

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of May 26, 2026, at 3:00 p.m.
District Office Board Room

1. CALL TO ORDER 3:00 P.M

Thomas Connolly

1.1 Pledge of Allegiance

2. CONSENT AGENDA

Thomas Connolly

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.

2.1 Consent Approve the minutes of the regular meeting of April 28, 2026 (Enclosure)

Thomas Connolly

2.2 Consent Approve the following eligibility lists: (Enclosure)

Thomas Connolly

		Vacant Positions	Active Eligibility List
A.	Extended School Program Lead Facilitator, expiration 05/08/2027	3	4
B.	Extended School Program Facilitator, expiration 05/12/2027	46	13
C.	Analyst, Categorical Programs expiration 05/12/2027	1	4
D.	Senior Clerk Typist, expiration 05/07/2027	1	14
E.	Paraeducator Instructional Support, SPED, expiration 04/29/2027	19	10
F.	Food Service Delivery Driver/Worker, expiration 05/13/2027	1	7
G.	Data Information Systems Integration Specialist, expiration 05/18/2027	1	7
H.	Public Information Officer, expiration 05/14/2027	1	8
I.	Student Services Technician, expiration 05/19/2027	1	4

3. ACTION ITEMS

3.1 Discussion/Action PUBLIC HEARING
Presentation of the proposed Personnel Commission Budget for the 2026-2027 school year.

Michael Kim

3.2 Discussion/Action Adoption of the Personnel Commission Budget for the 2026-2027 school year.

Michael Kim

3.3 Discussion/Action Approve advanced step placement on the salary schedule for a Paraeducator Instructional Support

Michael Kim

3.4 Discussion/Action Approve advanced step placement on the salary schedule for a Paraeducator Specialized Health and Instructional Support

Michael Kim

3.5 Discussion/Action Approve advanced step placement on the salary schedule for an Extended Program Lead Facilitator

Michael Kim

3.6 Discussion/Action Approve the Personnel Commission Annual Report

Michael Kim

4. REPORTS/COMMENTS

4.1	Information	Recruitment/Vacancy Update	Maria Orona
4.2	Information	Personnel Commission Calendar	Thomas Connolly
4.3	Information	Executive Director Report	Michael Kim
4.4	Information	Deputy Superintendent Report	Rich Montgomery
	4.4.1	Human Resources	
4.5	Information	Assistant Superintendent Report	
	4.5.1	Business Services	Manuel Cardoso
	4.5.2	Educational Services	
4.6	Information	Superintendent Report	Dr. Gunn Marie Hansen
4.7	Information	Public Comments	
		CSEA	Matt Acocello
		Public and Staff in attendance	
4.8	Information	Staff Comments	
		Personnel Analyst	Jovanna Peña
		Personnel Technician	Maria Orona
		Personnel Services Specialist	Amy Nahabedian
4.9	Information	Personnel Commission Comments	
		Commissioner Jones	Robin Jones
		Commissioner Connolly	Thomas Connolly
		Commissioner Jenkins	Jackie Jenkins

6. CLOSED SESSION: (if needed)

Thomas Connolly

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

7. ADJOURNMENT:

Thomas Connolly

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

PERSONNEL COMMISSION MEETING CALENDAR:

June 23, 2026



CONSENT ITEMS

- Approval of Minutes
- Eligibility Lists (9)

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION**
Minutes of the Regular Meeting of April 28, 2026

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Thomas Connolly at 3:00 p.m. Mr. Michael Kim led the flag salute.

COMMISSIONERS PRESENT:

Mr. Thomas Connolly
Mrs. Robin Jones
Mrs. Jackie Jenkins

OTHERS PRESENT:

Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Mr. Michael Kim, Executive Director,
Human Resources
Mrs. Susan Hillenbrand, Executive Secretary,
Human Resources
Ms. Yolanda Galvas, Executive Secretary, Human
Resources
Mrs. Jovanna Peña, Personnel Analyst, Human
Resources
Mrs. Maria Orona, Personnel Technician, Human
Resources
Mrs. Amy Nahabedian, Personnel Services Specialist,
Human Resources
Mrs. Stacey Barajas, CSEA Vice President
Mrs. Karen Urbano, CSEA Chief Union Steward
Mrs. Sonia Vu, CSEA Political Action Coordinator
Mr. Mike Jenkins, Community Member

**MINUTES OF THE REGULAR MEETING
OF April 28, 2026:**

Commissioner Jenkins moved, seconded by
Commissioner Jones, to approve the minutes of the
regular meeting of April 28, 2026.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Jenkins, to approve the eligibility list;
Lead Food Service Worker, expiration 03-19-2027,
Paraeducator, expiration 03-25-2027, Extended
School Program Lead Facilitator, expiration
03-30-2027, Paraeducator Behavior & Instructional
Support - SPED, expiration 03-31-2027,
Paraeducator Behavior & Instructional Support,
expiration 04-01-2027, Extended School Program
Facilitator, expiration 04-02-2027, Nutrition Services
Operations Technician, expiration 04-03-2027, Early
Education Program Supervisor, expiration
04-08-2027, Student Transportation Assistant,
expiration 04-08-2027, Paraeducator Specialized
Health & Instructional Support, expiration
04-16-2027..
Motion carried 3/0

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

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

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

Commissioner Jones moved, second by Commissioner Jenkins 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- EARLY
EDUCATION ASSISTANT:**

Commissioner Jones moved, second by Commissioner Jenkins to approve the advanced step placement on the salary schedule for the Early Education Assistant.
Motion carried 3/0

APPROVE REVISED JOB DESCRIPTIONS:
Chairperson Tom Connolly proposed consolidating Agenda Items 3.4 through 3.23 into one action item for purposes of discussion and approval.

Commissioner Jones moved, second by Commissioner Jenkins to approve the proposal of approving Agenda Items 3.4 through 3.23 as presented.
Motion carried 3/0

**APPROVE AND CONSOLIDATE AGENDA
ITEMS 3.4 THROUGH 3.23:**
Early Education Assistant to Early Learning Assistant, Early Education Infant Instructor to Early Learning Infant Instructor, Early Education Instructor to Early Learning Instructor, Extended School Program Facilitator, Extended School Program Lead Facilitator, Extended School Program Site Supervisor, Instructional Materials Assistant, Library Media Assistant, Physical Education Assistant, English Language Assessments for California, Textbook Instructional Materials Technician, Visual and Performing Arts Assistant, Lead Paraeducator Behavior and Instructional Support, Paraeducator Instructional Support, Paraeducator/Specialized Health and Instructional Support, Paraeducator, Speech and Language Assistant to Speech and Language Pathology Assistant, Technology Services Technician.

Commissioner Jones moved, second by Commissioner Jenkins to approve Agenda Items 3.4 through 3.23.
Motion carried 3/0

RECRUITMENT UPDATE:

Mrs. Maria Orona provided an update on the recruitment report, noting a change regarding the School Office Manager vacancy at Sequoia School, as the selected candidate retracted her acceptance. Mrs. Orona also shared that the Student Transportation Assistant position will be reposted.

PERSONNEL COMMISSION CALENDAR:

The Personnel Commission meeting calendar was reviewed, with no changes reported.

EXECUTIVE DIRECTOR REPORT:

Mr. Kim shared that the Human Resources Department appreciated the Commission's approval of the revised job descriptions and thanked everyone for their collaborative efforts in moving the work forward. He also shared appreciation for the continued collaborative partnership with CSEA in the best interest of the District. Additionally, Mr. Kim thanked the Job Description Committee for their teamwork and support throughout the revision process. Lastly, Mr. Kim provided an update regarding PowerSchool, noting that the system will serve as a "one-stop shop" to help streamline processes and improve efficiency for all staff.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery shared that Dr. Hansen was attending a training and reported that the District has reached a tentative agreement with CSEA. He expressed major kudos to Stacey Barajas for stepping in during negotiations and supporting the process. Mr. Montgomery also shared that invitations for the retirement dinner will be sent out soon and provided a save-the-date for June 3, 2026. He commended the team for being proactive and doing a remarkable job during this busy time of year, noting that many end-of-year events are currently taking place throughout the District.

ASSISTANT SUPERINTENDENT REPORT:

Mr. Cardoso shared that salary schedules are being finalized as the District approaches the end of the school year. Mr. Cardoso announced that School Lunch Hero Day would be celebrated on Friday, May 1, 2026, and shared that a resolution would be provided for anyone interested in attending. He emphasized the importance of taking time to celebrate and recognize all District employees.

PUBLIC COMMENTS:
CSEA:

CSEA Vice President Stacey Barajas invited everyone to attend the CSEA Dinner on May 20, 2026, at Clegg Elementary School beginning at 5:00 p.m. Ms. Barajas shared that the event would include auction baskets and tacos.

COMMISSIONER'S COMMENTS:

Commissioner Jones expressed appreciation for the amount of work being accomplished and commented on how concise and easy to read the materials and reports are. Commissioner Jones thanked staff for all of their hard work and dedication.

Commissioner Jenkins inquired about the status of recruitment efforts related to upcoming retirements. Discussion followed regarding the onboarding of at least seven employees, with the goal of ensuring there is approximately one to two weeks of overlap for

training and transition purposes. Commissioner Jenkins thanked staff for their efforts and planning.

Commissioner Connolly echoed the comments shared by the fellow Commissioners and expressed appreciation for the hard work of District staff. Commissioner Connolly stated that Westminster School District is one of the best districts in the state and thanked everyone for their continued dedication and efforts.

ADJOURNMENT:

The meeting adjourned at 3:50 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



Eligibility Lists for the following position(s) are being submitted to the Personnel Commission for review.

Position:	Extended School Program Lead Facilitator		
Date Established:	05-08-2026	Candidates on List:	4

Position:	Extended School Program Facilitator		
Date Established:	05-12-2026	Candidates on List:	13

Position:	Analyst, Categorical Programs		
Date Established:	05-12-2026	Candidates on List:	4

Position:	Senior Clerk Typist		
Date Established:	05-07-2026	Candidates on List:	14

Position:	Paraeducator Instructional Support - SPED		
Date Established:	04-29-2026	Candidates on List:	10

Position:	Food Service Delivery Driver/Worker		
Date Established:	05-13-2026	Candidates on List:	7

Position:	Data Information Systems Integration Specialist		
Date Established:	05-18-0206	Candidates on List:	7

Position:	Public Information Officer		
Date Established:	05-14-2026	Candidates on List:	8

Position:	Student Services Technician		
Date Established:	05-19-2026	Candidates on List:	4



ACTION ITEMS

- Public Hearing - Annual Budget
- Advanced Step Placement (3)
- Revised Job Description
- Annual Report



Human Resources

Rich Montgomery, Deputy Superintendent

Michael Kim, Executive Director

WSD INSPIRES!

Gunn Marie Hansen, Ph.D., Superintendent

BOARD OF TRUSTEES

Jeremy Khalaf, President

Khanh Nguyen, Vice President

Tina Gurney, Clerk

David M. Johnson, Member

Frances Nguyen, Member

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Westminster Personnel Commission will hold a Public Hearing to receive public input regarding the Personnel Commission Annual Budget.

The purpose of this hearing is to present and adopt the for the Personnel Commission Annual Budget for the 2026-2027 school year.

Meeting Scheduled For:

May 26, 2026

3:00 p.m.

Westminster School District

Board Room

14121 Cedarwood Street

Westminster, CA 92683

All interested persons are invited to attend and participate. Public comments may be presented to the Personnel Commission at the time and place listed above.

Posted: May 19, 2026

ANNUAL BUDGET OF PERSONNEL COMMISSION
FISCAL YEAR 2026-2027
(Education Code Section 45253)

Westminster

School District, Orange County, California

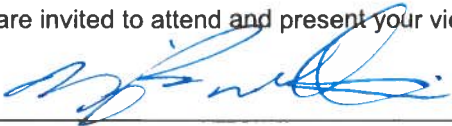
NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION

TO: The Governing Board and District Administration

The public hearing on this proposed budget will be held on May 26, 2026, at 3:00 p.m.

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

You are invited to attend and present your views.



Chairman or Director of Personnel Commission

5/21/2026

Date

ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION

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

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

DATE OF MEETING: May 26, 2026

REVIEWED BY THE DISTRICT SUPERINTENDENT

Superintendent

Date

Chairman or Director of Personnel Commission

Date

APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION

TO: The Governing Board and Personnel Commission

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

Stefan Bean, Ed.D.
County Superintendent of Schools

_____, 2026

_____, Deputy

Dean West, CPA
Associate Superintendent, Business Services

Personnel Commission Annual Budget Fiscal Year 2026-27 Westminster School District		Column I 2024-25 Actuals (\$ only)	Column II 2025-26 Actuals or Estimate (\$ only)	Column III 2026-27 Budget (\$ only)
2000	Classified Salaries1			
2300	Classified Supervisors & Administrators			
	Commission Members (3)	\$1,550.00	\$1,550.00	\$1,550.00
	Director	\$126,221.00	\$110,381.00	\$112,431.00
2400	Clerical, Technical & Office Staff	\$270,052.00	\$313,254.00	\$392,165.00
	Secretaries, Clerks			
	<i>SUBTOTAL (2000 CLASS.)</i>	<i>\$ 397,823.00</i>	<i>\$ 425,185.00</i>	<i>\$ 506,146.00</i>
3000	Employee Benefits			
3101	State Teachers Retirement System – Certificated			
3102	State Teachers Retirement System – Classified	\$19,862.00	\$20,930.00	\$21,475.00
3201	Public Employees' Retirement System-Certificated			
3202	Public Employees' Retirement System-Classified	\$96,287.00	\$83,983.00	\$102,502.00
3301	OASDI/Medicare – Certificated			
3354	PARS-Classified	\$100.00		
3314/3356	OASDI/Medicare – Classified	\$28,876.00	\$25,690.00	\$31,334.00
3401	Health & Welfare Benefits – Certificated			
3402	Health & Welfare Benefits – Classified	\$95,211.00	\$106,835.00	\$100,075.00
3501	Unemployment Insurance – Certificated			
3502	Unemployment Insurance – Classified	\$231.00	\$212.00	\$251.00
3601	Workers' Compensation Insurance – Certificated			
3602	Workers' Compensation Insurance – Classified	\$9,004.00	\$10,646.00	\$12,553.00
3702	OPEB-Classified	\$1,201.00	\$1,215.00	\$3,405.00
3801	PERS Reduction – Certificated			
3802	PERS Reduction - Classified			
3901	Other Benefits – Certificated			

3902	Other Benefits – Classified			
	<i>SUBTOTAL (3000 CLASS.)</i>	<i>\$ 250,772.00</i>	<i>\$ 249,511.00</i>	<i>\$ 271,595.00</i>
4000	Books and Supplies			
4200	Books & Reference Materials			
	Literature, Periodicals			
4300	Materials & Supplies	7807	7597	14750
4400	Equipment	5623	2378	6378
	<i>SUBTOTAL (4000 CLASS.)</i>	<i>\$ 13,430.00</i>	<i>\$ 9,975.00</i>	<i>\$ 21,128.00</i>
5000	Services & Other Operating Expenditures			
5200	Travel & Conferences	\$11,961.00	\$21,488.00	\$10,398.00
	Expense Allowances			
	Mileage			
	Conferences			
5300	Dues and Memberships	\$3,400.00	\$3,400.00	\$6,570.00
5400	Insurance			
	Fire and Theft			
	Liability			
5500	Operations and Housekeeping Services ³			
	Utilities			
5600	Rentals, Leases & Repairs			
5700	Direct Cost Transfers			
	Printing & Forms	\$825.00	\$1,868.00	\$200.00
5800	Prof/Consulting Services & Operating Expenditures	\$9,305.00	\$70,161.00	
	Examinations	\$19,407.00	\$19,211.00	\$19,407.00
	Advertising	\$3,307.00	\$578.00	\$3,307.00
	Professional Assistance (Screening Committee, Consultants, Analysis Surveys)			
5900	Communications			
	Telephone			
	Postage			

	<i>SUBTOTAL (5000 CLASS.)</i>	<i>\$ 48,205.00</i>	<i>\$ 116,706.00</i>	<i>\$ 39,882.00</i>
6000	Capital Outlay			
6400	Equipment			
	Office Equipment			
6500	Replacement of Equipment			
	<i>SUBTOTAL (6000 CLASS.)</i>	<i>\$ -</i>	<i>\$ -</i>	<i>\$ -</i>
	TOTAL EXPENDITURES	\$ 710,230.00	\$ 801,377.00	\$ 838,751.00

1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.

2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).

3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.



Westminster School District Memorandum

DATE: May 26, 2026
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 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. Lesly Cerda has experience from Amergis and Brighter Days ABA, where she has worked as a Behavioral Therapist and Technician for over 6 years. It is recommended that Ms. Cerda start at Step V of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Instructional Support (Range 25)	\$21.91	\$22.79	\$23.67	\$24.62	\$25.61	\$26.61

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



Westminster School District Memorandum

DATE: May 26, 2026
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 Paraeducator Specialized Health and Instructional Support .

The advanced step placement recommendation for a Paraeducator Specialized Health and 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. Stacey Luu has experience from Amergis, where she has worked as a Behavioral Technician. Ms. Luu holds a Bachelor's degree from University of New Mexico. It is recommended that Ms. Luu start at Step 3 of the Paraeducator Specialized Health and Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Specialized Health & Instructional Support (Range 33)	\$23.04	\$23.96	\$24.91	\$25.90	\$26.93	\$28.01

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



Westminster School District Memorandum

DATE: May 26, 2026
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 an Extended School Program Lead Facilitator.

The advanced step placement recommendation for an Extended Program Lead Facilitator comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement 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. William Deloney has experience from Behavioral Health Works, where he has worked as a Behavioral Technician for over 2 years. Mr. Deloney holds a Master's degree from Cal Baptist University. It is recommended that Mr. Deloney start at Step IV of the Extended School Program Lead Facilitator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Extended School Program Lead Facilitator (Range 32)	\$22.96	\$23.88	\$24.84	\$25.82	\$26.85	\$27.90

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Extended School Program Lead Facilitator.

PERSONNEL COMMISSION

ANNUAL REPORT 2025-26



COMMISSIONERS

Thomas Connolly
Chairperson

Robin Jones
Commissioner

Jackie Jenkins
Commissioner

MERIT SYSTEM

Principles

The 2025–2026 Annual Report of the Personnel Commission for Westminster School District is prepared in accordance with California Education Code Section 45266 and the Personnel Commission Rules and Regulations. This report highlights the functions, responsibilities, and accomplishments of the Personnel Commission during the 2025–2026 fiscal year, while continuing to support fair, transparent, and merit-based personnel practices throughout the District.

Westminster School District adopted the Merit System on June 15, 1965. The Personnel Commission works collaboratively with the Board of Trustees, Superintendent, District Administration, school sites, and staff to uphold the principles of the Merit System and support the District's educational mission through effective and equitable classified personnel practices.

Westminster School District currently employs over 800 classified employees who provide essential support services to students, staff, and school communities. Through consistent and lawful recruitment, examination, classification, and hiring practices, the Personnel Commission remains committed to ensuring fairness, efficiency, and excellence in personnel administration.

WESTMINSTER SCHOOL DISTRICT

Personnel Commissioners



Tom Connolly
Est. 1996

Chairperson



Robin Jones
Est. 2001

Commissioner



Jackie Jenkins
Est. 2025

Commissioner

ACCOMPLISHMENTS & ONGOING INITIATIVES

Last Years Goals and Achievements 2025-2026

- Continued implementation of the District's rotating Job Classification Study process for classified classification groups.
 - Updated and revised multiple classified job descriptions and classifications.
 - Early Learning, Expanded School Program (ESP), Paraeducator, Library, Curriculum and Instruction, and Technology. Updated classifications to better align with operational needs and current job duties.
- Continued utilization of software and technology to streamline recruitment, testing, and hiring processes while expanding applicant pools for positions.
- Continued the "WSD Inspires & Hires" initiative through school site outreach and various recruitment advertising methods.
- Continued development of professional development and training opportunities for classified employees and supervisors of classified staff.
- Updated and uploaded revised Personnel Commission Rules and Regulations to the District website to improve accessibility and ensure compliance with current State and Federal laws.

Future Goals and Objectives - 2026-2027

- Continue implementation of PowerSchool Records and develop additional paperless onboarding procedures to improve efficiency, compliance, and employee access to personnel records.
- Develop structured onboarding and tracking procedures for substitute employees to support staffing needs and improve substitute availability Districtwide.
- Continue reviewing and updating classified job descriptions and classifications to meet the evolving needs of Westminster School District.
- Continue utilizing technology and recruitment initiatives to improve hiring processes and expand candidate pools for classified positions/vacancies.
- Continue providing meaningful training and professional development opportunities for classified employees and supervisors.
- Continue reviewing and updating Personnel Commission Rules and Regulations to maintain compliance with current laws and best practices.

STATISTICAL Summary

<u>Classified Personnel</u>			
	2023-24	2024-25	2025-26
Regular Employees	648	723	828
Active Substitutes	380	409	329
<u>Recruitments & Selection</u>			
Applications Received	1703	1936	1829
Applicants Tested	663	738	906
Applicants Hired (New)	156	163	232
39-Month Rehire List	0	0	2
Promotions	25	50	28
Demotions	2	0	6
Transfers	35	43	22
Open & Promotional	84	105	81
Open & Continuous	16	0	1
Promotional Only	0	0	0
<u>Classification Activity</u>			
Revised Job Descriptions	7	14	24
New Classifications	4	8	2
Abolished Classifications	0	0	0
<u>Resignations</u>			
Resignations	364	377	239

PERSONNEL COMMISSION

Meetings

Regular meetings of the Personnel Commission are typically held on the fourth Tuesday of each month; however, meeting dates may be adjusted as needed. Special meetings may also be scheduled when necessary.

Meetings are held in the District Office Mendez Board Room at 3:00 p.m. Agendas are posted for public viewing at least 48 hours prior to each meeting. District employees and members of the public are welcome to attend.

2025–2026 Meeting Schedule

July 2025 – No Meeting

August 26, 2025

September 30, 2025

October 28, 2025

November 18, 2025

December 16, 2025

January 27, 2026

February 17, 2026

March 24, 2026

April 28, 2026

May 26, 2026

June 23, 2026

PERSONNEL COMMISSION

Office Staff



Mr. Michael Kim
Executive Director



Jovanna Peña
Personnel Analyst



Stepanie Myers
Personnel Technician



Maria Orona
Personnel Technician



Amy Nahabedian
Personnel Services Specialist



Thank you!

Special thanks to our Personnel Commissioners throughout the 2025–2026 school year. Thank you for your continued leadership, thoughtful guidance, and commitment to navigating the many changes and initiatives that support the Merit System and Westminster School District employees.

We look forward to accomplishing even more together in the coming year!





INFORMATIONAL ITEM

- Recruitment Report
- Open to Public
- Open to Staff
- Open to Personnel Commission

Human Resources Classified Recruitment Report

Job Posting	Hired	Vacancies	Site/Dept	Eligibility List	Recruitment Status
Accounting Specialist	0	1	Business	N	ON HOLD
Analyst, Categorical Programs	0	1	Ed Services	N	Final Interviews
Buyer	0	1	Business	N	ON HOLD
Data Info Systems Integration Specialist	1	0	Tech Dept	Y	Hired
Early Education Assistant	0	15	Various sites	Y	Pending posting on Edjoin
Early Education Instructor	0	6	Various sites	Y	Names to hiring
Early Ed Infant Assistant (Spanish Preferred)	0	3	Land	Y	Oral Exam Scheduled
Early Ed Infant Assistant (Vietnamese Preferred)	0	2	Land	Y	Oral Exam Scheduled
~~Early Education Program Supervisor~~	~~1~~	~~0~~	~~Land~~	~~Y~~	~~Hired~~
ESP Facilitator* <i>Outsourced</i>	9	57	Various Sites	Y	On going
ESP Lead Facilitator* <i>Outsourced</i>	0	3	Various Sites	N	On going
Food Service Delivery Driver/Worker	0	1	Nutrition	N	Final Interviews
Network Systems Analyst	0	1	District Office	N	Written Exam
Paraeducator	0	1	Various Sites	Y	Oral Exam Scheduled
Paraeducator Instructional Support	3	21	Various Sites	N	Written Exam
Paraeducator Behavior & Instructional Support	0	8	Various Sites	N	Written Exam
Paraeducator Specialized Health	3	0	Various Sites	N	Hired
Public Information Officer	0	1	District Office	N	Final Interviews
School Office Manager	0	1	Fryberger	Y	Oral Exam Scheduled
School Office Manager	0	1	Sequoia	Y	ON HOLD
Senior Clerk Typist	1	0	ESP - Admin	N	Hired
Student Services Technician	0	1	LAND	N	Final Interviews
Month At A Glance	18	125	Last Updated 05-20-2026		