

**WESTMINSTER SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Regular Meeting of October 28, 2025, at 3:00 p.m.  
District Office Board Room**

- | 1.  | <u>CALL TO ORDER 3:00 P.M</u>                 |   | Louis Fermelia                  |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|---|---|---|---------------------------------|---------------------|-------------------------------|---------------------------------|--|---|---|---|-------------------------------------|---|---|---|---|----|---|----|--|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--|
|   | 1.1   | Pledge of Allegiance  |                                 |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 2.  | <u>CONSENT AGENDA</u> (Items identified by *) | Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Personnel Commission, discussed, and acted upon separately. The Deputy Superintendent of Human Resources and the Executive Director of Human Resources recommend approval of all Consent Agenda items.  | Louis Fermelia                  |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 2.1   | Consent                      Approve the minutes of the regular meeting of September 30, 2025 (Enclosure)   | Louis Fermelia                  |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 2.2   | Consent                      Approve the following eligibility lists: (Enclosure)   | Louis Fermelia                  |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   |   | <table border="0" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 15%;">Vacant<br/>Positions</th> <th style="width: 15%;">Active<br/>Eligibility<br/>List</th> <th style="width: 15%;">Official<br/>Eligibility<br/>List</th> </tr> </thead> <tbody> <tr> <td>A. Community Liaison Worker<br/>Spanish, expiration 9/30/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">6</td> <td style="text-align: center;">6</td> </tr> <tr> <td>B. Bus Driver, expiration 10/1/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> </tr> <tr> <td>C. Extended School Program<br/>Facilitator, expiration 10/3/2026</td> <td style="text-align: center;">30</td> <td style="text-align: center;">6</td> <td style="text-align: center;">21</td> </tr> <tr> <td>D. Physical Education Assistant,<br/>expiration 10/8/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> </tr> <tr> <td>E. Early Education Instructor,<br/>expiration 10/13/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> </tr> <tr> <td>F. Early Education Infant Assistant,<br/>expiration 10/13/2026</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> <td style="text-align: center;">7</td> </tr> <tr> <td>G. Web Content &amp; Project<br/>Management Specialist,<br/>expiration 10/21/2026</td> <td style="text-align: center;">1</td> <td style="text-align: center;">8</td> <td style="text-align: center;">8</td> </tr> </tbody> </table> |                                 | Vacant<br>Positions | Active<br>Eligibility<br>List | Official<br>Eligibility<br>List | A. Community Liaison Worker<br>Spanish, expiration 9/30/2026 | 1 | 6 | 6 | B. Bus Driver, expiration 10/1/2026 | 1 | 1 | 1 | C. Extended School Program<br>Facilitator, expiration 10/3/2026 | 30 | 6 | 21 | D. Physical Education Assistant,<br>expiration 10/8/2026 | 1 | 8 | 8 | E. Early Education Instructor,<br>expiration 10/13/2026 | 1 | 8 | 8 | F. Early Education Infant Assistant,<br>expiration 10/13/2026 | 7 | 7 | 7 | G. Web Content & Project<br>Management Specialist,<br>expiration 10/21/2026 | 1 | 8 | 8 |  |
|   | Vacant<br>Positions                           | Active<br>Eligibility<br>List   | Official<br>Eligibility<br>List |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| A. Community Liaison Worker<br>Spanish, expiration 9/30/2026                | 1   | 6   | 6                               |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| B. Bus Driver, expiration 10/1/2026   | 1   | 1   | 1                               |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| C. Extended School Program<br>Facilitator, expiration 10/3/2026             | 30  | 6   | 21                              |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| D. Physical Education Assistant,<br>expiration 10/8/2026                    | 1   | 8   | 8                               |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| E. Early Education Instructor,<br>expiration 10/13/2026                     | 1   | 8   | 8                               |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| F. Early Education Infant Assistant,<br>expiration 10/13/2026               | 7   | 7   | 7                               |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| G. Web Content & Project<br>Management Specialist,<br>expiration 10/21/2026 | 1   | 8   | 8                               |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 3.  | <u>NEW BUSINESS</u>                           |   |                                 |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 3.1   | <u>Discussion/Action</u> Approve the Personnel Commission Annual Report (Enclosure)   | Michael Kim                     |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 3.2   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Bus Driver. (Enclosure)   | Michael Kim                     |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 3.3   | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Food Service Worker. (Enclosure)  | Michael Kim                     |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
| 4.  | <u>REPORTS/COMMENTS</u>                       |   |                                 |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 4.1   | Information                  Recruitment/Vacancy Update (Enclosure)   | Monica Wilkinson                |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 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                 |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 4.5   | Information                  Assistant Superintendent Report  |                                 |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   |   | 4.5.1                          Business Services  | Manuel Cardoso                  |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   |   | 4.5.2                          Educational Services   | Dr. Richard<br>Noblett          |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
|   | 4.6   | Information                  Superintendent Report  | Dr. Gunn Marie<br>Hansen        |                     |                               |                                 |  |   |   |   |                                     |   |   |   |   |    |   |    |  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |

Personnel Commission Agenda

October 28, 2025

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|-----|--|--|--|
| 4.7 | Information  | Public Comments<br>CSEA<br>Public and Staff in attendance  | Matt Acocello                                    |
| 4.8 | Information  | Staff Comments<br>Personnel Analyst<br>Personnel Technician<br>Personnel Specialist                                    | Stephanie Myers<br>Monica Wilkinson              |
| 4.9 | Information  | Personnel Commission Comments<br>Commissioner Jones<br>Commissioner Connolly<br>Commissioner Fermelia                  | Robin Jones<br>Thomas Connolly<br>Louis Fermelia |
| 5.  | <u>CLOSED SESSION: (if needed) – Southwing Conference Room</u> |  | Louis Fermelia                                   |
| 5.1 |  | Public Employee Performance Evaluation<br>- Government Codes §54957 and 54957.1<br>Executive Director, Human Resources |  |
| 5.2 |  | Public employee discipline/dismissal/release<br>- Government Codes §54954.5(e) and 54957                               |  |
| 6.  | ADJOURNMENT:   |  | Louis Fermelia                                   |

*In compliance with the Americans with Disabilities Act, if you need special assistance, disability-related modifications, or accommodations to participate in the public meetings of the District's Personnel Commission, please contact the Personnel Commission office at (714) 894-7311, extension 1170, seventy-two hours prior to the meeting to enable the district to make reasonable arrangements to assure accessibility to this meeting*

PERSONNEL COMMISSION MEETING CALENDAR:

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 September 30, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 3:02 p.m. Mrs. Monica Wilkinson led the flag salute.

*COMMISSIONERS PRESENT:*

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

*OTHERS PRESENT:*

Dr. Gunn Marie Hansen, Superintendent  
Mr. Rich Montgomery, Deputy Superintendent,  
Human Resources  
Dr. Richard Noblett, Assistant Superintendent,  
Educational Services  
Mr. Manuel Cardoso, Assistant Superintendent,  
Business Services  
Mr. Michael Kim, Executive Director, Human  
Resources  
Mrs. Susan Hillenbrand, Administrative Secretary,  
Human Resources  
Ms. Carol DaCosta, Administrative Secretary,  
Educational Services  
Mrs. Stephanie Myers, Personnel Analyst  
Mrs. Monica Wilkinson, Personnel Specialist  
Mrs. Stacey Barajas, CSEA Vice President  
Mrs. Karen Urbano, CSEA Chief Union Steward  
Ms. Sonia Vu, CSEA Political Action Coordinator  
Mrs. Jackie Jenkins, CSEA Past President

*MINUTES OF THE REGULAR MEETING  
OF August 26, 2025:*

Commissioner Connolly moved, seconded by  
Commissioner Jones, to approve the minutes of the  
regular meeting of August 26, 2025.  
**Motion carried 3/0**

*ELIGIBILITY LIST APPROVED:*

Commissioner Connolly moved, seconded by  
Commissioner Jones, to approve the eligibility list;  
Paraeducator Instructional Support – Hiring Fair,  
expiration 11/5/2026, Paraeducator TK-8, expiration,  
8/14/2026, Technology Services Specialist,  
expiration 8/27/2026, Extended School Program Site  
Supervisor, expiration 9/3/2026. **Motion carried 3/0**

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

Commissioner Connolly moved, seconded by  
Commissioner Jones to approve the advanced step  
placement on the salary schedule for the Early  
Education Infant Instructor. **Motion carried 3/0**

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

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

*APPROVE ADVANCED STEP  
PLACEMENT ON THE SALARY  
SCHEDULE FOR THE LEAD FOOD  
SERVICE WORKER:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Lead Food Service Worker. **Motion carried 3/0**

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

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

*SECOND READING AND APPROVAL OF  
RULES AND REGULATIONS ARTICLE II  
THE PERSONNEL COMMISSION:*

Commissioner Jones moved, seconded by Commissioner Connolly to approve the changes to the Rules and Regulations Article II The Personnel Commission. **Motion carried 3/0**

*APPROVE THE REVISED TITLE CHANGE  
AND SALARY RANGE FOR PERSONNEL  
ANALYST TO PERSONNEL ANALYST  
CONFIDENTIAL:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve the revised title change and salary range for Personnel Analyst to Personnel Analyst Confidential. **Motion carried 3/0**

*APPROVE THE NEW CLASSIFICATION  
STATEMENT AND SALARY RANGE FOR  
THE EXECUTIVE ASSISTANT TO THE  
SUPERINTENDENT AND THE BOARD OF  
EDUCATION:*

Commissioner Connolly moved, seconded by Commissioner Jones to approve the new classification statement and salary range for the Executive Assistant to the Superintendent and the Board of Education. **Motion carried 3/0**

*APPROVE THE TITLE CHANGE FOR THE  
ADMINISTRATIVE SECRETARY  
CONFIDENTIAL TO EXECUTIVE  
SECRETARY CONFIDENTIAL:*

Commissioner Jones moved, seconded by Commissioner Connolly to approve the title change for the Administrative Secretary Confidential to Executive Secretary Confidential

*RECRUITMENT UPDATE:*

Mrs. Wilkinson presented an update on the recruitment report.

*PERSONNEL COMMISSION CALENDAR:*

No Changes.

*EXECUTIVE DIRECTOR REPORT:*

Mr. Kim thanked the Commission for accommodating the change in the meeting date due to a conference attended by himself and Mr. Montgomery.

Mr. Kim commended Mrs. Wilkinson for stepping up to fulfill the responsibilities of Mrs. Torres' role as Personnel Technician.

Mr. Kim shared that Mrs. Myers has requested to step down to the position of Personnel Technician.

*DEPUTY SUPERINTENDENT REPORT:*

Mr. Montgomery shared that Mrs. Myers has agreed to take on the role of Personnel Technician, supporting the Extended School Program and Early Learning Programs with recruitment efforts.

He then announced the sad news of the passing of our Skilled Maintenance Worker – Locksmith.

Mr. Montgomery concluded by extending his heartfelt thanks to the Commission for their ongoing support.

*ASSISTANT SUPERINTENDENT REPORTS:*

Dr. Noblett thanked the Commission for their continued support.

He welcomed Mrs. Myers to the Extended School Program.

Dr. Noblett shared that a high-dosage tutoring program for students after school began on September 29th.

Mr. Cardoso expressed that the Maintenance Department lost a valued family member with the passing of the Locksmith.

He thanked Human Resources for their assistance during this time.

Mr. Cardoso also expressed gratitude to the Commission for supporting the step placement for the Lead Food Service Worker.

He apologized for having to leave early to attend a budget advisory meeting.

*SUPERINTENDENT REPORT*

Dr. Hansen thanked the Commission for supporting the changes to job titles and the new classification statement.

Dr. Hansen stated how pleased things were going the first month of school. She shared that we do have declining enrollment, but it is not as bad as some of our neighboring districts.

Dr. Hansen noted that there have been some smaller TK classes than in the past, which resulted in some staffing changes to support the district.

*PUBLIC COMMENTS:*

CSEA:

No Comment.

*STAFF COMMENTS:*

No Comment.

*COMMISSIONER'S COMMENTS:*

Commissioner Jones expressed her happiness to be in attendance and her appreciation for the efforts of the administration and staff on behalf of the students of the Westminster School District.

Commissioner Connolly shared that, upon reading the minutes from the last meeting he was unable to attend, Dr. Hansen's comments about Elevate stood out to him and made him feel excited about the program.

Commissioner Fermelia congratulated Mrs. Myers.

He expressed his condolences on the passing of the Locksmith.

Commissioner Fermelia thanked the Superintendent for the efforts in making Westminster School District a premier district.

*ADJOURNMENT:*

The meeting adjourned at 3:32 p.m.

Respectfully submitted,  
Michael Kim  
Executive Director, Human Resources



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-116  
**Effective:** 9/30/2025  
**Expires:** 9/30/2026

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

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>				
1	Hortensia Garrison	Merged:	x			Veteran Pts.
						Seniority Pts.
2	Rebekah Montes de Oca	Merged:	x			Veteran Pts.
						Seniority Pts.
3	Elizabeth Gutierrez	Merged:	x			Veteran Pts.
						Seniority Pts.
4	Damaris Martinez	Merged:				Veteran Pts.
						Seniority Pts.
5	Patricia Lopez	Merged:				Veteran Pts.
						Seniority Pts.
6	Jonathan Montes-Cervantes	Merged:	x			Veteran Pts.
						Seniority Pts.

**One Vacancy**



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-120  
**Effective:** 10/1/2025  
**Expires:** 10/1/2026

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

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Megan Martinez	Merged:			Veteran Pts.
					Seniority Pts.

**One Vacancy**



**Eligibility List For: Extended School Program 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:	x		Veteran Pts.
					Seniority Pts.
1	Corey Jones	Merged:	x		Veteran Pts.
					Seniority Pts.
1	Pradeepa Mary Christina Selvaraj	Merged:			Veteran Pts.
					Seniority Pts.
2	Priscilla Martinez	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Robert Fulton	Merged:	x		Veteran Pts.
					Seniority Pts.
3	Valery Baker	Merged:			Veteran Pts.
					Seniority Pts.
3	William Lyons	Merged:	x		Veteran Pts.
					Seniority Pts.
4	Stephanie Murray	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Lizbeth Arevalo	Merged:	x		Veteran Pts.
					Seniority Pts.
5	Ashley Pirir	Merged:			Veteran Pts.
					Seniority Pts.
5	Tamnhu Tran	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Jeremiah Naylor	Merged:	x		Veteran Pts.
					Seniority Pts.
6	Kelly Pirir	Merged:			Veteran Pts.
					Seniority Pts.
6	Jenny Thai	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Emily Hua	Merged:	x		Veteran Pts.
					Seniority Pts.
7	Billie Lowdwe	Merged:	x		Veteran Pts.
					Seniority Pts.
8	Nayeli Jimenez	Merged:			Veteran Pts.
					Seniority Pts.
9	Cesilio Flores	Merged:	x		Veteran Pts.
					Seniority Pts.
9	An Ha	Merged:	x		Veteran Pts.
					Seniority Pts.
9	Heather Hernandez	Merged:			Veteran Pts.
					Seniority Pts.

**Thirty Vacancies**



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-123  
**Effective:** 10/8/2025  
**Expires:** 10/8/2026

**Eligibility List For: Physical Education Assistant  
List Type: Open/Promotional - 10 months**

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>				
1	Matthew Yan	Merged:				Veteran Pts.
						Seniority Pts.
2	Anthony Enriquez	Merged:				Veteran Pts.
						Seniority Pts.
3	Jordan Esparza	Merged:				Veteran Pts.
						Seniority Pts.
4	Alexa Kleven	Merged:				Veteran Pts.
						Seniority Pts.
4	Moises Lopez	Merged:				Veteran Pts.
						Seniority Pts.
5	John Pham	Merged:				Veteran Pts.
						Seniority Pts.
6	Roberta Moreno	Merged:				Veteran Pts.
						Seniority Pts.
7	Megan Taili	Merged:				Veteran Pts.
						Seniority Pts.

**One Vacancy**



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-117  
**Effective:** 10/13/2025  
**Expires:** 10/13/2026

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

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>			
1	Adriana Villicana	Merged:			Veteran Pts.
					Seniority Pts. X
2	Annabel Ortiz	Merged:			Veteran Pts.
					Seniority Pts. X
3	Diem Hang Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
4	Michele Rasmussen	Merged:			Veteran Pts.
					Seniority Pts.
5	Magdalena Torres	Merged:			Veteran Pts.
					Seniority Pts. X
6	Alicia Santana	Merged:			Veteran Pts.
					Seniority Pts.
7	Lurdes Cardoso	Merged:			Veteran Pts.
					Seniority Pts. X
7	Luz Lopez-Briseno	Merged:			Veteran Pts.
					Seniority Pts. X

**One Vacancy**



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

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>			
1	Lang Stansbury	Merged:			Veteran Pts.
					Seniority Pts. X
2	Thao Thai	Merged:			Veteran Pts.
					Seniority Pts.
2	Nansy Yang	Merged:			Veteran Pts.
					Seniority Pts.
3	Yen Nguyen	Merged:	X		Veteran Pts.
					Seniority Pts.
4	Vickie Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
4	Alma Perez Cazales	Merged:			Veteran Pts.
					Seniority Pts.
5	Sarah Foutz	Merged:			Veteran Pts.
					Seniority Pts. X

**Seven Vacancies**



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-127  
**Effective:** 10/21/2025  
**Expires:** 10/21/2026

**Eligibility List For: Web Content & Project Management Specialist  
List Type: Open/Promotional - 12 months**

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>					
1	Minh Luc	Merged:				Veteran Pts.	
						Seniority Pts.	
2	Francisco Gramajo	Merged:				Veteran Pts.	
						Seniority Pts.	
3	Rebecca Radtke	Merged:				Veteran Pts.	
						Seniority Pts.	
4	Brandon Pham	Merged:				Veteran Pts.	
						Seniority Pts.	
4	Lian Nguyen	Merged:				Veteran Pts.	
						Seniority Pts.	X
5	Dandan Li	Merged:				Veteran Pts.	
						Seniority Pts.	X
6	Anthony Camarena	Merged:				Veteran Pts.	
						Seniority Pts.	
7	Valerie Alicajic	Merged:				Veteran Pts.	
						Seniority Pts.	

**One Vacancy**

## Future Goals and Objectives

- ◆ Implement Powerschool application to digitize Westminster School Districts human resources practices, from Recruitment through Retirement.
- ◆ Continue with use of software to automate our testing processes and increase the number of job applicants to improve our candidate pools.
- ◆ Continue implementing the “WSD Inspires & Hires” initiative by advertising at school sites through a variety of advertising means.
- ◆ Continue to develop new and/or update classifications to meet the District's changing needs.
- ◆ Implement and sustain Job Classification Study for all classified classification groups on a rotational basis for the next 5 years.
- ◆ Continue to create appropriate and meaningful staff development training for all classified employees, including supervisors of classified employees.
- ◆ Continue to update the District's classified Rules and Regulations to ensure compliance with State and Federal laws.

## Statistics

<u>Recruitments &amp; Selection:</u>	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>
Applicants Tested	477	663	738
Eligible for Referral	301	379	438
Applicants Hired (New)	126	156	163
Re-hired from layoff	0	0	0
Additional positions/hours	35	27	9
Promotions/demotions	51	57	69
Transfers	26	35	43
<u>Recruitments &amp; Selection:</u>	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>
Open & Promotional	134	84	105
Open & Continuous	30	16	0
Promotional Only	0	0	0
<u>Classification Activity:</u>	<u>22/23</u>	<u>23/24</u>	<u>24/25</u>
Revised Job Descriptions	8	7	14
New Classifications created	1	4	8
Abolished Classifications	12	0	0

### Personnel Commission Office Staff



**Mr. Michael Kim**  
Executive Director

**Personnel Analyst, Mrs. Stephanie Myers**  
**Personnel Technician, Mrs. Cynthia Torres**  
**Personnel Services Specialist,**  
**Mrs. Monica Wilkinson**

For additional information on the Personnel Commission including bios visit our website at

<http://www.wsdk8.us/>

# Personnel Commission 2024-2025 Annual Report



**14121 Cedarwood Ave.**  
**Westminster, CA 92683**  
**714-894-7311**  
**[www.wsdk8.us](http://www.wsdk8.us)**

In compliance with the Rules and Regulations, employment opportunity bulletins for recruitments are posted at every District site for a period of ten days. Job opportunity bulletins are also posted on the WSD website at [www.wsdk8.us](http://www.wsdk8.us). The District also posts recruitments on the [EdJoin.org](http://EdJoin.org) website, California's online job search site for jobs available in education. WSD is one of over 1800 school districts, county offices of education and other education agencies posting employment opportunities on the network.

## Introduction

The 2024-2025 Annual Report from the Personnel Commission of Westminster School District is prepared in compliance with California Education Code Section 45266 and the Personnel Commission Rules and Regulations. This report describes the functions, responsibilities and accomplishments of the Personnel Commission during the 2024-2025 fiscal year. Additionally, this report describes the goals and vision for future years in the aim of continually progressing forward whereby aiding Westminster School District in the effort to supply the most highly qualified classified staff in support of this District's schools and educational programs.

Westminster School District adopted the Merit System on June 15, 1965. The Personnel Commission provides assistance to the Board of Trustees, Superintendent of Schools, District, Site Administration and District staff to ensure that the practices and principles of the Merit System are upheld while simultaneously providing quality services to ensure proper support is available to the District's schools. The merit system is based upon these general principles: employment and promotion on the basis of merit, as shown by competitive examination; career service; like pay for like service; impartial hearing of appeals from disciplinary actions; prohibition against discrimination. Legal guidelines for the merit system in California school districts are outlined in Education Codes 45250, 45320 and 88000 to 88180.

The Westminster School District employs more than 690 highly-qualified classified personnel. In administering the Merit Rules and Regulations through consistent and lawful testing and hiring practices, the Personnel Commission ensures efficiency, fairness, and impartiality in the selection, retention and promotion of Westminster School District's excellent classified staff.

## Personnel Commission Meetings

Regular meetings of the Personnel Commission are scheduled for the third Tuesday of each month, but they may be moved to an alternate date if circumstances warrant. Special meetings are held upon the needs determined by the Commissioners. Meetings are held in the District Office Board Room at 3:00 p.m. Meeting agendas are posted for public view 48 hours prior to the meeting. All employees and members of the general public are welcome to attend.

## Personnel Commission Budget

The budget for the Personnel Commission is submitted each year for approval at a public hearing. For the 2024-2025 school year, the public hearing was held on May 28, 2024, and the Commission adopted the budget following the hearing. The Governing Board of Trustees concurred with the budget and the County Superintendent of Schools approved it on June 26, 2024. The Personnel Commission budget for the 2024-2025 school year was approved in the amount of \$794,205.00.

## Accomplishments and Employee Recognitions

Classified School Employees of the Year 2024-2025: Thoa Nguyen from Child Nutrition, Harold Dunkinsell from Maintenance & Operations, Lorena Salcedo from the Office & Technical Support, Laura Costa from Para-Educator & Instructional Assistance, and Ana Anguiano-Aguirre from Support Services & Security.

Commissioner Louis Ferrmelia

Chairperson



Commissioner Thomas Connolly

Vice Chairperson



Commissioner Robin Jones

Member



For additional information on the Personnel

Commission including bios visit our website

at



## Westminster School District Memorandum

**DATE:** October 28, 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 Bus Driver.

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The advanced step placement recommendation for a Bus Driver 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 B3 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.
3. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

Ms. Megan Martinez has experience as a School Bus Driver from the Centralia School District. In addition to the difficulty in finding School Bus Drivers, it is recommended that Ms. Martinez start at Step III of the Bus Driver salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Bus Driver (Range 92)	\$28.17	\$29.32	\$30.47	\$31.67	\$32.95	\$34.26

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for a Bus Driver.



## Westminster School District Memorandum

**DATE:** October 28, 2025

**TO:** Personnel Commission

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

**SUBJECT:** Agenda Item 3.3—Approve Advanced Step Placement on the salary schedule for a Food Service Worker.

The advanced step placement recommendation for a Food Service Worker comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement 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. Nohemi Aranda has experience as a Food Service Worker from the Magnolia School District. It is recommended that Ms. Aranda start at Step III of the Food Service Worker salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Food Service Worker (Range 8)	\$19.74	\$20.51	\$21.34	\$22.18	\$23.07	\$23.99

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

## Human Resources Classified Recruitment Report Last Updated on 10-22-2025

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Ed. Services	N	Testing in progress
Bus Driver	1	1	District Office	Y	hired
Community Liaison Worker Spanish	1	1	Warner	Y	hired
Community Liaison Worker English	0	1	Sequoia	N	Pending posting edjoin
Custodian	0	1	Various sites	Y	Names to hiring supervisor
District Special Education Parent Liaison	0	1	Land	N	Testing in progress
Early Ed Instructor	0	1	Willmore	Y	Names to hiring supervisor
Early Ed Assistant	0	3	Various sites	Y	Names to hiring supervisor
Early Ed Infant Assistant (Spanish)	0	3	Land	Y	Names to hiring supervisor
Early Ed Infant Assistant (Vietnamese)	0	4	Land	y	Names to hiring supervisor
Executive Assistant to the Superintendent and Board of Education	0	1	District Office	N	posted on edjoin
ESP Facilitator*	2	74	Various Sites	Y	On going
ESP Lead Facilitator*	1	7	Various Sites	N	On going
ESP Site Supervisors	2	2	Various Sites	Y	hired
Food Service Worker	0	5	Various Sites	N	pending posted on edjoin
Lead Food Service Worker	0	2	Various Sites	N	pending posted on edjoin
Nutrition Services Account Technician	0	1	Nutrition Center	N	pending posted on edjoin
Paraeducator	0	1	Willmore	Y	Names to hiring supervisor
Paraeducator Instructional Support	0	20	Various Sites	Y	Testing in progress
Paraeducator Behavior Support	0	12	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	2	Various Sites	N	Pending posting on edjoin
Physical Education Assistant	0	1	various Sites	N	Names to hiring supervisor
Personnel Analyst	0	1	District Office	N	posted on edjoin
Personnel Technician	1	2	District Office	N	posted on edjoin
School Office Manager	0	1	Anderson	N	Testing in progress
Student Transportation Special Health	0	1	District Office	N	Pending posting on edjoin
Student Transportation Assistant	0	1	District Office	N	Pending posting on edjoin
Skilled Maintenance Worker Locksmith	0	1	District Office	N	Pending posting on edjoin
Technology Services Technician	1	1	Stacey	Y	hired.
Translator Interpreter Vietnamese	0	1	District Office	Y	Testing in progress
VAPA Assistant Elementary	0	1	Various Sites	Y	Names to hiring supervisor
Web Content and Project Management Specialist	0	1	District Office	N	Names to hiring supervisor

Month At A Glance

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Ending 10-22-25

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
81	8	74	155	17.26%	9.79%

Ending 9-23-25

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
37	44	37	74	9.04%	5.14%