WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of December 16, 2025, 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 (Items identified by *) — 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 November 18, 2025 (Enclosure) — Thomas Connolly
   - 2.2 Consent — Approve the following eligibility lists: (Enclosure) — Thomas Connolly

		Vacant Positions	Active Eligibility List	Official Eligibility List
A.	District Special Education Parent Liaison, expiration 11/7/2026	1	15	15
B.	Personnel Analyst, expiration 11/21/2026	1	4	4
C.	Personnel Technician, expiration 11/21/2026	1	4	4

3. REPORTS/COMMENTS
   - 3.1 Information — Recruitment/Vacancy Update (Enclosure) — Susan Hillenbrand
   - 3.2 Information — Personnel Commission Calendar — Thomas Connolly
   - 3.3 Information — Executive Director Report — Michael Kim
   - 3.4 Information — Deputy Superintendent Report
     - 3.4.1 Human Resources — Rich Montgomery
   - 3.5 Information — Assistant Superintendent Report
     - 3.5.1 Business Services — Manuel Cardoso
     - 3.5.2 Educational Services — Dr. Richard Noblett
   - 3.6 Information — Superintendent Report — Dr. Gunn Marie Hansen
   - 3.7 Information — Public Comments
     - CSEA — Matt Acocello
     - Public and Staff in attendance
   - 3.8 Information — Staff Comments
     - Personnel Analyst
     - Personnel Technician
     - Personnel Services Specialist
   - 3.9 Information — Personnel Commission Comments
     - Commissioner Jones — Robin Jones
     - Commissioner Connolly — Thomas Connolly

4. CLOSED SESSION: (if needed) – Thomas Connolly

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

5. 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:

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 November 18, 2025

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Louis Fermelia at 3:03 p.m. Mrs. Stephanie Myers 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 J. Noblett, Assistant Superintendent, Educational Services Mr. Michael Kim, Executive Director, Human Resources Ms. Melynda Bezzina, Lead Human Resources Specialist Mrs. Susan Hillenbrand, Executive Secretary, Human Resources Mrs. Stephanie Myers, Personnel Analyst Mrs. Stacey Barajas, CSEA Vice President Mrs. Karen Urbano, CSEA Chief Union Steward
MINUTES OF THE REGULAR MEETING OF November 18, 2025:	Commissioner Jones moved, seconded by Commissioner Connolly, to approve the minutes of the regular meeting of November 18, 2025. **Motion carried 3/0**
ELIGIBILITY LIST APPROVED:	Commissioner Jones moved, seconded by Commissioner Connolly, to approve the eligibility list; Translator/Interpreter Vietnamese, expiration 11/4/2026, School Office Manager, expiration 11/6/2026. **Motion carried 3/0**
APPROVE ADVANCED STEP PLACEMENT ON THE SALARY TECHNOLOGY SERVICES TECHNICIAN:	Commissioner Jones moved, seconded by Commissioner Connolly to approve the advanced step placement on the salary schedule for the Technology Services Technician. **Motion carried 2/0, with Commissioner Fermelia abstaining**
RECRUITMENT UPDATE:	Mrs. Stephanie Myers presented an update on the recruitment report.
PERSONNEL COMMISSION CALENDAR:	No Changes.
EXECUTIVE DIRECTOR REPORT:	Mr. Kim is thankful to be at Westminster School District and the time he has spent with the Commissioners, and honored Commissioner Fermelia for the last 29 years, and shared his appreciation for his time and dedication. Thanked and congratulated staff for their hard work.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery personally invited Commissioner Fermelia to attend the Board Meeting on November 20th to honor and recognize Commissioner Fermelia for his 29 years of service to the Westminster School District.

ASSISTANT SUPERINTENDENT REPORTS:

Dr. Noblett thanked the Commission and Commissioner Fermelia for his service and wished them Happy Holidays.

SUPERINTENDENT REPORT

Thanked Commissioner Fermelia for his service and wished him well. The Board will recognize him at the November 20th Board Meeting.

Dr. Hansen said it has been a pleasure to work with the three Commissioners and hasn't seen such a high functioning Personnel Commission in the other Districts she has worked with.

Dr. Hansen invited Commissioner Connolly and Commissioner Jones to the November 20th Board Meeting to recognize Commissioner Fermelia for his service.

Dr. Hansen thanked the Human Resources Team for their hard work.

Dr. Hansen noted that at the December Study Session on Strategic Goals/Plan, we are currently in year three of a six-year plan, and it is hard to achieve goals, setting/building systems during this phase. At the upcoming Board meeting, we will share an update on the goals and outline the progress we have made.

Dr. Hansen shared that US News & World Report has recognized all 16 of our schools as among the Best Schools in the Nation in our Premier School District.

PUBLIC COMMENTS:
CSEA:

Mrs. Barajas thanked Commissioner Fermelia for his services and Happy Holidays.

Mrs. Barajas invited Commissioner Fermelia to the next CSEA Appreciation Dinner on May 20, 2026.

STAFF COMMENTS:

Mrs. Myers shared that she has worked with Commissioner Fermelia for 20 years and wishes him well.

COMMISSIONER'S COMMENTS:

Commissioner Jones stated it is going to be hard without Commissioner Fermelia at the meetings and wishes him well.

Commissioner Connolly thanked everyone for making the Westminster School District a Premier and appreciated the participation.

Commissioner Fermelia thanked everyone for their participation in making this a Premier District. He thanked everyone for doing a great job. He thanked CSEA, Human Resources staff, and the Administration for their hard work, leadership, and collaboration. He stated he is seeing great work and asked that we keep it up, stating there is still work to be done.

ADJOURNMENT:

The meeting adjourned at 3:27 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources

Westminster School District
Classified Human Resources

Recruitment #: **26-134**
Effective: 11/7/2025
Expires: 11/7/2026

Eligibility List For: District Special Education Parent Liaison
List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Veronica Maciel	Merged:			Veteran Pts.	
					Seniority Pts.	10
2	Ana Anguiano-Aguirre	Merged:			Veteran Pts.	
					Seniority Pts.	3
3	Claudia Palafox	Merged:			Veteran Pts.	
					Seniority Pts.	3
4	Nicole Furtsch	Merged:			Veteran Pts.	
					Seniority Pts.	5
4	Callahan Lucido	Merged:			Veteran Pts.	
					Seniority Pts.	
5	Lorena Ortega	Merged:			Veteran Pts.	
					Seniority Pts.	
6	Tracy Negrete	Merged:			Veteran Pts.	
					Seniority Pts.	3.5
7	Tuyet Hoa La	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Graciela Alcaraz	Merged:			Veteran Pts.	
					Seniority Pts.	
8	Jennifer Felix	Merged:			Veteran Pts.	
					Seniority Pts.	
9	Julie Do	Merged:			Veteran Pts.	
					Seniority Pts.	
10	Sharon Suarez	Merged:			Veteran Pts.	
					Seniority Pts.	
11	Sherry Ngo	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Kylieann Olson	Merged:			Veteran Pts.	
					Seniority Pts.	
12	Andrea Velazquez	Merged:			Veteran Pts.	
					Seniority Pts.	
13	Stephanie Sanchez	Merged:			Veteran Pts.	
					Seniority Pts.	0.5
14	Daisy Doroteo	Merged:			Veteran Pts.	
					Seniority Pts.	
15	Jeannette Torres	Merged:			Veteran Pts.	
					Seniority Pts.	

One Vacancy

Westminster School District
Classified Human Resources

Recruitment #: **26-138**
Effective: 11/21/2026
Expires: 11/21/2026

Eligibility List For: Personnel Analyst
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	C. Susan Hun	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Maria Orona	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Charles Parra	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Jovanna Pena	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Joseph Cobo	Merged:			Veteran Pts.	
					Seniority Pts.	4

One Vacancy

Westminster School District
Classified Human Resources

Recruitment #: **26-139**
Effective: 11/21/2025
Expires: 11/21/2026

Eligibility List For: Personnel Technician
List Type: Open/Promotional - 12 months

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Maria Orona	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Alan Flores	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Renee Hamilton	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Bailey Norton	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Jovanna Pena	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Arielle Pulido	Merged:			Veteran Pts.	
					Seniority Pts.	2.5
4	Amy Nahabedian	Merged:			Veteran Pts.	
					Seniority Pts.	0.5

One Vacancy

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

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~~	1	0	~~Eastwood/ Sequoia~~	Y	Hired
~~District Special Education Parent Liaison~~	1	0	~~Land~~	Y	Hired
~~Early Ed Instructor~~	1	0	~~Willmore~~	Y	Hired
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)	1	3	Land	Y	Names to hiring supervisor
~~Executive Assistant to the Superintendent and Board of Education~~	1	0	~~District Office~~	Y	Hired
ESP Facilitator**Outsourced*	0	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	Posted on Edjoin
Lead Food Service Worker	0	2	Various Sites	N	Posted on Edjoin
Nutrition Services Account Technician	0	1	Nutrition Center	N	Testing in progress
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
~~Personnel Analyst~~	1	0	~~District Office~~	~~Y~~	Hired
Personnel Specialist	0	1	District Office	N	Testing in progress
~~Personnel Technician~~	1	0	~~District Office~~	~~Y~~	Hired
Student Transportation Special Health Assistant	0	1	District Office	N	Testing in progress
Student Transportation Assistant	0	1	District Office	N	Pending posting on edjoin
Skilled Maintenance Worker Locksmith	0	1	District Office	N	Posted on Edjoin
~~Translator Interpreter Vietnamese~~	1	0	~~District Office~~	~~Y~~	Hired
~~VAPA Assistant Elementary~~	1	0	~~Various Sites~~	~~Y~~	Hired
Month At A Glance	9	143			
Ending 12-12-25					

*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%*