



## CONSENT ITEMS

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- Approval of Minutes
  
- Eligibility Lists (5)

**WESTMINSTER SCHOOL DISTRICT  
PERSONNEL COMMISSION**

Minutes of the Regular Meeting of January 27, 2026

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Robin Jones at 3:03 p.m. Mr. Michael Kim led the flag salute.

*COMMISSIONERS PRESENT:*

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

*OTHERS PRESENT:*

Dr. Gunn Marie Hansen, Superintendent  
Mr. Rich Montgomery, Deputy Superintendent,  
Human Resources  
Mr. Manuel Cardoso, Assistant Superintendent,  
Business Services  
Mr. Michael Kim, Executive Director,  
Human Resources  
Ms. Melynda Bezzina, Lead Human Resources  
Specialist  
Ms. Yolanda Galvas, Executive Secretary, Human  
Resources  
Ms. Susan Hillenbrand, Executive Secretary, Human  
Resources  
Ms. Maria Orona, Personnel Technician  
Ms. Stephanie Myers, Personnel Technician  
Mr. Matthew Acocello, CSEA President  
Ms. Stacey Barajas, CSEA Vice President  
Ms. Karen Urbano, CSEA Chief Union Steward  
Ms. Sonia Vu, Paraeducator  
Mr. Mike Jenkins, Community Member

*MINUTES OF THE REGULAR MEETING  
OF December 16, 2025:*

Commissioner Jenkins pulled the minutes for December 16, 2025 to get clarification on an event, to correct her being referenced as the Commission Chair, and Commissioner Fermelia being referenced as the late arrival.

Commissioner Connolly moved, seconded by Commissioner Jones, to approve the minutes of the regular meeting of December 16, 2025.

**Motion carried 3/0**

*ELIGIBILITY LIST APPROVED:*

Commissioner Connolly moved, seconded by Commissioner Jones, to approve the eligibility list; Extended School Program Facilitator, expiration 10/23/2026, Extended School Program Lead Facilitator, expiration 11/21/2026, Extended School Program Facilitator, expiration 01/20/2027.

**Motion carried 3/0**

*PUBLIC HEARING:*

Commissioner Connolly called the public hearing to order at 3:09 pm.

Commissioner Jenkins took the Oath of Office.

Commissioner Connolly closed the public hearing at 3:11 and congratulated Commissioner Jenkins on her appointment.

*APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE - PERSONNEL TECHNICIAN:*

Commissioner Jenkins moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Personnel Technician.

**Motion carried 3/0**

*APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE - PERSONNEL ANALYST:*

Commissioner Jones moved, seconded by Commissioner Jenkins to approve the advanced step placement on the salary schedule for the Personnel Analyst.

**Motion carried 3/0**

*APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE - TRANSLATOR/INTERPRETER - VIETNAMESE:*

Commissioner Jenkins moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Translator/Interpreter - Vietnamese.

**Motion carried 3/0**

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

Commissioner Jones moved, seconded by Commissioner Jenkins to approve the advanced step placement on the salary schedule for the Paraeducator/Behavior & Instructional Support.

**Motion carried 3/0**

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

Commissioner Jenkins moved, seconded by Commissioner Jones to approve the advanced step placement on the salary schedule for the Paraeducator/Behavior & Instructional Support.

**Motion carried 3/0**

*APPROVE ADVANCED STEP PLACEMENT ON THE SALARY SCHEDULE - EXECUTIVE ASSISTANT TO THE SUPERINTENDENT:*

Commissioner Jones moved, seconded by Commissioner Jenkins to approve the advanced step placement on the salary schedule for the Executive Assistant to the Superintendent.

**Motion carried 3/0**

*APPROVE THE NEW CLASSIFICATION STATEMENT AND SALARY RANGE FOR ANALYST, CATEGORICAL PROGRAMS:*

Commissioner Jones moved, seconded by Commissioner Jenkins to approve the new classification statement and salary range for Analyst, Categorical Programs.

**Motion carried 3/0**

*RECRUITMENT UPDATE:*

Ms. Maria Orona and Ms. Stephanie Myers provided an update on the recruitment reports.

*PERSONNEL COMMISSION CALENDAR:*

Next month's meeting will be on February 17, 2026.

*EXECUTIVE DIRECTOR REPORT:*

Mr. Kim thanked the Personnel Commissioners and CSEA for their continued support. He shared that the department has welcomed new team members, including a Personnel Services Specialist from Nutrition Services and Yolanda Galvas in Human Resources. He noted that Stephanie has "hit the ground running" and expressed appreciation for the team's creativity and collaboration. Mr. Kim thanked everyone for their patience and stated that a strong organization benefits from a balance of both internal and new employees.

*DEPUTY SUPERINTENDENT REPORT:*

Mr. Montgomery expressed well wishes to Commissioner Jenkins regarding her recent surgery. He thanked all three Commissioners for their collaboration with the District and CSEA regarding Rule 17.2.1.

Mr. Montgomery also thanked CSEA President Matt Acocello and Stacey Barajas CSEA Vice President for their advocacy on behalf of classified employees, ensuring they were included in the discussion. He noted that all applications are due by February 6, 2026, and that representatives will be available on February 4 to assist with pending applications. He shared that the District is hopeful and optimistic about the process moving forward.

Mr. Montgomery invited Commissioners to attend an upcoming District CAPE (Classified/Certificated and Administration Partnership for Excellence) meeting, noting that Susan can provide the schedule. He also shared that the team may be presenting at a summer camp on the District's communication practices.

Lastly, Mr. Montgomery recognized Stephanie Myers for her work on 22 recruitments and shared positive feedback received from a site supervisor regarding her efforts.

*ASSISTANT SUPERINTENDENT REPORTS:*

No comments from Assistant Superintendents.

*SUPERINTENDENT REPORT*

Dr. Gunn Marie Hansen thanked the Commissioners for their support during the transition of newly appointed Commissioner Jackie Jenkins. She shared

expressed hope for a mutually beneficial outcome. Dr. Hansen noted ongoing statewide challenges related to Proposition 98 funding, with many districts pursuing similar approaches. She expressed optimism and stated she hopes to provide positive updates at the next meeting.

*PUBLIC COMMENTS:*

No comments from the public.

*CSEA:*

No representatives from CSEA were present at this time.

*STAFF COMMENTS:*

Maria Orona, Personnel Technician, expressed gratitude to the Human Resources team for their continued support and positive attitude.

Jovanna Peña, Personnel Analyst, shared that she is honored to serve in her role and looks forward to implementing new ideas.

*COMMISSIONER'S COMMENTS:*

Commissioner Jones expressed her appreciation for Westminster and affirmed her continued support of the District.

Commissioner Jenkins thanked everyone and acknowledged her high expectations, expressing appreciation for the team's support. She also shared that she is looking forward to attending the upcoming conference to learn more about the merit system.

Commissioner Connolly expressed gratitude to Commissioner Jenkins and thanked her for her ongoing support. He also commended the District for its organization and recognized the strong leadership of its administrators.

*ADJOURNMENT:*

The meeting adjourned at 3:56 p.m.

Respectfully submitted,  
Michael Kim  
Executive Director, Human Resources

**WESTMINSTER SCHOOL DISTRICT  
PERSONNEL COMMISSION  
Regular Meeting of February 17, 2026, at 3:00 p.m.  
District Office Board Room**

- |           |  |   |                   |        |          |           |                  |                  |  |
|-----------|--|---|-------------------|--------|----------|-----------|------------------|------------------|--|
| <b>1.</b> | <b><u>CALL TO ORDER 3:00 P.M</u></b>   |   | Thomas Connolly   |        |          |           |                  |                  |  |
| 1.1       | Pledge of Allegiance   |   |                   |        |          |           |                  |                  |  |
| <b>2.</b> | <b><u>CONSENT AGENDA</u></b> (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 January 27, 2026 (Enclosure)  | Thomas Connolly   |        |          |           |                  |                  |  |
| 2.2       | Consent  | Approve the following eligibility lists: (Enclosure)  | Thomas Connolly   |        |          |           |                  |                  |  |
|           |  | <table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 0 10px;">Vacant</td> <td style="padding: 0 10px;">Active</td> <td style="padding: 0 10px;">Official</td> </tr> <tr> <td style="padding: 0 10px;">Positions</td> <td style="padding: 0 10px;">Eligibility List</td> <td style="padding: 0 10px;">Eligibility List</td> </tr> </table> | Vacant            | Active | Official | Positions | Eligibility List | Eligibility List |  |
| Vacant    | Active   | Official  |                   |        |          |           |                  |                  |  |
| Positions | Eligibility List   | Eligibility List  |                   |        |          |           |                  |                  |  |
|           | A.   | Community Liaison Worker, expiration 02/04/2027   | 2      4      4   |        |          |           |                  |                  |  |
|           | B.   | Executive Assistant to the Superintendent & Board, expiration 12/09/2026  | 1      3      3   |        |          |           |                  |                  |  |
|           | C.   | Skilled Maintenance Worker - Locksmith, expiration 02/05/2027   | 1      3      3   |        |          |           |                  |                  |  |
|           | D.   | Speech and Language Assistant, expiration 01/30/2027  | 1      7      7   |        |          |           |                  |                  |  |
|           | E.   | Early Education Assistant, expiration 02/12/2027  | 6      17      17 |        |          |           |                  |                  |  |
| <b>3.</b> | <b><u>ACTION ITEMS</u></b>   |   |                   |        |          |           |                  |                  |  |
| 3.1       | <u>Discussion/Action</u>   | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator   | Michael Kim       |        |          |           |                  |                  |  |
| 3.2       | <u>Discussion/Action</u>   | Approve advanced step placement on the salary schedule for an Extended School Program Lead Facilitator  | Michael Kim       |        |          |           |                  |                  |  |
| 3.3       | <u>Discussion/Action</u>   | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator   | Michael Kim       |        |          |           |                  |                  |  |
| 3.4       | <u>Discussion/Action</u>   | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator   | Michael Kim       |        |          |           |                  |                  |  |
| 3.5       | <u>Discussion/Action</u>   | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator   | Michael Kim       |        |          |           |                  |                  |  |
| 3.6       | <u>Discussion/Action</u>   | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator   | Michael Kim       |        |          |           |                  |                  |  |
| 3.7       | <u>Discussion/Action</u>   | Approve advanced step placement on the salary schedule for an Extended School Program Lead Facilitator  | Michael Kim       |        |          |           |                  |                  |  |

Personnel Commission Agenda

February 17, 2026

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- |  |                          |  |  |
|--|--------------------------|--|--|
| 3.8  | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator                      | Michael Kim                                      |
| 3.9  | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator                      | Michael Kim                                      |
| 3.10   | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for an Extended School Program Facilitator                      | Michael Kim                                      |
| 3.11   | <u>Discussion/Action</u> | Approve advanced step placement on the salary schedule for a Custodian   | Michael Kim                                      |
| <b>4. <u>REPORTS/COMMENTS</u></b>              |                          |  |  |
| 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   | Dr. Richard Noblett                              |
| 4.6  | Information              | Superintendent Report  | Dr. Gunn Marie Hansen                            |
| 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 Services Specialist                           | Jovanna Peña<br>Maria Orona<br>Amy Nahabediar    |
| 4.9  | Information              | Personnel Commission Comments<br>Commissioner Jones<br>Commissioner Connolly<br>Commissioner Jenkins                   | Robin Jones<br>Thomas Connolly<br>Jackie Jenkins |
| <b>6. <u>CLOSED SESSION: (if needed) –</u></b> |                          |  |  |
| 6.1  |                          | Public Employee Performance Evaluation<br>- Government Codes §54957 and 54957.1<br>Executive Director, Human Resources | Thomas Connolly                                  |
| 6.2  |                          | Public employee discipline/dismissal/release<br>- Government Codes §54954.5(e) and 54957                               |  |
| <b>7. <u>ADJOURNMENT:</u></b>                  |                          |  |  |
|  |                          |  | 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:

March 24, 2026  
April 28, 2026  
May 26, 2026  
June 23, 2026



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

<b>Position:</b>	Community Liaison Worker	<b>Vacancies:</b>	2
<b>Exam 1 Date:</b>	02-04-2026	<b>Exam 2 Date:</b>	02-04-2026
<b>Date Established:</b>	02-04-2026	<b>Candidates on List:</b>	4

<b>Position:</b>	Executive Assistant to the Superintendent & Board		
<b>Exam 1 Date:</b>	11-26-2025	<b>Exam 2 Date:</b>	12-09-2025
<b>Date Established:</b>	12-09-2025	<b>Candidates on List:</b>	3

<b>Position:</b>	Skilled Maintenance Worker-Locksmith	<b>Vacancies:</b>	1
<b>Exam 1 Date:</b>	02-05-2026	<b>Exam 2 Date:</b>	02-05-2026
<b>Date Established:</b>	02-05-2026	<b>Candidates on List:</b>	3

<b>Position:</b>	Speech and Language Assistant	<b>Vacancies:</b>	1
<b>Exam 1 Date:</b>	02-03-2025	<b>Exam 2 Date:</b>	01-30-2026
<b>Date Established:</b>	01-30-2026	<b>Candidates on List:</b>	7

<b>Position:</b>	Early Education Assistant	<b>Vacancies:</b>	6
<b>Exam 1 Date:</b>		<b>Exam 2 Date:</b>	
<b>Date Established:</b>	02-12-2026	<b>Candidates on List:</b>	17

<b>Position:</b>			
<b>Exam 1 Date:</b>		<b>Exam 2 Date:</b>	
<b>Date Established:</b>		<b>Candidates on List:</b>	



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-13  
**Effective:** 2/4/26  
**Expires:** 2/4/27

**Eligibility List For: CLW - English  
List Type: Open/Promotional - 10 months**

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>			
1	Kristine Bottioli	Merged:			Veteran Pts.
					Seniority Pts.
2	Tina Wynott	Merged:			Veteran Pts.
					Seniority Pts.
3	Jessica Melton	Merged:			Veteran Pts.
					Seniority Pts.
3	Tracy Negrete	Merged:			Veteran Pts.
					Seniority Pts.
		Merged:			Veteran Pts.
					Seniority Pts.

**One Vacancy**





**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-14  
**Effective:** 2/5/26  
**Expires:** 2/5/27

**Eligibility List For: Locksmith  
List Type: Open/Promotional - 12 months**

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>			
1	Ryan Garcia	Merged:			Veteran Pts.
					Seniority Pts.
2	Chris Dorame	Merged:			Veteran Pts.
					Seniority Pts.
3	Nicholas Msaniai	Merged:			Veteran Pts.

**One Vacancy**



**Westminster School District  
Classified Human Resources**

**Recruitment #: 26-14**  
**Effective: 1/30/26**  
**Expires: 1/30/27**

**Eligibility List For: SLPA**  
**List Type: Open/Promotional - 12 months**

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>			
1	Cecilia Brown	Merged:			Veteran Pts.
					Seniority Pts.
1	Genesis Rodriguez	Merged:			Veteran Pts.
					Seniority Pts.
2	Kathy Tien	Merged:			Veteran Pts.
					Seniority Pts.
3	Vilma Rodriguez	Merged:			Veteran Pts.
					Seniority Pts.
4	Sara Popal	Merged:			Veteran Pts.
					Seniority Pts.
5	Theresa Nguyen	Merged:			Veteran Pts.
					Seniority Pts.
6	Trinh Mejia	Merged:			Veteran Pts.



**Westminster School District  
Classified Human Resources**

**Recruitment #:** 26-20  
**Effective:** 2/12/2026  
**Expires:** 2/12/2027

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

<b>RANK</b>	<b>APPLICANT'S NAME</b>	<b>SPECIAL CODES</b>		
1	Adalia Gonzalez	Merged:		Veteran Pts.
				Seniority Pts.
2	Ngan Dao	Merged:		Veteran Pts.
				Seniority Pts.
3	Denise Garcia	Merged:		Veteran Pts.
				Seniority Pts.
4	Azza Basilius	Merged:		Veteran Pts.
				Seniority Pts.
5	Kiara Alfaro	Merged:		Veteran Pts.
				Seniority Pts.
5	Theresa Tran	Merged:		Veteran Pts.
				Seniority Pts.
5	Irma Castaneda	Merged:		Veteran Pts.
				Seniority Pts. x
6	Kristen Shelby	Merged:		Veteran Pts.
				Seniority Pts.
7	Rene Ying	Merged:		Veteran Pts.
				Seniority Pts.
8	Sara Benitez Ortiz	Merged:		Veteran Pts.
				Seniority Pts.
8	Evelyn Castillo	Merged:		Veteran Pts.
				Seniority Pts.
9	Karla Ramirez	Merged:		Veteran Pts.
				Seniority Pts.
9	Crystal Blanco	Merged:		Veteran Pts.
				Seniority Pts.
10	Alyssa Rocha	Merged:		Veteran Pts.
				Seniority Pts. x
11	Dayana Garcia	Merged:		Veteran Pts.
				Seniority Pts.
12	Georgiana Tarapoanca	Merged:		Veteran Pts.
				Seniority Pts.
13	Kharma Johnson Taylor	Merged:		Veteran Pts.
				Seniority Pts.

**Six Vacancies**



## **ACTION ITEMS**

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- Advanced Step Placement (11)



## Westminster School District Memorandum

**DATE:** February 10, 2026  
**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 an Extended Program Facilitator.

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The advanced step placement recommendation for an Extended Program 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.

Ms. Kwee Tan has experience from California Schools Talent Collaborative, where she has worked as an After School Facilitator. Ms. Tan holds a Bachelor's from University of Victoria. It is recommended that Ms. Tan started at Step III of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 10, 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 an Extended 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.

Ms. Irmgard Ahuna has experience from California Schools Talent Collaborative, where she has worked as an After School Facilitator. Ms. Ahuna holds a Bachelor's from University of Phoenix. It is recommended that Ms. Ahuna start at Step III 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



## Westminster School District Memorandum

**DATE:** February 10, 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 an Extended Program Facilitator.

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The advanced step placement recommendation for an Extended Program 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 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. Bedilla Ortega has experience from Anaheim Union High School District, where she has worked as a Bilingual Instructor. It is recommended that Ms. Ortega start at Step II of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 11, 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 an Extended Program Facilitator.

The advanced step placement recommendation for an Extended Program 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.

Ms. Stephanie Flores Pacheco has experience from the Boys and Girls Club, where she has worked as a Youth Development Professional. Ms. Flores Pacheco holds an Associate's Degree from Santa Ana College with an emphasis in Social and Behavioral Sciences. It is recommended that Ms. Flores Pacheco start at Step III of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 11, 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 Program Facilitator.

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The advanced step placement recommendation for an Extended Program 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.

Ms. Brandy Vargas has experience from California Schools Talent Collaborative, where she has worked as an After School Program Facilitator. Ms. Vargas also holds a bachelor's degree in Psychology from California State University, Dominguez Hills. It is recommended that Ms. Vargas start at Step III of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 11, 2026

**TO:** Personnel Commission

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

**SUBJECT:** Agenda Item 3.6—Approve Advanced Step Placement on the salary schedule for an Extended Program Facilitator.

The advanced step placement recommendation for an Extended Program 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. Kamran Garcia Hosseinzadeh has experience from California Schools Talent Collaborative, where he has worked as an After School Program Facilitator. Mr. Garcia also holds a bachelor’s degree from California State University, Dominguez Hills. It is recommended that Mr. Garcia start at Step III of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 10, 2026  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.7–Approve Advanced Step Placement on the salary schedule for an Extended Program Lead Facilitator.

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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.

Ms. Shirlene Ileleji has experience from California Schools Talent Collaborative, where she has worked as an After School Facilitator. Ms. Ileleji holds a Bachelor's degree from the University of New Orleans. It is recommended that Ms. Ileleji start at Step III 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



## Westminster School District Memorandum

**DATE:** February 11, 2026

**TO:** Personnel Commission

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

**SUBJECT:** Agenda Item 3.8—Approve Advanced Step Placement on the salary schedule for an Extended Program Facilitator.

The advanced step placement recommendation for an Extended Program 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.

Ms. Sierra Jackson has experience from Elevo Learning, where he has worked as an After School Instructor. Ms. Jackson also holds a Bachelor's degree from California State University, Long Beach. It is recommended that Ms. Jackson start at Step III of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 11, 2026  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.9—Approve Advanced Step Placement on the salary schedule for an Extended Program Facilitator.

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The advanced step placement recommendation for an Extended Program 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 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.

Mr. Alejandro Ochoa has experience from the Magnolia School District and Action Youth America where he has worked as an After School Program Leader. It is recommended that Mr. Ochoa start at Step II of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 11, 2026  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.10–Approve Advanced Step Placement on the salary schedule for an Extended Program Facilitator.

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The advanced step placement recommendation for an Extended Program 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 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. Jennifer McDuffie has experience from California Schools Talent Collaborative, where she has worked as an After School Facilitator. In addition Ms. McDuffie also brings over ten years of experience in school-based leadership and parent engagement. It is recommended that Ms. McDuffie start at Step III of the Extended Program 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 Facilitator (Range 9)	\$19.73	\$20.51	\$21.34	\$22.20	\$23.07	\$23.99

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



## Westminster School District Memorandum

**DATE:** February 11, 2026  
**TO:** Personnel Commission  
**FROM:** Rich Montgomery, Deputy Superintendent, Human Resources  
Michael Kim, Executive Director, Human Resources  
**SUBJECT:** Agenda Item 3.11—Approve Advanced Step Placement on the salary schedule for a Custodian.

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The advanced step placement recommendation for an Extended Program 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 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.

Mr. Federico Campos brings experience from Ocean View School District, where he served as a Head Custodian. He also has additional custodial and youth-program experience through the Boys & Girls Club. It is recommended that Mr. Campos start at Step III of the Custodian salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Custodian (Range 61)	\$25.28	\$26.28	\$27.33	\$28.42	\$29.55	\$30.72

**RECOMMENDATION:** Approve Advanced Step Placement on the salary schedule for a Custodian



## **INFORMATIONAL ITEM**

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

**Human Resources Classified Recruitment Report Last Updated on 02-12-26**

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Behavior Program Supervisor	0	1	Education Services	N	Position on Hold
Community Liaison Worker English	1	0	Sequoia	N	Hired
Early Education Program Supervisor	0	1	Land	N	Testing in Progress
Early Ed Instructor	0	1	Willmore	Y	Names to hiring supervisor
Early Ed Assistant	0	5	Various sites	Y	Names to hiring supervisor
Early Ed Infant Assistant (Spanish Preferred)	0	2	Land	Y	Posting on EdJoin
Early Ed Infant Assistant (Vietnamese Preferred)	1	2	Land	Y	Posting on EdJoin
ESP Facilitator* <i>Outsourced</i>	21	39	Various Sites	Y	On going
ESP Lead Facilitator* <i>Outsourced</i>	5	5	Various Sites	N	On going
Family Enrollment Specialist	0	2	ESP and Early Learning	N	Testing in Progress
Food Service Worker	0	6	Various Sites	N	Final Round Interviews
Lead Food Service Worker	0	2	Various Sites	N	Recruitment extended
Nutrition Services Account Technician	4	0	Nutrition Center	N	Hired
Paraeducator	0	5	Various Sites	N	Posted EdJoin
Paraeducator Instructional Support	0	28	Various Sites	N	Posted EdJoin
Paraeducator Behavior Instruction and Support	0	10	Various Sites	N	Pending EdJoin
Paraeducator Specialized Health	0	3	Various Sites	N	Posted EdJoin
Personnel Specialist	4	0	District Office	N	Hired
Student Transportation Assistant	0	1	District Office	N	Pending Testing
Skilled Maintenance Worker Locksmith	0	1	District Office	N	Pending reference checks
VAPA Assistant Elementary	0	1	Various Sites	Y	Names to hiring supervisor

At A Glance      30      115  
Ending 02-12-2026

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ESP)	Vacancy Rate (w/o ESP)
41	25	44	71	6.1%*	3.5%

Ending 01-16-2026

ESP Vacancies*	Hired	Core Vacancies	Total Vacancies	Vacancy Rate (w/ESP)	Vacancy Rate (w/o ESP)
82	5	65	148	6.1%*	3.4%

Total Positions (w/ESP)	Total Positions (w/o ESP)
758	681