District Board Room 14121 Cedarwood Ave, Westminster, CA 92683

You are invited to attend and present your views.



Chairman or Director of Personnel Commission

5/7/25

Date

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

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

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

DATE OF MEETING: _____

REVIEWED BY THE DISTRICT SUPERINTENDENT

Superintendent

Date

Chairman or Director of Personnel Commission

Date

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: The Governing Board and Personnel Commission

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

Stefan Bean, Ed.D.
County Superintendent of Schools

_____, 2025

_____, Deputy

Dean West, CPA
Associate Superintendent, Business Services

Annual Budget of Personnel Commission Fiscal Year 2025-26 Westminster School District		Column I 2023-24 Actuals (\$ only)	Column II 2024-25 Actuals or Estimate (\$ only)	Column III 2025-26 Budget (\$ only)
2000	Classified Salaries¹			
2300	Classified Supervisors & Administrators			
	Commission Members ²	\$1,550.00	\$1,550.00	\$1,550.00
	Director	\$84,582.00	\$126,221.00	\$105,542.00
2400	Clerical, Technical & Office Staff	\$265,073.00	\$270,052.00	\$271,562.00
	Secretaries, Clerks			
	<i>SUBTOTAL (2000 CLASS.)</i>	\$ 351,205.00	\$ 397,823.00	\$ 378,654.00
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated			
3102	State Teachers Retirement System – Classified		\$19,862.00	\$19,863.00
3201	Public Employees' Retirement System-Certificated			
3202	Public Employees' Retirement System-Classified	\$90,838.00	\$96,287.00	\$73,339.00
3301	OASDI/Medicare – Certificated			
3354	PARS-Classified	\$10.00	\$100.00	
3314/3356	OASDI/Medicare – Classified	\$25,077.00	\$28,876.00	\$22,283.00
3401	Health & Welfare Benefits – Certificated			
3402	Health & Welfare Benefits – Classified	\$88,447.00	\$95,211.00	\$48,247.00
3501	Unemployment Insurance – Certificated			
3502	Unemployment Insurance – Classified	\$163.00	\$231.00	\$187.00
3601	Workers' Compensation Insurance – Certificated			
3602	Workers' Compensation Insurance – Classified	\$7,090.00	\$9,004.00	\$7,323.00
3702	OPEB-Classified	\$913.00	\$1,201.00	\$1,215.00
3801	PERS Reduction – Certificated			
3802	PERS Reduction - Classified			
3901	Other Benefits – Certificated			
3902	Other Benefits – Classified			
	<i>SUBTOTAL (3000 CLASS.)</i>	\$ 212,538.00	\$ 250,772.00	\$ 172,457.00

Annual Budget of Personnel Commission Fiscal Year 2025-26 Westminster School District		Column I 2023-24 Actuals (\$ only)	Column II 2024-25 Actuals or Estimate (\$ only)	Column III 2025-26 Budget (\$ only)
4000	Books and Supplies			
4200	Books & Reference Materials			
	Literature, Periodicals			
4300	Materials & Supplies	7118	7807	7597
4400	Equipment	3861	5623	2378
	<i>SUBTOTAL (4000 CLASS.)</i>	\$ 10,979.00	\$ 13,430.00	\$ 9,975.00
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	\$26,315.00	\$11,961.00	\$21,488.00
	Expense Allowances			
	Mileage			
	Conferences			
5300	Dues and Memberships	\$3,901.00	\$3,400.00	\$3,400.00
5400	Insurance			
	Fire and Theft			
	Liability			
5500	Operations and Housekeeping Services ³			
	Utilities			
5600	Rentals, Leases & Repairs			
5700	Direct Cost Transfers			
	Printing & Forms	\$212.00	\$825.00	\$764.00
5800	Prof/Consulting Services & Operating Expenditures	\$14,873.00	\$9,305.00	\$9,196.00
	Examinations	\$18,028.00	\$19,407.00	\$19,407.00
	Advertising	\$3,307.00	\$3,307.00	\$3,307.00
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)			
5900	Communications			
	Telephone			
	Postage	\$16.00		
	<i>SUBTOTAL (5000 CLASS.)</i>	\$ 66,652.00	\$ 48,205.00	\$ 57,562.00

Annual Budget of Personnel Commission Fiscal Year 2025-26 Westminster School District		Column I 2023-24 Actuals (\$ only)	Column II 2024-25 Actuals or Estimate (\$ only)	Column III 2025-26 Budget (\$ only)
6000	Capital Outlay			
6400	Equipment			
	Office Equipment			
6500	Replacement of Equipment			
	<i>SUBTOTAL (6000 CLASS.)</i>	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 641,374.00	\$ 710,230.00	\$ 618,648.00

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

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NUTRITION SERVICES CHEF

BASIC FUNCTION:

Under the general direction of ~~Nutrition Services Head Chef/Operations Specialist~~, Nutrition Services Management, performs large-quantity cooking and skilled baking operations in the preparation of student and staff meals at the District's Nutrition Center or a school site kitchen. May assist with baking and catering. Maintains assigned areas in a clean and sanitary condition; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Nutrition Services Chef is primarily assigned to preparing large quantities of food and main dishes for feeding students and staff. May do some baking and catering. The Nutrition Services Head Chef/Operations Specialist is primarily assigned to assist in directing the operation of a food preparation kitchen, as well as the preparation of larger quantities of food.

ESSENTIAL DUTIES:

- Plans, prioritizes and assigns duties to personnel assigned to assist in the preparation of food products and clean-up.
 - Operates a variety of commercial-type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts, and food processors.
 - Assists in the preparation of large quantities of food products for transportation to school site kitchens.
 - Assists in the preparation of special diet meals and district catering.
 - Maintains assigned work areas in a clean, sanitary, and orderly condition.
 - Assists in the ordering, receiving, inspecting, wrapping, and storing of food products supplies, and materials; maintains inventory records.
 - Prepares and maintains daily worksheets; prepares records and reports as directed.
-

OTHER REPRESENTATIVE DUTIES:

- May schedule and coordinate production to meet Nutrition Center requirements.
- May make calculations and adjust recipes to produce a required daily quantity of food. May assist in the planning, prioritizing, and assigning of duties.
- May assist in training and/or directing assigned personnel in the preparation and packaging of food products.
- May suggest trying new foods in the cafeteria.
- May promote salad bar choices/teach salad bar techniques.
- May encourage fruit/vegetable intake in the cafeteria.

May do some baking and catering.

May encourage healthier alternatives at snack/lunch time

May conduct tours of the District's Nutrition Center that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

May occasionally assist in the duties relating to outdoor food service such as barbeques.

May operate district vehicles for food and supply deliveries.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director of Nutrition Services, the Assistant Director, of Nutrition Services or the Nutrition Services Supervisor.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel.

External Contacts: May have some contact with food service vendors and their delivery personnel, with parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of large quantity food cooking, baking, serving, and storing.

Operation, care, and maintenance of commercial kitchen equipment and utensils, e.g., mixers, slicers, steamers, and convection ovens, etc.

Sanitary, safe, and efficient food preparation and handling procedures. Nutrition and dietary requirements and alternative food sources.

Controlling food costs, using appropriate inventory and portion control procedures and techniques.

Federal and state lunch and breakfast program requirements; basic nutritional standards.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure.

Record-keeping principles and procedures.

Basic principles of sanitation, safety, and personal hygiene.

ABILITY TO:

Produce a wide variety of uniform, high-quality cooked foods and baked goods in large quantities.

Read, interpret, and follow standardized recipes; making appropriate calculations and adjustments, as necessary.

Plan and organize work efficiently to ensure effective operations and meet schedules and time-lines.

Operate commercial kitchen equipment normally located in the District's Nutrition Center and school site kitchens.

Understand and follow both oral instructions and written directions.

Communicate clearly; provide work direction to assigned personnel when necessary.

Work independently, with only general direction.

Make arithmetic calculations quickly and accurately; maintain accurate records.

Work rapidly and efficiently in the performance of assigned tasks.

Operate a motor vehicle in a safe manner.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively and work courteously and tactfully with co-workers, students, staff and community members.

Operate a computer.

EDUCATION AND EXPERIENCE:

Education: Any combination of training and experience, which would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of this position. A typical way of achieving this would be a high school diploma or equivalency. Culinary Education preferred.

Experience: One (1) year of responsible paid experience in volume food preparation, baking and cooking of a wide variety of main dish items in an institutional food service operation. Work history which indicates an ability to work regularly, on time and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull or otherwise move objects. This type of work involves constant movement within the work area, and will involve stretching, bending, stooping, walking or standing for extended periods of time. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service related equipment, and handle work with various materials and objects are important aspect of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of this job.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver’s license.

Satisfactory driving record and work history.

A dependable mode of personal motorized transportation for use in transporting food and supplies, as necessary or required.

Insurability by the District’s liability insurance carrier.

Within the first year of employment, must obtain Food Safety Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to expiration date.

PREPARED BY:	Classified Personnel Department	DATE: 5/93
APPROVED BY:	Board of Trustees	DATE: 6/3/93
APPROVED BY:	Personnel Commission	DATE: 6/15/93
AMENDED BY:	Personnel Commission	DATE: 2/01
REVISED BY:	Personnel Commission	DATE: 4/20/04
		DATE: 12/17/24
		DATE: 5/20/2025

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NUTRITION SERVICES HEAD CHEF / OPERATIONS SPECIALIST

BASIC FUNCTION:

Under general supervision assists in the planning, coordination and operation of the District's Nutrition Service's Central Kitchen, warehouse, and school site kitchen; directing and training assigned personnel and participating in the preparation of student and staff meals. May assist with baking and catering; maintains assigned areas in a clean and sanitary condition; Ensures meals served to students, staff, and local school community are safe, of high quality, and meets school nutrition program standards and regulations; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Nutrition Services Operations Specialist / Head Chef is primarily assigned to assist in directing the operation of a food preparation kitchen, as well as the preparation of larger quantities of food. The class of ~~Food Service Cook~~ Nutrition Services Chef is primarily assigned to preparing large quantities of foods and main dishes for feeding students and staff.

ESSENTIAL DUTIES:

Assists in the planning, organizing, and coordinating of the activities of the District's Nutrition Service's Central Kitchen, warehouse, and school site kitchen staff engaged in preparing large quantities of foods, baked goods and/or catering items for timely delivery to school site kitchens.

Assists in the planning and operation of the year-round nutrition program, including summer programs, Saturday academy, site special events, and district caterings, to ensure district-wide support to staff and students.

Plans, prioritizes, assigns duties, and ~~supervises and reviews work of~~ supports personnel assigned to assist in food preparation and clean up; schedules and coordinates production to meet Nutrition Services department requirements.

Makes calculations and adjusts recipes to produce required daily quantity of food.

Develop and create appealing, cost-effective recipes that meet all local, state, and federal nutritional guidelines and regulations. Keep up to date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials, or equipment.

Assists in creating recipes, developing menus, calculating cost, and preparations for the Nutrition Service's catering program.

Keep up to date with current industry trends and developments, evaluating and presenting recommendations to adopt new procedures, foods, materials, or equipment.

Operates a variety of commercial type food service equipment, including mixers, meat slicers, ranges, convection ovens, steamers, hot carts and food processors.

Directs and assists in the preparation of large quantities of food products for transportation to school site kitchens.

Maintains assigned areas in a clean, sanitary and orderly condition.

Assists in the ordering, receiving, inspecting, wrapping, packaging and storing of food products, supplies and materials; maintains inventory records.

Prepares and maintains daily work sheets; prepares records and reports as directed.

Trains and **supports supervises** assigned personnel in the preparation and packaging of food products.

Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.

Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

Promotes food service operations and special events for the purpose of expanding services and developing nutrition habits in students.

Operates district vehicles.

OTHER REPRESENTATIVE DUTIES:

May suggest trying new foods in the cafeteria.

May promote salad bar choices/teaches salad bar techniques.

May encourage fruit/vegetable intake in cafeteria.

May encourage healthier alternatives at snack/lunch time.

May do some baking and catering.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

May occasionally assist in the duties relating to outdoor food service such as barbeques.

May visit school sites to observe food preparation and provide training and feedback.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director of Nutrition Services, the Assistant Director, of Nutrition Services or the Nutrition Services Supervisor.

Supports Supervises the work of other personnel assigned to assist in the preparation of cooked foods and meal preparation.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s) and food service personnel.

External Contacts: May have some contact with food service vendors and their delivery personnel, parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Sanitary, safe and efficient food preparation and handling procedures.

Principles and methods of large quantity food cooking, baking, serving and storing.

Operation, care, and maintenance of commercial kitchen equipment and utensils, e.g., mixers, slicers, steamers, and convection ovens, etc.

Nutrition and dietary requirements and alternative food sources.

Federal and state lunch, breakfast, and supper program requirements; basic nutritional standards.

Foods, food quality standards, commercial or institution quality food preparation.

Controlling food costs, using appropriate inventory and portion control procedures and techniques.

Basic principles of ~~team-building supervision~~ and training.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure. Record-keeping principles and procedures.

Basic principles of sanitation, safety and personal hygiene.

Proficient use of computer; data management software, emails, and point-of-sales systems.

ABILITY TO:

Produce a wide variety of uniform, high-quality cooked and baked foods in large quantities.

Read, interpret, and follow standardized recipes; making appropriate calculations and adjustments, as necessary.

Plan and organize work efficiently to ensure effective operations to meet schedules and time-lines.

Learn to assist in the development of nutritionally balanced menus; appropriate for the tastes, growth and development of children.

Communicate clearly; providing work direction to assigned personnel.

Support ~~Supervise~~ and train assigned personnel.

Learn to estimate amounts of materials needed for use in the preparation of daily breakfast, lunch and supper menus, and to make adjustments in recipes so that the amounts of food prepared do not exceed amounts of food needed each day.

Operate and train staff to utilize commercial kitchen equipment normally located in the District's Nutrition Service's Central Kitchen and school site kitchens.

Understand and follow both oral instructions and written directions.

Work independently, with only general direction.

Make arithmetic calculations quickly and accurately; maintain accurate records.

Operate a motor vehicle in a safe manner.

Work rapidly and efficiently in the performance of assigned tasks.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively and work courteously and tactfully with co-workers, students, staff and community members and on-site personnel.

Operate a computer.

EDUCATION AND EXPERIENCE:

Education: Any combination of training and experience, which would likely provide the required knowledge and abilities for carrying out the duties and responsibilities of this position. A typical way of achieving this would be a high school diploma or equivalency. Culinary Education preferred.

Experience: Two (2) or more years of responsible paid experience in a lead role, handling high volume food preparation, baking and cooking of a wide variety of main dish items in an institutional food service operation. Some catering experience is desirable. Work history which indicates an ability to work regularly, on time and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull or otherwise move objects. This type of work involves constant movement within the work area, and will involve stretching, bending, stooping, walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate food service related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam table, refrigerator and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver's license.

Satisfactory driving record and work history.

A dependable mode of personal motorized transportation for use in transporting food and supplies, as necessary or required.

Insurability by the District's liability insurance carrier.

Within the first year of employment, must obtain Food Safety Manager Certification from a recognized provider approved by the Department of Health Services. Certificate must be renewed prior to the expiration date.

PREPARED BY:	Classified Personnel Department	DATE: 5/93
APPROVED BY:	Board of Trustees	DATE: 6/3/93
APPROVED BY:	Personnel Commission	DATE: 6/15/93
REVISED BY:	Personnel Commission	DATE: 4/20/04
REVISED BY:	Personnel Commission	DATE: 12/17/2024 5/20/2025

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: SENIOR LEAD FOOD SERVICE WORKER

BASIC FUNCTION:

Under the direction of Nutrition Services Management, trains, leads, and participates in the work of Lead Food Service Workers and Food Service Workers in preparing, setting up, and serving food to students and staff at all school site kitchens. Monitors, trains, oversees, and participates in maintaining food service areas, facilities, and equipment in a neat, clean, safe, and sanitary manner; responsible for ordering food or supplies, resolving problems, and answering questions regarding the food service program at the site. Maintains cash drawer and makes change; operates computerized point-of-sale equipment; prepares daily cash and sales reports; substitutes at school sites; performs other related work as required.

DISTINGUISHING CHARACTERISTICS:

The class of Senior Lead Food Service Worker is based out of the Nutrition Services Central Kitchen and assists with the school nutrition program monitoring and training of Lead Food Service Workers and Food Service Workers in meal preparation techniques district-wide. They are not directly assigned to a school site kitchen and will report to specific monitoring, training, and/or coverage assignments. Under the direction of Nutrition Services management. The class Lead Food Service Worker is a mid-level classification that may be assigned to work at either the Nutrition Center or a school site kitchen and is primarily responsible for the preparation and serving of food.

ESSENTIAL DUTIES:

~~Monitors and trains~~ **Trains** Lead Food Service Workers and Food Service Workers in accordance with school nutrition program rules and regulations and efficient working techniques at all school site kitchens.

Drives a district or personal vehicle to travel to the daily assigned school site.

Assists in maintaining kitchen and equipment in a clean, safe, and sanitary condition.

Consult with Food Service Workers in adjusting food counts.

Organizes and participates in the selling and serving of a variety of foods at the point of sale.

Gives oral or written instructions to Lead Work Service Workers and Food Service Workers in preparing and serving food and cleaning up.

Resolves day-to-day problems at the school site kitchen, and consults with Nutrition Services Management to resolve the more complex problems.

Operates computerized point-of-sale equipment; counts money and makes change.

Maintains necessary records and completes required monitoring reports; oversees completion of daily reports.

Monitors student meals during lunch participation assuring compliance with the National School Lunch Program.

Answers food service questions and works cooperatively with co-workers, staff, administration and community members.

Makes calculations and completes simple record-keeping forms.

Provides Supports and guides input-on Lead Food Service Workers and Food Service Workers' performance.

Suggests trying new foods in the cafeteria.

Promotes salad bar choices/Teach salad bar technique

Encourages fruit/vegetable intake in the cafeteria.

OTHER REPRESENTATIVE DUTIES:

May assist with communication between the Nutrition Services office and school site staff.

May be responsible for providing special-needs diets and required records/reports.

May assist with the organization and setup of serving areas, such as salad bar or steam tables.

May assist in the preparation of food products, involving such activities as preparing breakfast and/or lunch items, sandwiches, mixing salads, and preparing fruits and vegetables.

May deliver food and supplies to satellite school sites.

May assist in the operation of kitchen equipment, e.g. can openers, mixers, ovens, etc.

May serve students and staff at an assigned school site.

May train and direct student workers in the serving and sale of food items, as well as the cleaning of table tops.

May collect, sort, and distribute keypad cards.

May occasionally oversee and assist in the duties relating to school events requiring food.

Encourages healthier alternatives at snack/lunchtime.

May conduct tours of the cafeteria that highlight nutrition education.

May taste test nutritious foods.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to, receives direction from, and is evaluated by the Director, Nutrition Services, Assistant Director, Nutrition Services, or the Nutrition Services Supervisor.

Provides direction and work guidance to assigned Lead Food Service Workers and Food Service Workers.

Internal Contacts: Frequent and continuing contact with students, staff, site administrator(s), and food service personnel.

External Contacts: May have some contact with parents or community members at the school or work site.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE AND ABILITIES:

Knowledge of:

School Nutrition Program rules and regulations for serving reimbursable and compliant meals.

Advance principles of sanitation and safety, personal and institutional hygiene.

Computer operation at the intermediate skill level.

Proper use and care of basic kitchen equipment and utensils.

Fundamentals in the preparation of food(s).

Cash accounting and record-keeping systems.

Basic arithmetic, including addition, subtraction, multiplication, and division in all units of measure.

Basic fundamentals of employee motivation and ~~supervision~~ team-building.

Ability to:

Effectively train, lead, and obtain the cooperation of Nutrition Services staff.

Oversee and participate in the duties and responsibilities of Food Service Workers

Train and provide work direction to others.

Plan, organize, and assign work to others.

Prioritize and identify needs and solve day-to-day problems/issues independently

Skillfully handle difficult situations using good judgment

Work courteously and tactfully with co-workers, students, staff, and community members.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate effectively with staff, students, teachers, and on-site personnel.

Follow both oral instructions and written directions. Work independently without on-site supervision.

Understand, be understood, give, and carry out instructions spoken and written in English.

Count money and make changes accurately.

Perform data entry and operate a computer.

Complete required sales and cash reports.

Operate and clean food service equipment.

Work rapidly and efficiently in the performance of assigned tasks.

Assist food service personnel in the preparation, service, and distribution of food.

Perform arithmetic calculations.

Maintain written and numerical records.

EDUCATION AND EXPERIENCE:

Education: High school graduation or equivalency.

Experience: Two years of experience in a school food services setting in a Lead Capacity.

Experience working with computerized point of sale.

Work history which indicates an ability to be at work regularly, on time, and perform effectively.

PHYSICAL DEMANDS:

Persons performing service in this position classification will frequently exert 25 to 40 pounds of force, or greater with assistance, to lift, carry, push, pull, or otherwise move objects repetitively. Requires standing and walking for extended periods of time, frequently in confined areas, as well as the dexterity to lift and move moderately heavy containers of food to and from refrigerators, freezers, carts, and steam tables. Perceiving the nature of sound, near and far vision, depth perception, and providing oral information. The manual dexterity to operate food service-related equipment, and handle and work with various materials and objects are important aspects of this job. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

WORK ENVIRONMENT:

Works in a noisy school site kitchen and/or District Nutrition Center using appropriate kitchen equipment, such as heated food carts, ovens, steam tables, refrigerator, and refrigerated milk carts; routine exposure to heat, cold, and steam resulting from assembling and maintaining food at appropriate temperatures; exposure to liquid and powdered cleaning agents used to clean kitchen surfaces and appliances. May experience exposure to electrical shock and vibration resulting from working with electrical appliances.

LICENSES AND OTHER REQUIREMENTS:

- (1) Possession and maintenance of a valid California Driver's License.
- (2) A reliable vehicle available for use in the performance of the duties and responsibilities assigned to this classification.
- (3) Within the first year of employment, must obtain Food Safety Manager Certification from a recognized provider approved by the Department of Health Services. The certificate must be renewed prior to the expiration date.

PREPARED BY: Human Resources, Classified Department

DATE: 12/12/2024

APPROVED BY: Board of Trustees

DATE: 1/16/2025

APPROVED BY: Personnel Commission

DATE: 12/17/2024

5/20/2025

Human Resources Classified Recruitment Report - Last Updated on 5-12-2025

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Accountant	0	1	Land	N	Names to hiring supervisor
Community Liaison Worker Spanish	0	2	Warner/DeMille	N	Testing in progress
Custodian	0	8	Various Sites	N	Names to hiring supervisor
Early Education Assistant-Spanish preferred	0	1	Land	N	Names to hiring supervisor
Early Education Assistant	0	3	Land	N	Names to hiring supervisor
Early Education Infant Assistant-Spanish preferred	0	3	Land	N	Names to hiring supervisor
Early Ed Infant Assistant-Vietnamese preferred	0	6	Land	N	Names to hiring supervisor
Early Ed Infant Insrtuctor-Vietnamese preferred	0	2	Land	N	Names to hiring supervisor
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	1	37	Various Sites	Y	Posted on edjoin, testing in progress adn names given to hiring supervisor
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	2	9	Various Sites	N	Testing in progress
ESP Site Supervisors	1	3	ESP	N	Testing in progress and posted on edjoin
Family Enrollment Specialist	0	1	Early Ed	Y	Names to hiring supervisor
Food Service Worker	4	9	Various Sites	N	Pending posting on edjoin
Health Services Assistant	1	0	Webber	Y	Hired
Paraeducator (15 hours)	0	1	Various Sites	N	Pending posting on edjoin
Paraeducator Instructional Support	0	19	Various Sites	N	Posted on Edjoin and Names to hiring supervisor and testing in progress
Paraeducator Behavior Instruction and Support	0	3	Various Sites	N	Posted on edjoin
Senior Lead Food Service Worker	0	2	Nutrition Center	N	Names to hiring supervisor
Senior Custodian	1	0	Sequoia	Y	Hired
Student Transportation Special Health Assistant	0	1	Transportation	N	Pending posting on edjoin
Technology Services Technician	0	1	Warner		Posted on edjoin
Technology & Data Information Systems Supervisor	0	1	District Office		Posted on edjoin
Translator Interpreter Vietnamese	0	1	District Office		Posted on edjoin
Month At A Glance	10	114			
Ending 5-12-25					
<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>
49	10	65	114	13.78%	8.89%
Ending 4-9-25					
<i>ESP Vacancies*</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Rate (w/</i>	<i>Vacancy Rate (w/o ESP)</i>
49	43	59	108	13.14%	8.13%