

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of August 26, 2025, at 3:00 p.m.
District Office Board Room**

1. CALL TO ORDER 3:00 P.M Louis Fermelia
 1.1 Pledge of Allegiance

2. CONSENT AGENDA (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 June 3, 2025 (Enclosure) Louis Fermelia

2.2 Consent Approve the following eligibility lists: (Enclosure) Louis Fermelia

	Vacant Positions	Active Eligibility List	Official Eligibility List
A. Extended School Program Site Supervisor, expiration 5/28/2026	3	3	3
B. Extended School Program Lead Facilitator, expiration 6/2/2026	8	5	5
C. Paraeducator Behavior Instructional Support, expiration 6/3/2026	3	4	4
D. Technology and Data Information Systems Supervisor, expiration 6/3/2026	1	6	6
E. Extended School Lead Program Facilitator, expiration 6/6/2026	8	5	5
F. Lead Grounds Maintenance Worker, expiration 6/12/2026	1	5	5
G. Translator Interpreter Vietnamese, expiration 6/17/2026	1	6	6
H. Paraeducator Instructional Support, expiration 6/18/2026	15	7	41
I. Extended School Program Facilitator, expiration 6/20/2026	33	1	12
J. Technology Services Technician, expiration 6/20/2026	1	11	11
K. Nutrition Services Chef, expiration 6/23/2026	2	13	13
L. Extended School Program Facilitator, expiration 7/7/2026	33	5	20
M. Food Service Worker, expiration 7/17/2026	10	25	25
N. Network and IT Solutions Manager, expiration 7/22/2026	1	3	3
O. Lead Payroll Technician, expiration 7/23/2026	1	3	3
P. Paraeducator Instructional Support, expiration 7/29/2026	15	5	38
Q. Visual and Performing Arts Assistant, expiration 7/31/2026	2	9	9
R. District Parent and Family Engagement Specialist, expiration 7/31/2026	1	5	5

S.	Extended School Program Facilitator, expiration 8/12/2026 (hiring fair)	32	8	17
T.	Lead Food Service Worker, expiration 8/14/2026	4	6	6

3. NEW BUSINESS

<u>3.1</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Early Education Assistant. (Enclosure)	Michael Kim
<u>3.2</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Network and IT Solutions Manager. (Enclosure)	Michael Kim
<u>3.3</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Nutrition Services Chef. (Enclosure)	Michael Kim
<u>3.4</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Nutrition Services Chef. (Enclosure)	Michael Kim
<u>3.5</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (Enclosure)	Michael Kim
<u>3.6</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (Enclosure)	Michael Kim
<u>3.7</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (Enclosure)	Michael Kim
<u>3.8</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (Enclosure)	Michael Kim
<u>3.9</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (Enclosure)	Michael Kim
<u>3.10</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Visual and Performing Arts Assistant. (Enclosure)	Michael Kim
<u>3.11</u>	<u>Discussion/Action</u>	Approve the revised classification statement for Lead Special Education Caseworker to Lead Paraeducator Behavior and Instructional Support. (Enclosure)	Michael Kim
<u>3.12</u>	<u>Information</u>	First Reading of Rules and Regulations Article II <u>The Personnel Commission</u> . (Enclosure)	Michael Kim
<u>3.13</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (Enclosure)	Michael Kim
<u>3.14</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for the Paraeducator Instructional Support. (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	
	4.4.1	Human Resources	Rich Montgomery

Personnel Commission Agenda

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|-----|------------------------------------|--|--|
| 4.5 | Information | Assistant Superintendent Report
4.5.1 Business Services
4.5.2 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. | <u>CLOSED SESSION: (if needed)</u> | | 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 |

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PERSONNEL COMMISSION MEETING CALENDAR:

September 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 June 3, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 4:03 p.m. Mrs. Monica Wilkinson led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Dr. Richard Noblett, Assistant Superintendent,
Educational 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. Karen Urbano, CSEA Chief Union Steward
Mrs. Kristina Scott, CSEA Communications Officer
Mrs. Jackie Jenkins, CSEA Past President

*MINUTES OF THE REGULAR MEETING
OF May 20, 2025:*

Commissioner Connolly moved, seconded by
Commissioner Fermelia, to approve the minutes of
the regular meeting of May 20, 2025.
Motion carried 2/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by
Commissioner Fermelia, to approve the eligibility list;
Community Liaison Worker Spanish, expiration
5/14/2026, Paraeducation Instructional Support,
expiration, 5/21/2026. **Motion carried 2/0**

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

Commissioner Connolly moved, seconded by
Commissioner Fermelia to approve the advanced
step placement on the salary schedule for the
Extended School Program Facilitator. **Motion carried
2/0**

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

Commissioner Connolly moved, seconded by
Commissioner Fermelia to approve the advanced
step placement on the salary schedule for the Early
Education Assistant.
Motion carried 2/0

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

Commissioner Connolly moved, seconded by
Commissioner Fermelia to pull this item. **Motion
carried 2/0**

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

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve the advanced step placement on the salary schedule for the Early Education Assistant. **Motion carried 2/0**

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

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

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

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve the advanced step placement on the salary schedule for the Extended School Program Facilitator. **Motion carried 2/0**

*APPROVE PROPOSED CHANGES TO
THE CLASSIFICATION STATEMENT FOR
NETWORK SYSTEM SPECIALIST TO
NETWORK SYSTEMS ANALYST:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for Network System Specialist to Network Systems Analyst. **Motion carried 2/0**

*APPROVE THE NEW CLASSIFICATION
STATEMENT AND SALARY RANGE FOR
JUNIOR NETWORK SYSTEMS ANALYST:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve the new classification statement and salary range for Junior Network Systems Analyst. **Motion carried 2/0**

*APPROVE THE NEW CLASSIFICATION
STATEMENT AND SALARY RANGE FOR
NETWORK AND IT SOLUTIONS
MANAGER:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve the new classification statement and salary range for Network and IT Solutions Manager. **Motion carried 2/0**

*APPROVE PROPOSED CHANGES TO
THE CLASSIFICATION STATEMENT FOR
NOONTIME SUPERVISOR TO CAMPUS
SUPERVISION ASSISTANT:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for Noontime Supervisor to Campus Supervision Assistant. **Motion carried 2/0**

*APPROVE PROPOSED CHANGES TO
THE CLASSIFICATION STATEMENT FOR
COMMUNITY LIAISON WORKER:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for Community Liaison Worker. **Motion carried 2/0**

*APPROVE PROPOSED CHANGES TO
THE CLASSIFICATION STATEMENT FOR
DISTRICT PARENT AND FAMILY
ENGAGEMENT SPECIALIST:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for District Parent and Family Engagement Specialist. **Motion carried 2/0**

*APPROVE PROPOSED CHANGES TO
THE CLASSIFICATION STATEMENT FOR
DISTRICT SPECIAL EDUCATION PARENT
LIAISON:*

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for District Special Education Parent Liaison. **Motion carried 2/0**

APPROVE PROPOSED CHANGES TO THE CLASSIFICATION STATEMENT FOR HEALTH SERVICES ASSISTANT:

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for Health Services Assistant. **Motion carried 2/0**

APPROVE PROPOSED CHANGES TO THE CLASSIFICATION STATEMENT FOR LICENSED VOCATIONAL NURSE:

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for Licensed Vocational Nurse. **Motion carried 2/0**

APPROVE PROPOSED CHANGES TO THE CLASSIFICATION STATEMENT FOR SUPPLEMENTAL SERVICES TECHNICIAN:

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for Supplemental Services Technician. **Motion carried 2/0**

APPROVE PROPOSED CHANGES TO THE CLASSIFICATION STATEMENT FOR TRANSLATOR/INTERPRETER:

Commissioner Connolly moved, seconded by Commissioner Fermelia to approve proposed changes to the classification statement for Translator/Interpreter. **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 expressed his appreciation to the Commission for approving the recent updates to the job descriptions. He acknowledged the collaborative efforts of the Job Description Committee, highlighting the value of the diverse perspectives contributed throughout the review process, particularly regarding how certain positions have evolved over time. He noted the team's anticipation for the next round of classification reviews scheduled for the upcoming year.

Mr. Kim also reported that the date of the job fair has been changed from July 29 to August 5. Promotional flyers have been distributed via LinkedIn, school sites, and various social media platforms. The event will be held at the District Office.

Mr. Kim concluded by wishing everyone a wonderful summer.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery extended his thanks to the CSEAWSD bargaining team for their proactive collaboration, especially in forming a committee dedicated to the ongoing review of job descriptions. He noted the establishment of a cyclical review process to ensure all job descriptions are updated on a regular basis.

Mr. Montgomery shared that also in collaboration with CSEA the Classified Evaluation Forms were currently being revised.

Mr. Montgomery stated that there is expressed interest in extending the Memorandum of Understanding MOU regarding the Extended School Program.

Mr. Montgomery stated that the District is addressing ongoing discipline issues differently this year, emphasizing increased collaboration and transparency with CSEA, Union Stewards, and Labor Representatives through weekly meetings.

Mr. Montgomery also shared that the District Retirement Dinner held at Duke's was a great success and thanked Commissioner Connolly for his attendance and support. He announced that Years of Service Awards will be presented during the Welcome Back Professional Development Day on August 21, and recipients will receive a certificate and commemorative pin.

*ASSISTANT SUPERINTENDENT
REPORTS:*

No Report.

SUPERINTENDENT REPORT

Dr. Hansen thanked the Personnel Commissioners, Human Resources team, and CSEA for their continued partnership.

Dr. Hansen highlighted the end-of-year celebrations and noted that Middle School Promotion ceremonies will take place next week.

An open invitation was extended to attend the Welcome Back Professional Development Day.

*PUBLIC COMMENTS:
CSEA:*

Mr. Acocello apologized for arriving late due to a scheduling conflict with a budget meeting.

Mr. Acocello expressed appreciation for the significant work completed during the classification study and extended thanks to all committee members for their contributions.

Mr. Acocello also echoed that the Retirement Dinner was a successful and enjoyable event.

Finally, Mr. Acocello concluded by thanking the Commission and wishing everyone a pleasant summer.

No Comments.

COMMISSIONER'S COMMENTS:

Commissioner Connolly remarked that it has been quite some time since job descriptions were last reviewed and expressed his satisfaction in seeing that this important work has resumed.

Commissioner Fermelia thanked everyone for their dedication and teamwork.

ADJOURNMENT TO CLOSED SESSION:

The meeting adjourned to a closed session at 4:50 p.m.

Closed session convened at 4:51 p.m. Information only. No action was taken.

ADJOURNMENT:

The meeting adjourned at 5:18 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



**Westminster School District
Classified Human Resources**

Recruitment #: 25-188
Effective: 5/28/2025
Expires: 5/28/2026

**Eligibility List For: ESP Site Supervisor
List Type: Open/Promotional - 11 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Rene Ying	Merged:				Veteran Pts.
						Seniority Pts.
2	Maria Moreno	Merged:				Veteran Pts.
						Seniority Pts.
3	Hanan Naber	Merged:				Veteran Pts.
						Seniority Pts. X

Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-194
Effective: 6/2/2025
Expires: 6/2/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:	x		Veteran Pts.	Seniority Pts.
1	Sarah Doan	Merged:	x		Veteran Pts.	Seniority Pts.
2	Ali Parandi	Merged:			Veteran Pts.	Seniority Pts.
3	William Lyons	Merged:	x		Veteran Pts.	Seniority Pts.
4	Grace Florian	Merged:	x		Veteran Pts.	Seniority Pts.
5	Priscilla Martinez	Merged:			Veteran Pts.	Seniority Pts.

Eight Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-203
Effective: 6/3/2025
Expires: 6/3/2026

**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	Hoang Tran	Merged:				Veteran Pts.	Seniority Pts.
3	Kimberly Patino	Merged:	x			Veteran Pts.	Seniority Pts.
4	Mitchell Barrett Burrell	Merged:	x			Veteran Pts.	Seniority Pts.

Three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-204
Effective: 6/3/2025
Expires: 6/3/2026

**Eligibility List For: Technology and Data Information Systems Supervisor
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Emily Santillan	Merged:			Veteran Pts.
					Seniority Pts.
2	Thu Uyen Le	Merged:			Veteran Pts.
					Seniority Pts.
3	James Quaranta	Merged:			Veteran Pts.
					Seniority Pts.
4	Geiorg Goryan	Merged:			Veteran Pts.
					Seniority Pts.
5	Barry Ibarra	Merged:			Veteran Pts.
					Seniority Pts.
6	Khanh Huy	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-200
Effective: 6/6/2025
Expires: 6/6/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES				
		Merged:	x		Veteran Pts.	Seniority Pts.
1	Sarah Doan	Merged:	x		Veteran Pts.	
					Seniority Pts.	
2	Ali Parandi	Merged:	x		Veteran Pts.	
					Seniority Pts.	
3	William Lyons	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Grace Florian	Merged:	x		Veteran Pts.	
					Seniority Pts.	
4	Priscilla Martinez	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Eight Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-198
Effective: 6/12/2025
Expires: 6/12/2026

**Eligibility List For: Lead Grounds Maintenance Worker
List Type: Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Carlos Lopez	Merged:			Veteran Pts.
					Seniority Pts. x
2	Leonardo Ortiz	Merged:			Veteran Pts.
					Seniority Pts. x
2	Daniel Reineck	Merged:			Veteran Pts.
					Seniority Pts. x
3	Steven Icenogle	Merged:			Veteran Pts.
					Seniority Pts. x
4	Jonathan Montes-Cervantes	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



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

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Nhat Duy Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Chi Tram	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Nguyen Bao Truong	Merged:			Veteran Pts.
					Seniority Pts.
4	Han Truong	Merged:			Veteran Pts.
					Seniority Pts.
4	Tuan Ngyyen	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Thao Tran	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



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

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
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	Krista Wright	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Kasandra Rocha	Merged:			Veteran Pts.
					Seniority Pts.
5	Tammy Pham	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Jacqueline Derleth	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Sean Wakatake	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Leslie Carrera Silva	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Pricilla Martinez	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Vickie Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Emily Smithson	Merged:			Veteran Pts.
					Seniority Pts.
8	Theo Avorh	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Annaliese Daher	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Selene Espinoza	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Alyssa Scribner	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Emily Bernal	Merged:	x		Veteran Pts.
					Seniority Pts.

9	Jessica Melton	Merged:	x		Veteran Pts.	
					Seniority Pts.	
9	Alyssa Martinez	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Angelina Valle	Merged:			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:	x		Veteran Pts.	
					Seniority Pts.	
13	Jacalyn Steins	Merged:	x		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.	
14	Pradeepa Mary Chriatina Slvaraj	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Connie Navaro	Merged:	x		Veteran Pts.	
					Seniority Pts.	
15	Dora Sifuntes	Merged:			Veteran Pts.	
					Seniority Pts.	
16	Jenna Carter	Merged:	x		Veteran Pts.	
					Seniority Pts.	
16	Luis Borja	Merged:	x		Veteran Pts.	
					Seniority Pts.	
17	Deim Tu	Merged:	x		Veteran Pts.	
					Seniority Pts.	
18	Wida Srkusalanukut	Merged:			Veteran Pts.	
					Seniority Pts.	
18	Tenesha Faalafua	Merged:			Veteran Pts.	
					Seniority Pts.	
19	Jeffrey Young	Merged:	x		Veteran Pts.	
					Seniority Pts.	
20	Georgina Tarapoanca	Merged:			Veteran Pts.	
					Seniority Pts.	

Fifteen Vacancies



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

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Maria Moreno	Merged:	x		Veteran Pts.
					Seniority Pts.
1	Corey Jones	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Nicole Ybanez	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Trinidad Vargas	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Priscilla Martinez	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Robert Fulton	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	Jenny Thai	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Emily Hua	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Miguel Chavero	Merged:	x		Veteran Pts.
					Seniority Pts.

Thirty-three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 25-207
Effective: 6/20/2025
Expires: 6/20/2026

**Eligibility List For: Technology Services Technician
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Jarod Garland	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Daniel Macedo	Merged:			Veteran Pts.
					Seniority Pts.
3	Joseph Haddad	Merged:			Veteran Pts.
					Seniority Pts.
4	Somsak Chhom	Merged:			Veteran Pts.
					Seniority Pts.
5	Carlos Puente Jr.	Merged:			Veteran Pts.
					Seniority Pts.
5	Dennis Rodriguez	Merged:			Veteran Pts.
					Seniority Pts.
6	Eduardo Rangel	Merged:			Veteran Pts.
					Seniority Pts.
7	Carolina You	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Perry Kim	Merged:			Veteran Pts.
					Seniority Pts.
9	Bowen Sun	Merged:			Veteran Pts.
					Seniority Pts.
10	Khnah Huy Nguyen	Merged:			Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 25-206
Effective: 6/23/2025
Expires: 6/23/2026

**Eligibility List For: Nutrition Services Chef
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:			
1	Adrian Lagoy	Merged:			Veteran Pts.
					Seniority Pts.
2	Hope Coralles	Merged:			Veteran Pts.
					Seniority Pts.
2	Kristina Scott	Merged:			Veteran Pts.
					Seniority Pts. X
3	Karen Vargas	Merged:			Veteran Pts.
					Seniority Pts. X
4	Joseph Bolanos	Merged:			Veteran Pts.
					Seniority Pts.
5	Armando Parra	Merged:			Veteran Pts.
					Seniority Pts.
6	Robert Fulton	Merged:			Veteran Pts.
					Seniority Pts.
7	Marcela Jaime	Merged:			Veteran Pts.
					Seniority Pts.
7	Robert Williams	Merged:			Veteran Pts.
					Seniority Pts.
8	Thi Cu	Merged:			Veteran Pts.
					Seniority Pts.
9	Jason Truong	Merged:			Veteran Pts.
					Seniority Pts. X
10	Jasmine Hernandez	Merged:			Veteran Pts.
					Seniority Pts.
11	Nien Trinh	Merged:			Veteran Pts.
					Seniority Pts. X

Two Vacancies



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

RANK	APPLICANT'S NAME	SPECIAL CODES		
		Merged:	x	
1	Maria Moreno	Merged:	x	Veteran Pts.
				Seniority Pts.
1	Shawn Leos	Merged:		Veteran Pts.
				Seniority Pts.
1	Corey Jones	Merged:	x	Veteran Pts.
				Seniority Pts.
2	Nicole Ybanez	Merged:	x	Veteran Pts.
				Seniority Pts.
2	Trinidad Vargas	Merged:	x	Veteran Pts.
				Seniority Pts.
2	Priscilla Martinez	Merged:	x	Veteran Pts.
				Seniority Pts.
3	Robert Fulton	Merged:	x	Veteran Pts.
				Seniority Pts.
3	William Lyons	Merged:	x	Veteran Pts.
				Seniority Pts.
4	Stephanie Murray	Merged:		Veteran Pts.
				Seniority Pts.
4	Kristen Shelby	Merged:	x	Veteran Pts.
				Seniority Pts.
5	Lizbeth Arevalo	Merged:	x	Veteran Pts.
				Seniority Pts.
5	Laura Camacho	Merged:		Veteran Pts.
				Seniority Pts.
5	Tamnhu Tran	Merged:		Veteran Pts.
				Seniority Pts.
5	Priscilla Barrera	Merged:		Veteran Pts.
				Seniority Pts.
6	Jeremiah Naylor	Merged:		Veteran Pts.
				Seniority Pts.
6	Jenny Thai	Merged:	x	Veteran Pts.
				Seniority Pts.
7	Samantha Granados	Merged:		Veteran Pts.
				Seniority Pts.
7	Billie Lowder	Merged:		Veteran Pts.
				Seniority Pts.
7	Emily Hua	Merged:	x	Veteran Pts.
				Seniority Pts.
8	Miguel Chavero	Merged:	x	Veteran Pts.
				Seniority Pts.

Thirty-three Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 26-108
Effective: 7/17/2025
Expires: 7/17/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Veronica Munoz	Merged:			Veteran Pts.
					Seniority Pts.
2	Cara Rocha	Merged:			Veteran Pts.
					Seniority Pts.
3	Kristen Shelby	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Ali Parandi	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Mirje Auksmann	Merged:			Veteran Pts.
					Seniority Pts.
5	Juliana Fuentes-Sanchez	Merged:			Veteran Pts.
					Seniority Pts.
5	Emilia Sintora	Merged:			Veteran Pts.
					Seniority Pts.
5	Natalie Powell	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Justina Barba	Merged:			Veteran Pts.
					Seniority Pts.
7	Jennifer Pratt	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Hortencia Segura	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Jennie Samawi	Merged:			Veteran Pts.
					Seniority Pts.
9	Alfredo Caballero-Duenas	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Vy Pham	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Susanna Blumer	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Lorena Alvarez	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Tiffany Jaime	Merged:			Veteran Pts.
					Seniority Pts.
10	Grace Nguyen	Merged:			Veteran Pts.
					Seniority Pts.

10	Thuyco Pham	Merged:	x		Veteran Pts.	
					Seniority Pts.	
11	Nohemi Aranda	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Janeth Flores	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Thuy Le	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Shelia Ibarra	Merged:	x		Veteran Pts.	
					Seniority Pts.	
13	Myrna Galang	Merged:	x		Veteran Pts.	
					Seniority Pts.	
14	Rosa Damian	Merged:			Veteran Pts.	
					Seniority Pts.	

Ten Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 26-109
Effective: 7/22/2025
Expires: 7/22/2026

**Eligibility List For: Network and IT Solutions Manager
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Sean Rosell	Merged:			Veteran Pts.	
					Seniority Pts.	
2	James Quantra	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Carlos Ruiz	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 26-110
Effective: 7/23/2025
Expires: 7/23/2026

**Eligibility List For: Lead Payroll Technician
List Type: Internal/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Jacqueline Kontogiannis	Merged:			Veteran Pts.	
					Seniority Pts.	x
2	Sury Gil	Merged:			Veteran Pts.	
					Seniority Pts.	x
3	Joe Cobo	Merged:			Veteran Pts.	
					Seniority Pts.	x

One Vacancy



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

RANK	APPLICANT'S NAME	SPECIAL CODES			
		Merged:	x		
1	Linda Delmont	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Julie Custudio	Merged:	x		Veteran Pts.
					Seniority Pts.
2	Ali Parandi	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Yadira Barajas	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Cara Rocha	Merged:			Veteran Pts.
					Seniority Pts.
4	Krista Wright	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Tammy Pham	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Jacqueline Derleth	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Sean Wakatake	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Leslie Carrera Silva	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Pricilla Martinez	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Vickie Nguyen	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Emily Smithson	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Theo Avorh	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Annaliese Daher	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Selene Espinoza	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Alyssa Scribner	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Emily Bernal	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Jessica Melton	Merged:	x		Veteran Pts.
					Seniority Pts.

8	Alyssa Martinez	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Angelina Valle	Merged:	x		Veteran Pts.
					Seniority Pts.
10	Tara Parks	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Valery Baker	Merged:			Veteran Pts.
					Seniority Pts.
11	Lori Rehnert	Merged:	x		Veteran Pts.
					Seniority Pts.
11	Gloria Campos	Merged:	x		Veteran Pts.
					Seniority Pts.
12	Maria Moreno	Merged:	x		Veteran Pts.
					Seniority Pts.
12	Jacalyn Steins	Merged:	x		Veteran Pts.
					Seniority Pts.
13	Angelica Rodas	Merged:	x		Veteran Pts.
					Seniority Pts.
13	Kristen Shelby	Merged:	x		Veteran Pts.
					Seniority Pts.
13	Rodabeh Boroumand	Merged:	x		Veteran Pts.
					Seniority Pts.
13	Madeleine Martin	Merged:			Veteran Pts.
					Seniority Pts.
14	Connie Navaro	Merged:	x		Veteran Pts.
					Seniority Pts.
14	Dora Sifuntes	Merged:	x		Veteran Pts.
					Seniority Pts.
14	Mirje Auksmann	Merged:			Veteran Pts.
					Seniority Pts.
15	Jenna Carter	Merged:	x		Veteran Pts.
					Seniority Pts.
15	Luis Borja	Merged:	x		Veteran Pts.
					Seniority Pts.
16	Dai Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
19	Jeffrey Young	Merged:	x		Veteran Pts.
					Seniority Pts.

Fifteen Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 26-112
Effective: 7/31/2025
Expires: 7/31/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Amanda Cueva	Merged:			Veteran Pts.
					Seniority Pts.
1	Clarissa Okeefe	Merged:			Veteran Pts.
					Seniority Pts.
2	Irene Reyes	Merged:			Veteran Pts.
					Seniority Pts.
2	Hannah Creighton	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Laura Camacho	Merged:			Veteran Pts.
					Seniority Pts.
3	Marcelina Garcia Montes	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Thomas Grant	Merged:			Veteran Pts.
					Seniority Pts.
5	Nghia Le	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Evelyn Rodriguez	Merged:	x		Veteran Pts.
					Seniority Pts.

Two Vacancies



**Eligibility List For: District Parent and Family Engagement Specialist
List Type: Open/Promotional - 12months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Arielle Pulido	Merged:			Veteran Pts.
					Seniority Pts. x
2	Karina Montes	Merged:			Veteran Pts.
					Seniority Pts. x
3	Maritza Palacios	Merged:			Veteran Pts.
					Seniority Pts. x
4	Mariella Vieyra	Merged:			Veteran Pts.
					Seniority Pts.
5	Brittany Patterson	Merged:			Veteran Pts.
					Seniority Pts. x

One Vancancy



**Eligibility List For: Extended School Program Facilitator - HIRING FAIR
List Type: Open/Promotional - 12 months**

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Nguyen Tran (Olivia)	Merged:			Veteran Pts.
					Seniority Pts.
2	Yvette Sevilla	Merged:			Veteran Pts.
					Seniority Pts.
3	Maria Mojica Garcia	Merged:			Veteran Pts.
					Seniority Pts.
4	Cristal Tixtha Monje	Merged:			Veteran Pts.
					Seniority Pts.
4	Patricia Cano	Merged:			Veteran Pts.
					Seniority Pts.
5	Donald Hammonds	Merged:			Veteran Pts.
					Seniority Pts.
5	Jefferson Huynh	Merged:			Veteran Pts.
					Seniority Pts.
5	Sisqo Mendez Jasso	Merged:			Veteran Pts.
					Seniority Pts.
5	Michelle Pollard	Merged:			Veteran Pts.
					Seniority Pts.
6	Siobhaen Flores	Merged:			Veteran Pts.
					Seniority Pts.
6	Julissa Ibarra	Merged:			Veteran Pts.
					Seniority Pts.
7	Gabriel Griffin	Merged:			Veteran Pts.
					Seniority Pts.
8	Jonah Cardenas	Merged:			Veteran Pts.
					Seniority Pts.
8	Quach Thong Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
8	Reyhan Bayir	Merged:			Veteran Pts.
					Seniority Pts.
9	Cesilio Flores	Merged:			Veteran Pts.
					Seniority Pts.
9	An Ha	Merged:			Veteran Pts.
					Seniority Pts.

Thirty-Two Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 26-114
Effective: 8/14/2025
Expires: 8/14/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES					
1	Jennifer Goode	Merged:				Veteran Pts.	
						Seniority Pts.	x
2	Robert Fulton	Merged:				Veteran Pts.	
						Seniority Pts.	
3	Josie Espitia	Merged:				Veteran Pts.	
						Seniority Pts.	
4	Alicia Figueroa	Merged:				Veteran Pts.	
						Seniority Pts.	
5	Matthew Brennan	Merged:				Veteran Pts.	
						Seniority Pts.	
6	Jasmine Hernandez	Merged:				Veteran Pts.	
						Seniority Pts.	

Four Vacancies



Westminster School District Memorandum

DATE: June 3, 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 an Early Education Assistant.

The advanced step placement recommendation for an Early Education 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 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Neledy Galvez has a Bachelor's degree in Child and Adolescent Development from California State University, Fullerton. Ms. Galvez has worked 6 years for the YMCA as an Enrichment Program Director, Assistant Director and Preschool Teacher. It is recommended that Ms. Galvez start at Step III of the Early Education Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Early Education Assistant (Range 27)	\$3,816 \$22.00	\$3,964 \$22.88	\$4,125 \$23.81	\$4,287 \$24.75	\$4,461 \$25.72	\$4,636 \$26.75

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Education Assistant.



Westminster School District Memorandum

DATE: August 26, 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 a Network and IT Solutions Manager.

The advanced step placement recommendation for a Network and IT Solutions Manager 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 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Mr. Sean Rozell has a Bachelor's degree from UC Berkeley. Mr. Rozell also holds a membership in the California Education Technology Professionals Association and has served as a Board Member for the Association. Mr. Rozell is also certified as a Chief Technology Officer (CCTO). Mr. Rozell comes to Westminster School District from Capistrano Unified School District, where he has served as Director II, Technology Services for the last eight (8) years. Mr. Rozell served as Chief Technology Officer for five (5) years at Navato Unified School District and the San Rafael City School District. With a total of twenty-eight (28) years of experience in Technology, it is recommended that Mr. Rozell start at Step VI of the Network and IT Solutions Manager salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Network and IT Solutions Manager (Class Man Range 10)	\$9,122	\$9,488	\$9,868	\$10,265	\$10,674	\$11,103

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Network and IT Solutions Manager.



Westminster School District Memorandum

DATE: August 26, 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 Nutrition Services Chef.

The advanced step placement recommendation for a Nutrition Services Chef 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 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Mr. Adrian Lagoy has an Associate's degree in Culinary Arts from the Art Institute of California. Mr. Lagoy has worked for the Hyatt Regency in Huntington Beach for 20 years, with the last 7 years as a Chef de Cuisine and 6 years as a Culinary Supervisor. It is recommended that Mr. Lagoy start at Step III of the Nutrition Services Chef salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Nutrition Services Chef (Range 42)	\$4,152 \$23.94	\$4,317 \$24.91	\$4,488 \$25.90	\$4,668 \$26.90	\$4,851 \$28.00	\$5,046 \$29.11

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



Westminster School District Memorandum

DATE: August 26, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.4—Approve Advanced Step Placement on the salary schedule for a Nutrition Services Chef.

The advanced step placement recommendation for a Nutrition Services Chef 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.

Mr. Armando Parra has worked at Magnolia School District as a Food Service Assistant Manager for 6 years. It is recommended that Mr. Parra start at Step II of the Nutrition Services Chef salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Nutrition Services Chef (Range 42)	\$4,152 \$23.94	\$4,317 \$24.91	\$4,488 \$25.90	\$4,668 \$26.90	\$4,851 \$28.00	\$5,046 \$29.11

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



Westminster School District Memorandum

DATE: August 26, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.5—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support 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 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Felicia Toliver has an Associate's degree in Psychology from Irvine Valley College. Ms. Toliver has worked as a Behavior Technician for Maxim Healthcare Services for the past 2 years and holds a Crisis Prevention (CPI) Certificate. It is recommended that Ms. Toliver start at Step III of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 25)	\$3,800 \$21.91	\$3,948 \$22.79	\$4,103 \$23.67	\$4,268 \$24.62	\$4,438 \$25.61	\$4,616 \$26.61

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



Westminster School District Memorandum

DATE: August 26, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
 Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.6—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support 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 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Milsa Grossett has a Bachelor's degree in Child Development from California State University, Dominguez Hills. Ms. Grossett has 7 years working as a teacher assistant and in early intervention home education. It is recommended that Ms. Grossett start at Step III of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI
	\$ Month \$ Hour	\$ Month \$ Hour	\$ Month \$ Hour	\$ Month \$ Hour	\$ Month \$ Hour	\$ Month \$ Hour
Paraeducator (Range 25)	\$3,800 \$21.91	\$3,948 \$22.79	\$4,103 \$23.67	\$4,268 \$24.62	\$4,438 \$25.61	\$4,616 \$26.61

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



Westminster School District Memorandum

DATE: August 26, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.7–Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support 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 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Thuy Trang Tong has a Bachelor's degree in Child and Adolescent Studies from California State University, Fullerton. Ms. Tong has served as a substitute teacher for the Fountain Valley, Garden Grove, and Westminster School Districts for 3 years. It is recommended that Ms. Tong start at Step III of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 25)	\$3,800 \$21.91	\$3,948 \$22.79	\$4,103 \$23.67	\$4,268 \$24.62	\$4,438 \$25.61	\$4,616 \$26.61

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



Westminster School District Memorandum

DATE: August 26, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.8—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support 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. Pradeepa Selvaraj has worked as a Teacher in India for 12 years in various grade levels from 1st to 8th grade. In addition, Ms. Selvaraj worked for Elevo in the Westminster School District's before and after school program for the last 2 years. It is recommended that Ms. Selvaraj start at Step II of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 25)	\$3,800 \$21.91	\$3,948 \$22.79	\$4,103 \$23.67	\$4,268 \$24.62	\$4,438 \$25.61	\$4,616 \$26.61

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



Westminster School District Memorandum

DATE: August 26, 2025

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources

SUBJECT: Agenda Item 3.9—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support 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 B2 as follows:

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

Mr. Donald Hammonds has an Associate's degree from Cerritos College and is currently attending Chapman University while working on his Bachelor's. It is recommended that Mr. Hammonds start at Step II of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 25)	\$3,800 \$21.91	\$3,948 \$22.79	\$4,103 \$23.67	\$4,268 \$24.62	\$4,438 \$25.61	\$4,616 \$26.61

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



Westminster School District Memorandum

DATE: August 26, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.10–Approve Advanced Step Placement on the salary schedule for a Visual and Performing Arts Assistant.

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

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Amanda Cueva has a Bachelor's degree from the School of the Art Institute of Chicago. Ms. Cueva, in addition, worked at the School of the Art Institute of Chicago as a Media Support Shift Lead. Ms. Cueva has a strong background in creative production, youth engagement, and theater support. It is recommended that Ms. Cueva start at Step III of the Visual and Performing Arts Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 25)	\$3,474 \$20.03	\$3,610 \$20.83	\$3,757 \$21.67	\$3,906 \$22.54	\$4,063 \$23.42	\$4,222 \$24.36

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



Westminster School District Memorandum

DATE: August 26, 2025

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources

SUBJECT: Agenda Item 3.11—Approve the revised classification statement for Lead Special Education Caseworker to Lead Paraeducator Behavior and Instructional Support.

At the request of the Westminster School District’s Student Services Department, there is a need to update the Lead Special Education Caseworker position to Lead Paraeducator Behavior and Instructional Support.

On December 20, 2022, the Personnel Commission approved the Special Education Caseworker position and changed the title to Paraeducator Behavior and Instructional Support position. After reviewing job descriptions with our new Behavior Program Supervisor, it was decided to update and align this job description with the Paraeducator Behavior and Instructional Support.

The Human Resources Department and Student Services Department are recommending that the proposed changes to the Lead Paraeducator Behavior and Instructional Support job description be approved.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I	STEP II	STEP III	STEP IV	STEP V	STEP VI
	\$ Month \$ Hourly	\$ Month \$ Hourly	\$ Month \$ Hourly	\$ Month \$ Hourly	\$ Month \$ Hourly	\$ Month \$ Hourly
Lead Paraeducator Behavior and Instructional Support (Range 73)	\$4,534 \$26.17	\$4,713 \$27.21	\$4,906 \$28.28	\$5,101 \$29.40	\$5,304 \$30.58	\$5,515 \$31.79

RECOMMENDATION: Approve the revised classification statement for Lead Special Education Caseworker to Lead Paraeducator Behavior and Instructional Support.

TITLE: LEAD, ~~SPECIAL EDUCATION CASEWORKER~~ PARAEDUCATOR BEHAVIOR AND INSTRUCTIONAL SUPPORT

BASIC FUNCTION:

Under the direction of a ~~certificated Special Education Teacher~~ Behavior Program Supervisor experienced in autism, and the general supervision of the Administrator, ~~Special Education Student Services~~, assists with the coordination of the ~~Discrete Trial Training (DTT)~~ Applied Behavior Analysis (ABA) program, oversees activities of ~~Special Education Caseworkers~~ Paraeducator/Behavior and Instructional Support staff and provides training and instruction to entry level and less experienced ~~Special Education Caseworkers~~ Paraeducator/Behavior and Instructional Support staff, conducts scheduling and other organizational duties necessary for the functioning of the program and performs related work as assigned.

~~DISTINGUISHING CHARACTERISTICS:~~

~~The Lead, Special Education Caseworker, oversees activities and schedules of Special Education Caseworkers, including program instruction and assistance to entry level Special Education Caseworkers in Discrete Trial Training (DTT). The Special Education Caseworker, works with students in a specialized program such as the Discrete Trial Training (DTT) program.~~

ESSENTIAL DUTIES:

~~Coordinate with preschool assessment team regarding placement of students in DTT program; obtain information to set up program from Individual Education Plan (IEP).~~

~~Schedule tutoring hours on and off site; make appointments of Special Education Caseworkers based on schedules and Individual Education Plan (IEP) needs.~~

Assist ~~Special Education Caseworkers in development~~ Paraeducator/Behavior and Instructional Support staff, with the implementation and reinforcement of ~~DTT~~ ABA training, providing demonstration and instruction to less experienced aides through appropriate instructional methodologies and techniques such as modeling and/or shadowing.

Responds to emergency student behavior at sites and supports staff within a swift response time.

Observe drills and conduct probes to implement behavioral strategies and program modifications in accordance with the student's Individual Education Plan (IEP); report and provide input to certificated staff regarding student's performance, behavior and progress.

Act as a liaison between the ~~Autism Specialist and the families; families and DTT staff~~ Behavior Program Supervisor, and Paraeducator/Behavior and Instructional Support staff; and staff and other consultants/~~Program Specialist~~ Student Services Administrators.

~~Oversee operation of DTT program and staff on a daily basis.~~

Determine supply and material needs necessary for program implementation. Collect and create materials needed for each individualized program.

~~Conduct team meetings as necessary to inform DTT staff of necessary information.~~

Participate in on-going training programs with district employees, and West Orange County Consortium for Special Education (WOCCSE). ~~staff or members of SUCSESS (Strategies for the Utilization of Comprehensive Strategies for Ensuring Student Success) team.~~

Provides ~~"Discrete Trial Training"~~ Applied Behavior Analysis therapy, including intensive behavior intervention, to children diagnosed with autism. ~~in a school and/or home setting.~~

Organizes and maintains program notebooks, materials, and confidential student records; utilizing a computer workstation and other office equipment.

Assures the health and safety of assigned students by following health and safety rules.

Collects data, and writes short narrative therapy reports regarding a child's progress and other interesting incidents; and submits the information to his/her supervisor for evaluation.

OTHER REPRESENTATIVE DUTIES:

May assist students in classroom activities and/or transferring students to and from busses, classrooms, and events.

May work with the children in their development of basic academic skills, psycho-motor skills, self-help skills, and social skills.

May serve as a substitute for an absent ~~Special Education Caseworker~~ Paraeducator/Behavior and Instructional Support staff.

When working with children, implements behavioral strategies and program modifications in accordance with the students' Individual Education Plan (IEP).

May assist assigned children with basic care activities, including dressing, toileting, feeding, grooming and some medical needs.

Performs a variety of clerical duties in relation to student instruction and the creation and maintenance of files and records.

Performs other job related duties as ~~assigned or required~~ requested.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports and is evaluated by ~~to~~ the ~~Full Inclusion Program Coordinating teacher for Behavior Program Supervisor~~ for work direction, particularly in the area of ~~"Discrete Trial Training;"~~ Applied Behavior Analysis, and to the Administrator, ~~Special Education Student Services for supervision and evaluation.~~

Internal Contacts: Continuous contact with members of the Special Education staff, including teachers, psychologists, therapists, specialists, the ~~Student Services~~ Special Education Administrators, school principals, and clerical support personnel.

~~External Contacts: Frequent contact with parents or guardians of assigned students.~~

KNOWLEDGE OF:

children's unique learning needs.

Appropriate behavior management techniques and interventions for use with special education students.

~~Discrete Trial Training (DTT)~~ Applied Behavior Analysis and ~~intensive behavioral intervention (IBI)~~ methods and record keeping.

Effective training practices and principles.

Child guidance principles and practices, especially as they relate to children diagnosed with autism.

Basic subjects taught in elementary schools, including arithmetic, grammar, spelling, language, and reading.

Safe practices for in-classroom and recreational activities.

Standard American English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing communication skills.

Oral and written communications skills.

Interpersonal skills; using tact, patience, and courtesy.

Record-keeping techniques, and use of computer software.

ABILITY TO:

Problem solve and use good judgment.

Provide direction and work guidance to others.

Motivate and guide the work of others.

Establish and maintain effective relationships with children diagnosed with autism and their parents or guardians.

Supervise children diagnosed with autism without other direct assistance; demonstrating an understanding, patient and receptive attitude toward assigned students.

Tutor individuals or small groups of students diagnosed with autism in general and special day class placements. ~~in a special class program and/or "Discrete Trial Training Home Program."~~

Implement social skills training in accordance with a child's Individual Education Plan (IEP).

~~Learn "T.E.A.C.C.H" (Treatment and Education of Autistic and other related Communication with Children with Handicapped conditions.) techniques.~~

Implement ~~Discrete Trial Therapy~~ Applied Behavior Analysis techniques in accordance with prescribed procedures.

Be punctual, maintain therapy schedules, and keep children focused on assigned tasks for the specified durations prescribed.

Administer non-corporal discipline to assigned students in accordance with prescribed procedures and approved policies.

Exercise flexibility, patience and sensitivity while working in difficult situations.

Utilize and apply speech and language and psycho-motor therapy techniques as prescribed.

Print and write legibly.

Make arithmetic calculations quickly and accurately.

Learn the procedures, functions, and limitations of assigned duties.

Understand and follow both oral and written directions.

Ability to write routine reports.

Communicate effectively with children and adults.

Operate a computer and other office equipment.

Read, interpret, and follow rules, regulations, policies and procedures.

Perform clerical duties, such as filing, duplicating, and maintaining simple records.

Work confidentially, with discretion.

Establish and maintain effective working relationships with other staff members.

EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: high school diploma and one (1) year or more related experience and/or training in working with special needs children. Prior experience as a special education instructional assistant, lead or supervisory experience and/or special education caseworker Paraeducator/Behavior and Instructional Support. College-level training in child care, psychology, education and training of atypical children preferred.~~

~~Completion of Discrete Trial Training Program. Attendance at district established on-going training sessions and clinics are requirements for continued employment.~~

Education

1. High school diploma or its equivalent.
2. College-level training in childcare, psychology, education, and training of atypical children preferred.

Experience

3. One (1) year or more of related experience and/or training in working with special education students as a Paraeducator Instructional Support, or Paraeducator/Behavior and Instructional Support staff.
4. Documented completion of 40 hours of Applied Behavior Analysis (ABA) training.
5. Lead or Supervisory experience preferred.

Attendance at district-established ongoing training sessions and clinics is are requirement for continued employment.

PHYSICAL DEMANDS:

~~While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, as well as being able to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is often required to stand, walk, stoop, kneel, crouch and move rapidly. The employee must frequently lift and/or move items weighing up to 25 pounds and sometimes lift and/or move objects weighing up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~

While performing the duties of this job, the employee is regularly required to do the following:

- Grasp, grip, handle, or use hands for fine motor tasks.
- Frequently required to sit.
- Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, move rapidly, and run.
- Reach with hands and arms.
- Frequently talk, hear, and listen.
- Occasionally push and pull.
- Specific vision abilities required of the person in this job include close vision, color vision, peripheral vision, depth perception, and the ability to change focus.
- Frequently lift and/or move items weighing up to 25 pounds.
- Occasionally lift and/or move objects weighing up to 60 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and insurability by the District's liability carrier.

PREPARED BY:	Classified Personnel Department	DATE: 5/05
APPROVED BY:	Board of Trustees	DATE: 5/16/05
APPROVED BY:	Personnel Commission	DATE: 6/21/05
APPROVED BY:	Personnel Commission	DATE: 8/26/25

Westminster School District
Personnel Commission Rules and Regulations

**ARTICLE II
THE PERSONNEL COMMISSION**

Section 1 Organization of the Commission

2.1.1 Term(s) of Office and Selection Procedures

The Personnel Commission is composed of three individuals who must be registered voters and reside within the Westminster School District boundaries.

The members of the Commission are appointed by the State Superintendent of Public Instruction; upon the recommendation of the Westminster School District Board of Trustees.

To be a member of the Commission, a person cannot be an employee of the Westminster School District or a member of the governing board of any school district or county board of education, but must be a known adherent of the "merit system."

By law, the term of office for each of the commissioners is for a period of three (3) years and expires at noon on December 1 of the third year. The terms of office have been scheduled so that the term of office of only one of the commissioners expires each December 1.

On or about August 1 of each year, the Director, Human Resources shall notify the Board of Trustees and recognized classified employee organization(s) of the name and address of the Commissioner whose term will be expiring, and whether or not they will accept reappointment to another three-year term. The notification will also designate the procedures to be followed in filling the upcoming vacancy.

The Board of Trustees shall make its nomination in accordance with the provisions of Education Code Section #45246 which provide that: (a) the governing board shall announce the name of the person it intends to nominate for appointment or reappointment no later than September 30; (b) at a board meeting to be held after 30 days and within 45 days (of the date on which the Board of Trustees announced the name of its nominee), the governing board in open hearing shall provide the public, the employees of the school district and representatives of the employee organization(s) to express their views on the qualifications of the nominee; (c) following the public hearing, the governing board may then take action to approve the name of its nominee for submission to the Superintendent of Public Instruction for approval, or to name some other qualified person; without further notification or other public hearing.

In the event that a vacancy would otherwise exist on the Personnel Commission as of December 1 because of the failure of the appointing authority to take action on a new appointment, the prior appointee shall continue in office and to function as a member of the District's Personnel Commission until such time as a qualified successor has been appointed and that person is prepared to assume the duties and responsibilities of the position.

References: E.C. #45244, #45245, #45246, #45247, #45248, and G.C. #1302.
Adopted: June 15, 1965
Amended: March 31, 1981; June 27, 1989; February 15, 1994; August 19, 2014
Revised: November 25, 2008

2.1.2 Officers

- A. The officers of the Personnel Commission are the Chairperson and Vice-chairperson, which serve one-year terms commencing December 1 and continuing through November 30.
- B. The offices of Chairperson and Vice-chairperson are filled in the following manner:
 - (1) The Commissioner who is completing the third year of their three-year term on the Commission serves as Chairperson during that year.

(2) The Commissioner who is completing the second year of their three-year term on the Commission serves as Vice-chairperson during that year.

C. In the event that a vacancy occurs during the term of either of the officers noted in "A" above, the vacancy shall be filled by a vote of the Commissioners at any regular meeting or special meeting called for such purpose. Such election shall be for the duration of the unexpired term.

References: E. C. #45260, #45261, and G.C. #1302
Adopted: June 15, 1965
Amended: June 27, 1989; March 25, 1992
Reviewed: November 25, 2008

2.1.3 Quorum and Majority:

Two members of the Commission shall constitute a quorum for any regular or special meeting of the Personnel Commission. The affirmative vote of at least two (2) members of the Commission is required to carry any motion or action.

References: E. C. #45260, #45261, and G.C. #45952.6
Adopted: June 15, 1965
Amended: June 27, 1989
Reviewed: November 25, 2008

2.1.4 Vacancies

In the event that a vacancy occurs during the term of office of any of the Commissioners, a new appointee shall be selected by the original appointing authority (to complete the unexpired term) in accordance with the following procedures:

- A. The Director shall immediately notify the other Commissioners, the Board of Trustees, and the recognized classified employee organization(s) of the name of the Commissioner, the effective date of the vacancy, the duration of the unexpired term, the name of the appointing authority, and the procedures to be followed in filling the vacancy.
- B. Appointment Procedures: The Board of Trustees shall make its nomination in accordance with the provisions of Education Code Section No. 45246 as noted in Section 2.1.1 of these Rules and Regulations.

References: E. C. #45244, #45245, #45246, #45247, #45248, and #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.1.5 Compensation of Commission Members

The members of the Personnel Commission shall receive compensation at the rate of fifty dollars (\$50) per meeting; not to exceed two-hundred-fifty dollars (\$250) per month. The members of the Commission have also been approved (by the Board of Trustees) to participate in the district-paid health, life, dental, and eye-care programs.

References: E.C. #45250 and #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

Section 2 Meetings

2.2.1 Regular Meetings

Subject to cancellation or proper change, the Personnel Commission shall meet on the fourth Tuesday of each month at 4:00 p.m., in the Westminster School District Board Room, 14121 Cedarwood Avenue Street, Westminster, California. Whenever the regularly scheduled meeting date happens to fall on a holiday, the Commission shall meet on the next succeeding business day unless the Commission (at a prior regular meeting) takes action to designate some other day for its meeting.

In cases of emergency, the Commission may meet at some other time and/or place; provided that at least forty-eight (48) hours notice is given to representatives of the employee organization(s) and the District's administration, as well as being posted on the Commission's official bulletin board and/or in the lobby of the District Office of the Westminster School District and/or the Westminster School District Website.

References: E. C. #45260 as well as G.C. #54952, #54952.3, and #54956.5
Adopted: June 15, 1965
Amended: March 31, 1981; June 27, 1989; Sept. 21, 1993; May 24, 1994; Sept. 2005; October 2006
Revised: November 25, 2008; February 25, 2014, [September 23, 2025](#)

2.2.2 Adjourned Regular Meetings

The Commission may adjourn any regular meeting or previously adjourned meeting to a time and place specified in the order of adjournment. When so adjourned, the reconvened meeting is a regular meeting for all intents and purposes. When an order of adjournment of a regular meeting or of a previously adjourned meeting fails to state the hour at which the reconvened meeting is to be held, it shall be held at the hour normally designated for regular Commission meetings.

References: E. C. #45260, as well as G. C. #54952, #54952.3, #54956.5, #54955, and #54955.1
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.2.3 Special Meetings

Special meetings may be called at any time by the Commission Chairperson or by written request of any two members of the Personnel Commission. Written notice for any such meeting shall be delivered personally or by mail to each member of the Commission. A written notice of such meeting shall also be provided to any of the following persons or organizations if they have filed written requests to be notified of the dates and times of the Commission meetings: each local newspaper of general distribution, radio or television stations, as well as representatives of any recognized employee organization or group. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. A copy of the notice shall also be posted on the Commission's official bulletin board and/or posted in the lobby of the District office of the Westminster School District and/or the Westminster School District Website. The meeting notice shall specify the time and place of the special meeting as well as the business to be transacted and no other business shall be considered at that meeting.

References: E. C. #45260 and G.C. #45959
Adopted: June 27, 1989
Revised: November 25, 2008

2.2.4 Public Meetings

All regular and special meetings of the Commission shall be open to the public, and all persons shall be permitted to attend any of the Commission's meetings except as provided for in Personnel Commission Rule #2.2.5. This rule shall not be construed as authorizing employees to be absent from duty for attendance at Personnel Commission meetings.

All votes or abstentions of the Commissioners relative to any actions during a meeting of the Commission, whether in open or authorized closed session, shall be recorded in the minutes of the meeting. No secret ballots are permitted.

References: E.C. #45260, as well as G.C. #54952, #54952.3, #54952.5, and #54953
Adopted: June 27, 1989
Amended: February 15, 1994
Reviewed: November 25, 2008

2.2.5 Closed Session

A closed session may be conducted only during a regular or special meeting of the Personnel Commission that has been called with proper notification.

Prior to the holding of a closed session, the Commission shall state the general reason(s) for the closed session and must cite the statutory or legal authority under which the session is being held. In the closed session, the Commission may consider only those matters covered in its statement of reasons. In the case of a special, an adjourned, or a continued meeting, the statement of reasons shall be made as part of the written meeting notice for such special, adjourned, or continued meeting.

In giving the general reason or reasons for holding a closed session, the Commission is not required or authorized to give the names or other information which might constitute an invasion of privacy or otherwise unnecessarily divulge protected facts and information for which the closed session is being held.

The Commission shall publicly report, in the public portion of the meeting in which the closed session is being held or at its next public meeting, any action taken by the Commission in the closed session and any roll call vote taken on such items as appointment, employment or dismissal of any classified employee arising during the closed session.

The following are legally authorized exceptions to the open meeting requirement:

- A. Consideration of appointment, employment, dismissal or evaluation of an employee. However, any action taken to appoint, employ, dismiss, accept the resignation of or otherwise affect the employment status of an employee must be reported at a public meeting following the closed session. Such report must include the title of the position and any changes in compensation. The reporting of actions on disciplinary matters may be deferred until the first public meeting following the exhaustion of any administrative remedies.

- B. Consideration of complaints brought against an employee. The Commission will consider such matters in open session during any regular or special meeting to consider the appointment, employment, performance evaluation, dismissal, or the hearing of complaints or charges brought against employees by another person or employee unless such employee (against whom charges or complaints are brought) requests that the matter be considered in a closed session. As a condition of holding a closed session on the complaint, formal charges, or a disciplinary matter, the affected employee shall be given a written notice regarding the matter and his/her right to have the matter heard in closed session rather than an open session; which notice shall be delivered to the employee personally or by mail at least twenty-four (24) hours before the time scheduled to hold the regular or special Commission meeting. If notice is not given as prescribed, any punitive action taken relative to the employee shall be null and void. During the examination of the complainant or a witness, the Commission may exclude other witnesses even though the hearing is held as part of a public meeting. If a hearing is held in closed session, the Commission may exclude other witnesses as well as the general public while the matter is being investigated. Following the public hearing or closed session, the Commission may deliberate on the matter and reach its decision in a closed session.
- C. Consideration of matters affecting national security.
- D. Consideration of legal matters coming within the purview of the attorney/client relationship. The Commission has the right to consider any legal matter(s) within the scope of the attorney/client privilege. This exception, though not expressed in the Brown Act, was found by the California Appellate Court to be implied by the Act (the Sacramento Newspaper Case). According to the Court, "there is a public entitlement to the effective use of legal counsel in civil litigation. Effective aid is impossible if opportunity for confidential legal advice is banned."
- E. Discussion relative to negotiations, conciliation, mediation, or other matters affecting classified employee labor relations as provided for in Government Code Sections #3500 et seq. However, the District's budget, funding priorities and/or available funds are not proper subjects and shall not be a matter of a closed session discussion.

NOTE: Government Code Section #3549.1 specifically exempts certain activities (a part of the collective bargaining process) from the application of the Brown Act as follows:

Any meeting and negotiating discussion between a public school employer and a recognized or certified employee organization.

Any meeting of a mediator with either party or both parties to the meeting and negotiating process.

Any hearing, meeting, or investigation conducted by a fact-finder or arbitrator.

Any meeting in which the agency and its representative are discussing matters within the scope of representation.

NOTE: A meeting on this item may only be held if the Commission has a representative involved in the negotiating process. If the Commission has no representative and is not conducting negotiations itself, it cannot hold a closed session relative to discussing matters within the scope of negotiations.

A violation of the confidentiality of a closed session by a member of the Personnel Commission constitutes a misdemeanor under the provisions of Government Code #1222 and #1770(h). Repeated violation of the confidentiality of a closed session by a Commissioner may be considered grounds for removal from office.

References: E.C. #35146, #49073, #54957, #54957.1, #54957.2, #54957.6, #54957.7, as well as G.C. #1222, #1770, #3543, #3543.2, and #3549.1
Adopted: June 27, 1989
Amended: February 15, 1994
Revised: November 25, 2008

2.2.6 Agenda and Supporting Data

At least seventy-two (72) hours prior to every regular Commission meeting, or twenty-four (24) hours prior to every special meeting, the agenda shall be provided to the designated representatives of all employee organizations representing classified employees, the Commission members, and the District's Superintendent. The agenda(s) will be posted on the Commission's official bulletin board and/or Westminster School District Website, and distributed to the news media having requested it/them. Each item on the agenda shall contain a brief general description of the item.

When practical, supporting data for agenda items will be furnished prior to the meeting date.

Individual employees, employee organizations, and other interested parties may submit their written views on any item on the agenda; except for those matters listed in Personnel Commission Rule #2.2.5 (Closed Sessions), and/or given a reasonable opportunity to present their views orally during the Commission meeting. Presentations before the Commission will normally be limited to ten (10) minutes per person for any one item on the agenda. However, the Commission Chairperson may allow additional time at his/her discretion (in the event that it appears important or necessary to do so). In reaching its decisions, the Commission has hereby made it a policy to consider all comments and recommendations made to it in this manner.

District personnel, representatives of recognized employee organizations, representatives of the Board of Education or of the District's administrative staff, or other interested parties may submit items to be placed on a Commission agenda by submitting the items to the Director not less than seven (7) days prior to the scheduled Commission meeting (at which the item is to be considered).

References: E.C. #45260
Adopted: June 27, 1989
Amended: February 15, 1994
Revised: November 25, 2008

2.2.7 Amendment(s), Deletion(s), or Addition(s) to Rules

All proposals, from any source, to amend, delete, or add to these rules and regulations will be considered for a "first reading" at the meeting in which they are first presented to the Personnel Commission. They will not, unless an emergency exists, be acted upon when presented for a "first reading."

On a "first reading," the Personnel Commission will set a date for Commission action on the proposal; which date shall normally be the next regularly scheduled Commission meeting. The Director will refer the proposed rule changes to the designated representatives of recognized employee organizations representing the District's classified employees, the Superintendent of Schools, the Board of Education, and others (who have indicated their interest in such matters) in order to provide them with an opportunity to submit their comments or recommendations.

Insofar as possible, the interested parties shall submit their reactions and/or recommendations to proposed rule changes in writing on or before the stipulated agenda deadline date (see P.C. #2.2.6); particularly, if the reactions and recommendations are lengthy or involved. However, those who also want to speak to the item(s) at the Commission meeting will be given an opportunity as provided in P.C. Rule #2.2.6 (Agenda and Supporting Data).

References: E.C. #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.2.8 Minutes

The Personnel Director, in his/her capacity as Secretary to the Personnel Commission, shall record (in the minutes) the time and place of each Personnel Commission meeting, the names of the Commissioners present, all official acts of the Commission, and the votes or abstentions of the Commissioners. When requested by a Commissioner, the Director shall record that Commissioner's approval or dissent and any expressed reasons therefore. The minutes of each meeting shall be reduced to written form and presented to the Commission for correction and/or approval at the next regularly scheduled meeting of the Commission.

The minutes of each Commission meeting or a true copy thereof, shall be open and available for public inspection.

Copies of the Commission's minutes shall be distributed to the designated representatives of all employee organizations representing the District's classified employees, the Commission, the District's Superintendent, and others (who have indicated their interest in such matters).

References: E.C. #45260
Adopted: June 27, 1989
Amended: February 15, 1994
Revised: November 25, 2008

Section 3 Commission Employees

2.3.1 Status of Commission Employees

The Director and other persons required to carry out the day-to-day responsibilities of the Personnel Commission shall be selected by the Commission or its designated representative, and shall be employees of the Personnel Commission. However, the persons so employed shall be part of the District's Classified Service and subject to all of the rules, procedures, benefits, and burdens pertinent to the classified service; except as the Commission may specifically direct.

References: E.C. #45260 and #45264
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.3.2 General Duties of the Director, Human Resources Classified

The Director shall perform all of the duties assigned and carry out all of the functions imposed upon him/her by law and these rules and regulations. The Director shall act as Secretary to the Personnel Commission, and shall issue and receive all notifications on its behalf. The Director shall direct and supervise the employees of the Commission, and conduct administrative transactions consistent with the law as well as the proper functioning of the office and staff of the Personnel Commission.

The Director shall conduct classification, salary, and rules studies, and shall make such other investigations as directed by the Commission or as deemed necessary in carrying out the responsibilities. The Director may be designated to act as a hearing officer in disciplinary matters effectuated under the provisions of these rules and regulations if so directed by the Commission.

In cases where two or more rules or regulations appear to be in conflict, or when no rule provides a clear-cut answer to a problem, the matter shall be decided by the Director; subject to appeal to the Personnel Commission.

References: E.C. #45260, #45261, #45266, and #45312
Adopted: June 27, 1989
Revised: November 25, 2008

Section 4 Miscellaneous Provisions

2.4.1 Communications

Communications and requests shall, when practical (in the opinion of the Commission), be in writing. Communications and requests shall be acknowledged and replied to; noting official Commission action whenever it is appropriate to do so.

Individuals or groups who wish to present proposals for action by the Commission shall present their requests to the Director for placement on the Commission agenda. Although the Personnel Commission may (on occasion) designate one of its members to investigate a specific subject or matter, it is against the policy of the Commission to take up or consider any proposals except at open (public) meetings.

Since it is against the policy of the Personnel Commission to take up or consider matters except at open meetings, individuals or groups who seek interviews with particular Commissioners regarding matters which may later be placed before the Personnel Commission for consideration shall be referenced to the Commission Office. Such individuals or groups will be asked to put the matter(s) in writing so that they may properly be placed on a Commission agenda.

References: E.C. #45260
Adopted: June 27, 1989
Revised: November 25, 2008

2.4.2 Budget

The Director shall, prior to the regular Commission meeting in April (of each year), prepare and submit to the members of the Commission a proposed operating budget for the next ensuing fiscal year.

After presentation and study, the Commission shall provide for a public hearing on its proposed budget; such hearing to be held not later than May 30 (of each year).

Prior to the public hearing on its budget, the Personnel Commission shall forward a copy of its proposed budget to the Board of Trustees indicating the time, date, and place of the public hearing, and shall invite the Board and District Administration representatives to attend the meeting and to present their views regarding the proposed budget. The Commission shall fully consider the views and opinions expressed by the Board and Administration representatives in adopting its budget for the ensuing fiscal year.

Following its adoption of a budget for the ensuing fiscal year, the Commission shall forward its adopted budget to the Orange County Superintendent of Schools for action.

If the Board of Trustees of the Westminster School District does not feel that its views (as expressed during the Commission's public hearing on the budget) have been fully considered by the Personnel Commission in the adoption of the budget, the Board may then forward its concerns to the Orange County Superintendent of Schools. The Orange County Superintendent, upon receipt of the Board's objections or concerns, will schedule a public hearing on the budget concerns; such public hearing to be held within the boundaries of the Westminster School District.

The County Superintendent of Schools may reject the Personnel Commission's adopted budget, but may not amend the budget without the approval of the Commission. In the absence of agreement between the Personnel Commission and the County Superintendent of Schools regarding the amount of money to be budgeted for the Commission's operations, the amount of the prior year's budget shall determine the amount of the new Personnel Commission budget. However, the items of expenditure (within that new budget) shall be determined by the Commission.

References: E.C. #45253 and #45260
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.4.3 Legal Counsel for the Personnel Commission

The legal counsel for the Board of Trustees shall also aid and represent the Personnel Commission in all legal matters. If such counsel refuses, or it is determined that a conflict of interest may exist, the Commission may employ its own legal counsel and the reasonable cost therefore shall constitute a legal charge against the District's general funds.

References: E.C. #45313
Adopted: June 27, 1989
Reviewed: November 25, 2008

2.4.4 Organizational Memberships and Membership Dues

- A. The Personnel Commission shall become and shall remain members of each of the following organizations:
 - 1. The California School Personnel Commissioner's Association (CSPCA).
 - 2. The Personnel Commissioner's Association of Southern California (PCASC).
 - 3. The Cooperative Organization for the Development of Employee Selection Procedures (CODESP).
- B. In preparing the Annual Personnel Commission Budget (for adoption by the Personnel Commission each year), the Director shall include sufficient monies to cover the annual costs of membership (dues and fees) for participation in each and all of the above-noted organizations.

References: E.C. #45253 and #45260
Adopted: June 27, 1989
Revised: November 25, 2008



Westminster School District Memorandum

DATE: August 26, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.13—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support 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 B2 as follows:

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

Mr. Jefferson Huynh has a Bachelor's degree in Psychology from the University of California, Los Angeles. Mr. Huynh is currently working on his Master's at California State University, Fullerton. It is recommended that Mr. Huynh start at Step III of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 25)	\$3,800 \$21.91	\$3,948 \$22.79	\$4,103 \$23.67	\$4,268 \$24.62	\$4,438 \$25.61	\$4,616 \$26.61

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



Westminster School District Memorandum

DATE: August 26, 2025

TO: Personnel Commission

FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources

SUBJECT: Agenda Item 3.14—Approve Advanced Step Placement on the salary schedule for a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support 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. Patricia Cano has worked as a Paraeducator for 28 years in the Garden Grove Unified School District and the Orange County Department of Education. It is recommended that Ms. Cano start at Step III of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month \$ Hour	STEP II \$ Month \$ Hour	STEP III \$ Month \$ Hour	STEP IV \$ Month \$ Hour	STEP V \$ Month \$ Hour	STEP VI \$ Month \$ Hour
Paraeducator (Range 25)	\$3,800 \$21.91	\$3,948 \$22.79	\$4,103 \$23.67	\$4,268 \$24.62	\$4,438 \$25.61	\$4,616 \$26.61

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

**Human Resources Classified
Recruitment Report - Last Updated on 7-30-25**

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Bus Driver	0	1	Transportation	N	Pending posting on edjoin
Community Liaison Worker Spanish	1	1	Warner/DeMille	Y	Hired Pending posting on edjoin
Custodian	0	1	Sequoia	Y	pending transfer
District Family Engagement Specialist	0	1	District Office	N	Names to hiring supervisor
Early Ed Instructor	0	1	Land	N	posted on edjoin
Early Ed Infant Instructor	0	1	Various Sites	N	posted on edjoin
Early Ed Assistant	0	2	Land	Y	Names to hiring supervisor
Early Ed Infant Assistant (Spanish Preferred)	0	3	Land	N	posted on edjoin
Early Education Infant Assistant (Vietnamese Preferred)	0	3	Land	N	posted on edjoin
ESP Facilitator* <i>Outsourced to Talent Collaborative</i>	3	32	Various Sites	Y	Hired, Posted on edjoin, testing in progress
ESP Lead Facilitator* <i>Outsourced to Talent Collaborative</i>	0	8	Various Sites	N	Names to hiring supervisor
ESP Site Supervisors	1	2	ESP	N	Names to hiring supervisor
Food Service Worker	0	11	Various Sites	N	Names to hiring supervisor
Lead Food Service Worker	0	4	Various Sites	N	Testing in progress
Lead Grounds Maintenance Worker	1	0	District Office	y	Hired
Lead Payroll Technician	1	0	Business	N	Hired
Network and IT solutions Manager	1	0	Technology		Hired
Nutrition Services Chef	2	0	Nutrition Center	N	Hired
Paraeducator (15 hours)	0	1	Various Sites	N	Testing in progress
Paraeducator Instructional Support	33	4	Various Sites	Y	Testing in progress
Paraeducator Behavior Instruction and Support	0	3	Various Sites	N	Testing in progress
Technology Services Technician	1	0	Warner	N	Hired
Technology Services Specialist	0	1	District Office	N	Testing in progress
Translator Interpreter Vietnamese	1	0	District Office		Hired
VAPA Assistant Elementary	1	1	Various Sites	N	Testing in progress

Month At A Glance

46 80

Ending 8-20-25

<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>
42	46	34	76	9.36%	4.76%

Ending 6-11-25

<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>
51	22	40	91	11.29%	5.68%