

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of November 18, 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 October 28, 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;"> <tr> <td style="width: 10%;"></td> <td style="width: 15%; text-align: center;">Vacant
Positions</td> <td style="width: 15%; text-align: center;">Active
Eligibility
List</td> <td style="width: 15%; text-align: center;">Official
Eligibility
List</td> </tr> </table> | | Vacant
Positions | Active
Eligibility
List | Official
Eligibility
List | |
| | Vacant
Positions | Active
Eligibility
List | Official
Eligibility
List | | | | |
| | | A. Translator/Interpreter
Vietnamese, expiration
11/4/2026 | 1 6 6 | | | | |
| | | B. School Office Manager | 1 10 10 | | | | |
| 3. | <u>NEW BUSINESS</u> | | | | | | |
| | 3.1 | <u>Discussion/Action</u> Approve advanced step placement on the salary schedule for the Technology Services Technician. (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
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 | | | | |
| | 4.9 | Information Personnel Commission Comments | | | | | |
| | | Commissioner Jones | | | | | |
| | | Commissioner Connolly | | | | | |
| | | Commissioner Fermelia | Robin Jones
Thomas Connolly
Louis Fermelia | | | | |

Personnel Commission Agenda

November 18, 2025

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5. CLOSED SESSION: (if needed) –

Louis Fermelia

- 5.1 Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Executive Director, Human Resources
- 5.2 Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957

6. ADJOURNMENT:

Louis Fermelia

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

PERSONNEL COMMISSION MEETING CALENDAR:

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 October 28, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 3:01 p.m. Mrs. Susan Hillenbrand led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mrs. Susan Hillenbrand, Administrative Secretary,
Human Resources
Mrs. Monica Wilkinson, Personnel Specialist
Mr. Matt Acocello, CSEA President
Mrs. Stacey Barajas, CSEA Vice President
Mrs. Karen Urbano, CSEA Chief Union Steward
Mrs. Kristina Scott, CSEA Communications Officer
Ms. Sonia Vu, CSEA Political Action Coordinator
Mrs. Jackie Jenkins, CSEA Past President

*MINUTES OF THE REGULAR MEETING
OF September 30, 2025:*

Commissioner Connolly moved, seconded by
Commissioner Jones, to approve the minutes of the
regular meeting of September 30, 2025.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Connolly moved, seconded by
Commissioner Jones, to approve the eligibility list;
Community Liaison Worker, expiration 09/30/2026,
Bus Driver, expiration, 10/1/2026, Extended School
Program Facilitator, expiration 10/3/2026, Early
Education Instructor, expiration 10/13/2026, Early
Education Infant Assistant, expiration 10/13/2026,
Web Content & Project Management Specialist,
expiration 10/21/2026. **Motion carried 3/0**

*APPROVE PERSONNEL COMMISSION
ANNUAL REPORT:*

Commissioner Connolly moved, seconded by
Commissioner Jones to approve the Personnel
Commission Annual Report. **Motion carried 3/0**

*APPROVE ADVANCED STEP
PLACEMENT ON THE SALARY BUS
DRIVER:*

Commissioner Connolly moved, seconded by
Commissioner Jones to approve the advanced step
placement on the salary schedule for the Bus Driver.
Motion carried 3/0

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

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

RECRUITMENT UPDATE:

Mrs. Wilkinson presented an update on the recruitment report.

PERSONNEL COMMISSION CALENDAR:

No Changes.

EXECUTIVE DIRECTOR REPORT:

No Report.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery shared that the Extended School Program Facilitator showing 74 vacancies which was lower in the past. The reason for this was that we had several positions being filled by an outside agency. Mrs. Myers will be moving to her new Personnel Technician position to target and support the filling of these vacancies aggressively.

Mr. Montgomery reported that he spoke at a state conference and was asked how to get Classified Employees involved more in Leadership opportunities. He shared that we have held Classified Leadership Academies.

Mr. Montgomery would like to recognize Commissioner Fermelia at the Board meeting on November 20th.

Finally, Mr. Montgomery shared that Ms. Wilkinson will be leaving. Ms. Wilkinson shared that she accepted a job at Saddleback Community College, and her last day will be November 7th.

ASSISTANT SUPERINTENDENT REPORTS:

Mr. Cardoso thanked the participants in the Facilities Master Plan. He shared that they are receiving great feedback. The next meeting is scheduled at Stacey and will be open to the community.

Mr. Cardoso thanked the commission for the approval of the advanced step placements. He credited the salary study from a couple years ago for us to be able to bring people from other districts to our district.

Mr. Cardoso congratulated Mrs. Wilkinson on her new position sharing that she has been great to work with.

SUPERINTENDENT REPORT

No Comment.

*PUBLIC COMMENTS:
CSEA:*

Mr. Acocello congratulated Mrs. Wilkinson on her new chapter and wished her well.

STAFF COMMENTS:

No Comment.

COMMISSIONER'S COMMENTS:

Commissioner Jones stated that she was very excited to be a part of the Westminster School District. She shared that her son attended DeMille and Stacey and has grown up and prospered. She also shared how pleased she is to be working with the Staff and CSEA positively.

Commissioner Connolly shared that he is excited about the Facilities Master Plan. He was assigned to Finley School, where he was able to get a solo tour from the Principal, and he had some ideas to share that could help the campus become more workable.

Commissioner Fermelia thanked Mr. Acocello for his collaboration with Human Resources and his leadership with CSEA.

Commissioner Fermelia thanked everyone for their leadership.

The meeting adjourned at 3:30 p.m.

ADJOURNMENT:

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



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

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Josephine Le	Merged:			Veteran Pts.
					Seniority Pts.
2	Quyên Dao	Merged:			Veteran Pts.
					Seniority Pts.
3	Chloe Dang	Merged:			Veteran Pts.
					Seniority Pts.
4	Thanh Hai Yen Duong	Merged:			Veteran Pts.
					Seniority Pts.
5	Henry Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
6	Thao Tran	Merged:	x		Veteran Pts.
					Seniority Pts.

One Vacancy



**Westminster School District
Classified Human Resources**

Recruitment #: 26-133
Effective: 11/6/2025
Expires: 11/6/2026

**Eligibility List For: School Office Manager
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Nicole Loken	Merged:				Veteran Pts.
						Seniority Pts.
2	Vanessa Perez	Merged:				Veteran Pts.
						Seniority Pts.
3	Sylvia Chaires	Merged:				Veteran Pts.
						Seniority Pts.
3	Paola Lynch	Merged:				Veteran Pts.
						Seniority Pts. X
4	Christine Bausch	Merged:				Veteran Pts.
						Seniority Pts.
4	Vanessa Chicaiza	Merged:				Veteran Pts.
						Seniority Pts.
5	Lilian Bengry	Merged:				Veteran Pts.
						Seniority Pts.
6	Hoa Le	Merged:				Veteran Pts.
						Seniority Pts.
6	Sharon Suarez	Merged:				Veteran Pts.
						Seniority Pts.
7	Jeannette Torres	Merged:				Veteran Pts.
						Seniority Pts.

One Vacancy



Westminster School District Memorandum

DATE: November 18, 2025
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.1–Approve Advanced Step Placement on the salary schedule for a Technology Services Technician.

The advanced step placement recommendation for a Technology Services Technician 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. Eduardo Rangel has experience from the Centralia School District, where he has worked as an Information Access Coordinator. Mr. Rangel has also worked as an Information Technology Specialist and a Help Desk Assistant. Mr. Rangel has a Bachelor's from California State University, Dominguez Hills. It is recommended that Mr. Rangel start at Step VI of the Technology Services Technician salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Technology Services Technician (Range 72)	\$26.10	\$27.15	\$28.25	\$29.37	\$30.54	\$31.77

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Technology Services Technician

Human Resources Classified Recruitment Report Last Updated on 11-12-2025

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Ed. Services	N	Testing in progress
Community Liaison Worker English	0	1	Sequoia	N	Pending posting on edjoin
Custodian	0	1	Eastwood/ Sequoia	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 Preferred)	0	3	Land	Y	Names to hiring supervisor
Early Ed Infant Assistant (Vietnamese Preferred)	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*Outsourced	2	74	Various Sites	Y	On going
ESP Lead Facilitator*Outsourced	0	8	Various Sites	N	On going
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	4	4	Willmore	Y	hired
Paraeducator Instructional Support	0	20	Various Sites	Y	Names to hiring supervisor
Paraeducator Behavior Instruction and Support	0	12	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	2	Johnson, Schroeder	N	Pending posting on edjoin
Physical Education Assistant	4	4	various Sites	N	hired
Personnel Analyst	0	1	District Office	N	Testing in progress
Personnel Specialist	0	1	District Office	N	posted on edjoin
Personnel Technician	0	1	District Office	N	Testing in progress
School Office Manager	4	4	Anderson	N	hired
Student Transportation Special Health Assistant	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
Translator Interpreter Vietnamese	0	1	District Office	Y	Names to hiring supervisor
VAPA Assistant Elementary	0	1	Various Sites	Y	Names to hiring supervisor
Web Content and Project Management Specialist	4	4	District Office	N	hired

Month At A Glance

6 148

Ending 11-12-25

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ ESP)	Vacancy Rate (w/o ESP)
82	6	66	148	17.01%	9.07%

Ending 10-22-2025

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