

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of June 23, 2026, at 3:00 p.m.
District Office Board Room**

1. CALL TO ORDER 3:00 P.M

1.1 Pledge of Allegiance

Thomas Connolly

2. CONSENT AGENDA

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.

Thomas Connolly

2.1 Consent Approve the minutes of the regular meeting of May 26, 2026 (Enclosure)

Thomas Connolly

2.2 Consent Approve the following eligibility lists: (Enclosure)

Thomas Connolly

	Vacant Positions	Active Eligibility List
A. Early Learning Instructor, expiration 05/19/2027	6	18
B. Early Learning Infant Assistant, expiration 05/21/2027	5	5
C. Paraeducator Instructional Support, SPED, expiration 05/27/2027	16	4
D. Paraeducator, expiration 05/28/2027	1	9
E. Network Systems Analyst, expiration 05/29/2027	1	5
F. Paraeducator Behavior Instructional Support, expiration 06/01/2027	8	4
G. Staff Secretary, expiration 06/11/2027	2	14
H. Senior Custodian, expiration 06/16/2027	2	3

3. ACTION ITEMS

3.1 Discussion/Action Approve revised job description for Duplicating Services Technician

Michael Kim

3.2 Discussion/Action Approve advanced step placement on the salary schedule for a Paraeducator

Michael Kim

3.3 Discussion/Action Approve advanced step placement on the salary schedule for a Network System Analyst

Michael Kim

4. REPORTS/COMMENTS

4.1 Information Recruitment/Vacancy Update

Maria Orona
Stephanie Myers

4.2 Information Personnel Commission Calendar

Thomas Connolly

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

Personnel Commission Agenda

June 23, 2026

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| | 4.5.1 | Business Services | Manuel Cardoso |
| | 4.5.2 | Educational Services | Dr. Kara Heinrich |
| 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 Technician
Personnel Services Specialist | Jovanna Peña
Stephanie Myers
Maria Orona
Amy Nahabedian |
| 4.9 | Information | Personnel Commission Comments
Commissioner Jones
Commissioner Connolly
Commissioner Jenkins | Robin Jones
Thomas Connolly
Jackie Jenkins |
| 6. | <u>CLOSED SESSION: (if needed)</u> | | 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. | <u>ADJOURNMENT:</u> | | 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 (8)

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION**
Minutes of the Regular Meeting of May 26, 2026

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

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

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. Stephanie Myers, Personnel Technician, Human
Resources
Mrs. Maria Orona, Personnel Technician, Human
Resources
Mr. Matthew Acocello, CSEA President
Mrs. Stacey Barajas, CSEA Vice President
Mrs. Karen Urbano, CSEA Chief Union Steward

**MINUTES OF THE REGULAR MEETING
OF May 26, 2026:**

Commissioner Jones moved, seconded by
Commissioner Jenkins, to approve the minutes of the
regular meeting of May 26, 2026.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jones moved, seconded by
Commissioner Jenkins, to approve the eligibility list;
Extended School Program Lead Facilitator,
expiration 05/08/2027, Extended School Program
Facilitator, expiration 05/12/2027, Analyst,
Categorical Programs expiration 05/12/2027, Senior
Clerk Typist, expiration 05/07/2027, Paraeducator
Instructional Support, SPED, expiration 04/29/2027
Food Service Delivery Driver/Worker, expiration
05/13/2027, Data Information Systems Integration
Specialist, expiration 05/18/2027, Public Information
Officer, expiration 05/14/2027, Student Services
Technician, expiration 05/19/2027
Motion carried 3/0

**PUBLIC HEARING TO PROVIDE THE
BOARD OF TRUSTEES AND THE PUBLIC
AN OPPORTUNITY TO EXPRESS THEIR
VIEWS ON THE PROPOSED PERSONNEL
COMMISSION BUDGET FOR 2026-2027
SCHOOL YEAR:**

A public hearing was opened at 3:04 p.m. and closed
at 3:05 p.m. Commissioner Jenkins asked questions
regarding the proposed budget, including the
CalSTRS line item and the decrease in the supplies
and printing budget compared to the previous years.

**ADOPT THE PERSONNEL COMMISSION
BUDGET FOR THE 2026-2027 SCHOOL
YEAR:**

Commissioner Jones moved, second by
Commissioner Jenkins to to adopt the Personnel
Commission Budget for the 2026-2027 School Year.
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-
PARAEDUCATOR SPECIALIZED HEALTH
AND INSTRUCTIONAL SUPPORT:**

Commissioner Jones moved, second by
Commissioner Jenkins to approve the advanced step
placement on the salary schedule for the
Paraeducator Specialized Health and Instructional
Support.

Motion carried 3/0

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

Commissioner Jenkins moved, second by
Commissioner Jones to approve the advanced step
placement on the salary schedule for the Extended
School Program Lead Facilitator.

Motion carried 3/0

**APPROVE PERSONNEL COMMISSION
ANNUAL REPORT:**

Commissioner Jenkins moved, second by
Commissioner Jones to approve the Personnel
Commission Annual Report.

Motion carried 3/0

RECRUITMENT UPDATE:

Mrs. Maria Orona provided an update on the Network
System Analyst recruitment and reported that the
process is currently in the final stages.

Mrs. Stephanie Myers provided an update on the
recruitment report. She reported that the District has
successfully filled 47 out of 107 positions and 25 were
through Talent Collaborative.

PERSONNEL COMMISSION CALENDAR:

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

EXECUTIVE DIRECTOR REPORT:

Mr. Kim shared that the District recognized Stacey
Middle School, Sequoia Elementary, and the
Transportation Department with a midday ice cream
surprise for being the first sites/departments to
complete their Keenan training requirements. Mr. Kim
also provided an update regarding the upcoming
Retirement Dinner and shared his excitement that all
three Personnel Commissioners will be in attendance.

**PUBLIC COMMENTS:
CSEA:**

Matthew Acocello, CSEA President shared that
negotiations have concluded. He expressed his
appreciation for Warner Middle School and District
staff for their efforts during the evacuation process.
He stated that while it was "controlled chaos," the
response was flawless, with everyone working

together and all hands on deck. He shared that items related to the evacuation will be discussed further at the next Safety Committee meeting. Mr. Acocello shared that he is looking forward to the Retirement Dinner on June 3rd.

Karen, CSEA Chief Union Steward, also expressed her appreciation and stated that the Transportation and Technology Departments did an excellent job. She shared that the process went better than expected and that communication throughout the situation was effective.

COMMISSIONER'S COMMENTS:

Commissioner Jenkins shared that she attended the "Hero Lunch Day" event at Stacey Middle School and was very impressed with the kitchen and staff. She expressed her appreciation for receiving advance notice of District events and shared that she enjoys attending opportunities that recognize and honor classified employees.

Commissioner Jones expressed that she continues to be impressed by Westminster School District and appreciates the opportunity to serve on the Personnel Commission. She thanked staff for their continued efforts and stated, "keep up the good work."

Commissioner Connolly thanked everyone involved in preparing the Annual Report. He shared that the report was concise, easy to review, and well done. He also shared that he looks forward to attending the upcoming Retirement Dinner.

ADJOURNMENT:

The meeting adjourned at 3:42 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:	Early Learning Instructor		
Date Established:	05-19-2026	Candidates on List:	18

Position:	Early Learning Infant Assistant		
Date Established:	05-21-2026	Candidates on List:	5

Position:	Paraeducator Instructional Support - SPED		
Date Established:	05-27-2026	Candidates on List:	4

Position:	Paraeducator		
Date Established:	05-28-2026	Candidates on List:	9

Position:	Network Systems Analyst		
Date Established:	05-29-2026	Candidates on List:	5

Position:	Paraeducator Behavior & Instructional Support s General Education		
Date Established:	06-01-2026	Candidates on List:	4

Position:	Staff Secretary		
Date Established:	06-12-2026	Candidates on List:	14

Position:	Senior Custodian		
Date Established:	06-16-2026	Candidates on List:	3

Position:			
Date Established:		Candidates on List:	

Position:			
Date Established:		Candidates on List:	



ACTION ITEMS

- Revised Job Description
- Advanced Step Placement (2)



Westminster School District Memorandum

DATE: June 23, 2026

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

SUBJECT: Agenda Item 3.1– Approve Revised Job Description – Duplicating Services Technician

The Westminster School District is committed to maintaining accurate and current job descriptions that reflect today's work environment, technology, and District practices.

Following the retirement of the employee in the Duplicating Services Technician classification and in preparation for recruitment, the Human Resources Department, in collaboration with the Educational Technology Department, conducted a review of the existing job description, which was last updated in 2004.

Through this review, it was determined that revisions were needed to modernize language, remove outdated terminology, and better reflect the current practices and equipment used in publication and printing services. Updates included removing references to obsolete technology, updating terminology, and improving the overall clarity and consistency of the job description.

The proposed revisions do not impact the classification's salary placement or change the overall scope of the position. The updated job description was reviewed collaboratively and approved through a Memorandum of Understanding (MOU) between the District and CSEA on May 27, 2026.

RECOMMENDATION: Approve the updated job description for Duplicating Services Technician.



MEMORANDUM OF UNDERSTANDING
Between The
WESTMINSTER SCHOOL DISTRICT
And The
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS WESTMINSTER CHAPTER 34



May 27, 2026

Updated Duplicating Services Technician Job Description

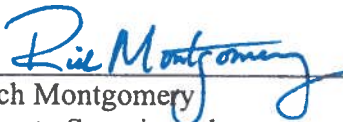
The Westminster School District (District) and the California School Employees Association and its Westminster Chapter 34 (CSEA) agree to this Memorandum of Understanding (MOU) as follows:

The Education Technology department conducted a review of the job description for Duplicating Services Technician, which was last updated in 2004. The updates reflect more modern practices and use of equipment in the publication and printing of media and materials.

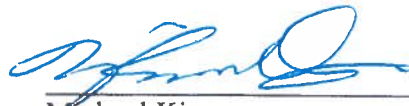
It is agreed upon and understood that this MOU will become operational and effective upon approval and ratification by CSEA 610 policy and by the Westminster School District Board of Trustees.

FOR THE DISTRICT:

FOR THE ASSOCIATION:

 5/27/26
Rich Montgomery Date
Deputy Superintendent
Westminster School District

 5-27-26
Matt Acocello Date
President, Chapter 34
California School Employees Association

 5/27/26
Michael Kim Date
Executive Director, Human Resources
Westminster School District

 5/27/26
Samantha Sanchez Gomez Date
Labor Relations Representative
California School Employees Association

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT JOB DESCRIPTION

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TITLE: DUPLICATING SERVICES TECHNICIAN

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BASIC FUNCTION

Under the direction of the ~~Assistant Superintendent, Educational Services~~ Executive Director, Educational Technology perform or supervise the reproduction of printed materials for the district in a timely and efficient manner; operate and maintain sophisticated reproduction equipment; perform related work as required.

ESSENTIAL DUTIES:

Oversees the district center for the reproduction of printed materials.

Operates ~~offset press and~~ direct image duplication equipment in the reproduction of a wide variety of printed materials.

Organizes, prepares and enters data and materials into computer for preparation for printing and reproduction.

Receives and schedules work orders; determine time commitments and priority.

Determines appropriate software to be used for new projects and work orders.

Maintains equipment and perform minor repairs; arrange for proper servicing and major repairs of all assigned equipment.

~~Installs, maintains, troubleshoots and repairs duplication related microcomputer software and peripheral equipment.~~

Operates and maintains ~~offset press, graphic camera, plate maker, light table,~~ wrapping machine, folder, tying machine, cutter and binder.

Performs binding, stitching, folding and packaging of printed materials.

Determine need for and perform layout and design of material to be printed ~~including preparation of half-tone photos, headlining, plate burning~~ and tasks involving use of computer generated ~~negatives and positives-graphics.~~

Assist administrators and others in organizing and preparing materials for printing in accordance with digital and software standards and requirements.

Maintains a variety of logs, records and reports including a monthly report showing proper charge back to user departments of printing services.

Maintains and controls an inventory of district forms, including digital files of frequently reproduced materials.

Order paper, supplies and equipment; evaluate printing shop's equipment and make recommendations for change as appropriate.

~~Supervise~~ Guides printing section employees; provide training, work direction and guidance.

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Prepare and work within a printing operating budget.

OTHER REPRESENTATIVE DUTIES:

Assists other departments with their copying equipment and calls for service when necessary.

May assist Educational Services personnel in operation and maintenance of equipment ~~in the curriculum laboratory.~~

Updates ~~sd~~ or creates district forms.

Monitors the reproduction of copyrighted materials.

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

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ORGANIZATIONAL RELATIONSHIPS:

Supervision: 1) Report to the Executive Director, Educational Technology Assistant Superintendent, Educational Services.

~~2) Supervise the following positions:~~

~~a) Duplicating Services Assistant~~

~~b) Other personnel as assigned~~

Internal Contacts: Frequent contact with user departments, including all schools and administrative units; frequent contact with administrators on special design work.

External Contacts: Paper company vendors; equipment and supply vendors.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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Printing processes and equipment.

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Technical aspects of printing related computer functions and software programs.

Variety of duplication and printing related software programs.

Operation of a computer ~~work-station~~ workstation in an on-line system.

Proper method for storing and inventorying equipment, materials and supplies.

Paper, paper costs, inks and other supplies.

Simple recordkeeping procedures.

Principles of motivation and supervision.

Oral and written communication skills.

Interpersonal skills; using tact, patience and courtesy.

ABILITY TO:

Operate variety of printing and duplicating related equipment.

Operate a variety of computer software programs.

Perform maintenance and light repair of equipment.

Layout and design printed materials.

Estimate cost of projects.

Speak and present ideas clearly and effectively.

Communicate information about printing and duplication procedures and requirements to users.

Analyze situations accurately and adopt effective courses of action.

Detect errors and inaccuracies in materials submitted for reproduction.

Plan and organize work.

Adjust operational schedules according to emergency and priority needs.

Assign priorities; meet schedules and observe timelines.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

PHYSICAL DEMANDS:

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 stand, walk, and reach with hands and arms.
- Often required to bend, balance, stoop, kneel, or crouch.
- Frequently talk, hear, and listen in individual and small group settings.

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- Occasionally push and pull.
- Specific vision abilities required of the person in this job include close vision, depth perception, and the ability to adjust focus.
- Regularly lift and/or move objects weighing up to 70 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; hear and speak individually or in small groups. The employee is occasionally required to balance and stoop, kneel, or crouch. The employee must regularly lift and /or move objects weighing up to 70 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three (3) years of experience operating digital duplicating and related equipment within the department.
~~Any combination equivalent to: graduation from high school and three years experience in operation of digital based direct impression duplicating equipment, offset and other equipment within the department.~~

LICENSES AND OTHER REQUIREMENTS:

~~Possession and maintenance of a valid California Driver's License and a reliable motor vehicle for personal transportation.~~

PREPARED BY: Personnel Commission DATE: 4/85

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APPROVED BY: Board of Trustees DATE: 6/20/85

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REVISED BY: Personnel Commission DATE: 10/26/04

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REVISED BY: Personnel Commission DATE: 06/23/2026

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Westminster School District Memorandum

DATE: June 23, 2026
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 Paraeducator.

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. Laurie O'Neil has over a decade of experience working as a Teacher Assistant with Fountain Valley Christian Preschool and Bethany Christian Preschool. Ms. O'Neil also exceeds the required number of Early Childhood Education units, having completed coursework through Santa Ana College. It is recommended that Ms. O'Neil start at Step 3 of the Paraeducator 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 (Range 17)	\$21.48	\$22.34	\$23.23	\$24.16	\$25.11	\$26.11

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



Westminster School District Memorandum

DATE: June 23, 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 Network System Analyst.

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.

Mr. Omar Khan has over four years of experience working as an IT Specialist II with Corona-Norco Unified School District. Mr. Khan holds a Bachelor's degree in Management Information Systems from the University of California, Riverside. It is recommended that Mr. Khan start at Step 3 of the Network System Analyst salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Network System Analyst (Range 149)	\$40.40	\$42.01	\$43.63	\$45.42	\$47.23	\$49.10

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Network System Analyst.



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	Oral Exam Scheduled
Analyst, Categorical Programs	1	0	Ed Services	Y	Hired
Assistant Director, Business Services	0	1	Business	N	Posted on EdJoin
Buyer	0	1	Business	N	Written Exam
Chief Technology Officer	0	1	District Office	N	Posted on EdJoin
Community Liaison Worker - Spanish	1	0	ESP	Y	Hired
Community Liaison Worker - Vitenamese	1	1	Various sites	N	Final Interviews
Duplicating Services Technician	0	1	District Office	N	Posted on EdJoin
Early Education Assistant	0	15	Various sites	Y	Names to hiring Supervisor
Early Education Instructor	5	6	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	2	Land	Y	Names to hiring Supervisor
Educational Services Technician	0	1	District Office	N	Posted on EdJoin
ESP Facilitator* <i>Outsourced</i>	2	62	Various Sites	Y	On going
ESP Lead Facilitator* <i>Outsourced</i>	0	4	Various Sites	N	On going
Executive Director, Business Services	0	1	District Office	N	Posted on EdJoin
Food Service Delivery Driver/Worker	1	0	Nutrition	Y	Hired
Network Systems Analyst	1	0	District Office	Y	Hired
Paraeducator	1	0	Various Sites	Y	Hired
Paraeducator Instructional Support	2	19	Various Sites	N	Hired
Paraeducator Behavior & Instructional Support	3	5	Various Sites	N	Final Interviews
Payroll Technician	0	1	Business	N	Oral Exam Scheduled
Public Information Officer	1	0	District Office	Y	Hired
School Office Manager	1	0	Fryberger	Y	Hired
School Office Manager	0	1	Stacey MS	Y	ON HOLD
School Office Manager	0	1	Sequoia	Y	ON HOLD
Senior Custodian	0	2	Various Sites	N	Final Interviews
Staff Secretary	0	2	District Office	Y	Final Interviews
Student Services Technician	1	0	LAND	Y	Hired
Month At A Glance	21	131	Last Updated 06-16-2026		