

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of March 24, 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 (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 February 17, 2026 (Enclosure)

Thomas Connolly

2.2 Consent Approve the following eligibility lists: (Enclosure)

Thomas Connolly

	Vacant Positions	Active Eligibility List
A. Extended School Program Facilitator, expiration 03/06/2027	49	12
B. Extended School Program Facilitator, expiration 02/17/2027	37	11
C. Extended School Program Lead Facilitator, expiration 03/05/2027	5	5
D. Family Enrollment Specialist, expiration 02/25/27	2	11
E. Food Service Worker, Expiration 02/10/2027	5	12
F. Staff Secretary, expiration 02/18/2027	1	5
G. Intermediate Account Clerk, expiration 03/11/2027	1	3
H. Paraeducator Instructional Support, expiration 03/17/2027	29	8
I. Community Liaison- Spanish expiration 03/16/2027	1	5

3. ACTION ITEMS

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

Michael Kim

3.2 Discussion/Action Approve advanced step placement on the salary schedule for a Speech and Language Pathology Assistant

Michael Kim

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

Michael Kim

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

Michael Kim

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

Michael Kim

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

Michael Kim

3.7 Discussion/Action Approve Revised Job Description – Public Information Officer 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 Manuel Cardoso
4.5.1 Business Services

4.5.2 Educational Services Dr. Richard Noblett

4.6 Information Superintendent Report Dr. Gunn Marie Hansen

4.7 Information Public Comments Matt Acocello
CSEA
Public and Staff in attendance

4.8 Information Staff Comments Jovanna Peña
Personnel Analyst Maria Orona
Personnel Technician Amy Nahabedian
Personnel Services Specialist

4.9 Information Personnel Commission Comments Robin Jones
Commissioner Jones Thomas Connolly
Commissioner Connolly Jackie Jenkins
Commissioner 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:

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



CONSENT ITEMS

- Approval of Minutes
- Eligibility Lists (9)

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION**
Minutes of the Regular Meeting of February 17, 2026

The regular meeting of the Westminster School District Personnel Commission was called to order by Commissioner Thomas Connolly at 3:01 p.m. Mr. Michael Kim led the flag salute.

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Mr. Michael Kim, Executive Director,
Human Resources
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Ms. Melynda Bezzina, Lead Human Resources
Specialist
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
Mr. Matthew Acocello, CSEA President

*MINUTES OF THE REGULAR MEETING
OF February 17, 2026:*

Commissioner Jenkins moved, seconded by
Commissioner Jones, to approve the minutes of the
regular meeting of February 17, 2026.
Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jenkins moved, seconded by
Commissioner Jones, to approve the eligibility list;
Community Liaison Worker, expiration 02-04-2027,
Executive Assistant to the Superintendent & Board,
expiration 12-09-2026, Skilled Maintenance Worker -
Locksmith, expiration 02-05-2027, Speech and
language Assistant, expiration 01-30-2027, Early
Education Assistant, expiration 02-12-2027.
Motion carried 3/0

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

Commissioner Jenkins moved, second by
Commissioner Jones 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- EXTENDED
SCHOOL PROGRAM LEAD FACILITATOR:*

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

Motion carried 3/0

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

Commissioner Jenkins moved, second by
Commissioner Jones 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- 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

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ON THE SALARY SCHEDULE- EXTENDED
SCHOOL PROGRAM FACILITATOR:*

Commissioner Jenkins moved, second by
Commissioner Jones 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- 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- EXTENDED
SCHOOL PROGRAM LEAD FACILITATOR:*

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

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- 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- 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-
CUSTODIAN:**

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

RECRUITMENT UPDATE:

Mrs. Maria Orona provided an update on the recruitment report and reported that a candidate has been selected for the Skilled Maintenance Worker - Locksmith position.

PERSONNEL COMMISSION CALENDAR:

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

EXECUTIVE DIRECTOR REPORT:

Mr. Kim expressed that he is pleased with the positive feedback received from managers regarding newly implemented processes. He shared appreciation for the ongoing collaboration with CSEA and noted that these efforts support employee recruitment and retention. He also acknowledged the continued support from Talent Collaborative with our initiatives to our Temp-to-Hire program. Mr. Kim stated that he is looking forward to attending the Personnel Commissioners Conference in March. He later introduced Ms. Amy Nahabedian, who was recently appointed from the Nutrition Services Department.

**ASSISTANT SUPERINTENDENT
REPORTS:**

Mr. Manuel Cardoso welcomed Commissioner Jenkins and reported that there has been significant activity within the Business Department. He expressed his appreciation to Mrs. Maria Orona for her assistance in filling the new maintenance position. Mr. Cardoso informed that maintenance and custodians are getting PBIS training. He also shared that Nutrition Services has begun implementing scratch-cooked meals, noting that the in-house chicken teriyaki was a success, and extended special thanks to Mr. Paul Ngo, Director of Nutrition Services. Mr. Cardoso further reported that SB 294 notices were distributed to employees by the February 1 deadline.

PUBLIC COMMENTS:
CSEA:

:

CSEA President Matt Acocello expressed his appreciation for a fully staffed Human Resources department and thanked Ms. Stephanie Myers for her efforts in filling ESP positions. He shared his hope that all vacancies will be filled in the future. He reported that negotiations are currently ongoing and noted an upcoming Tet Parade scheduled for Saturday.

COMMISSIONER'S COMMENTS:

Commissioner Jenkins inquired about an update on early retirement. Assistant Superintendent Cardoso responded that there is sufficient interest to proceed. He explained that the approach differs between classified and certificated employees, noting that not all certificated positions may be filled, while most classified positions will need to be filled. He also reported that, although the District is experiencing a decline in student enrollment, it is not as significant as in other districts.

Commissioner Jenkins thanked Stephanie for all her hard work filling all the Extended School Program positions. She expressed that she is thrilled that custodians are receiving PBIS training. She noted that custodians interact with students more often than people realize and stated that training is extremely valuable.

Commissioner Jones added that it is very important for custodians to receive this training, as they play a significant role on campus and make a meaningful difference in the students' lives.

ADJOURNMENT:

Commissioner Connolly expressed excitement about the facility projects scheduled for the coming months.

The meeting adjourned at 3:37 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:	Food Service Worker		
Date Established:	02-10-2026	Candidates on List:	12

Position:	Staff Secretary		
Date Established:	02-18-2026	Candidates on List:	5

Position:	Intermediate Account Clerk		
Date Established:	03-11-2026	Candidates on List:	3

Position:	Community Liaison Worker - Spanish		
Date Established:	03-16-2026	Candidates on List:	5

Position:	Paraeducator Instructional Support - SPED		
Date Established:	03-17-2026	Candidates on List:	8

Position:	Extended School Program Facilitator		
Date Established:	03-06-2026	Candidates on List:	12

Position:	Extended School Program Lead Facilitator		
Date Established:	03-05-2026	Candidates on List:	5

Position:	Family Enrollment Specialist		
Date Established:	02-25-2026	Candidates on List:	11

Position:	Extended School Program Facilitator		
Date Established:	02-17-2026	Candidates on List:	11



**Westminster School District
Classified Human Resources**

Recruitment #:

26-205

Effective:

2/17/2026

Expires:

2/17/2027

Eligibility List For: Extended School Program Facilitator

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Norby Nieto	Merged:			Veteran Pts.
					Seniority Pts.
2	Joy Huitron	Merged:			Veteran Pts.
					Seniority Pts.
2	Henry Nguyen Phuoc	Merged:			Veteran Pts.
					Seniority Pts.
3	Mark Hoskins	Merged:			Veteran Pts.
					Seniority Pts.
3	Serina Montes	Merged:			Veteran Pts.
					Seniority Pts.
4	Valarie Alicajic	Merged:			Veteran Pts.
					Seniority Pts.
5	Manya Dermondy	Merged:			Veteran Pts.
					Seniority Pts.
5	Melanie Salgado	Merged:			Veteran Pts.
					Seniority Pts.
6	Brian Huynh	Merged:			Veteran Pts.
					Seniority Pts.
7	Liliana Hernandez	Merged:			Veteran Pts.
					Seniority Pts.
8	Alanes Cuahutle	Merged:			Veteran Pts.
					Seniority Pts.

Thirty Seven Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #:

26-207

Effective:

3/6/2026

Expires:

3/6/2027

Eligibility List For: Extended School Program Facilitator

List Type: Open/Promotional - 10 months

RANK	APPLICANT'S NAME	SPECIAL CODES			
1	Noelle Fischer	Merged:			Veteran Pts.
					Seniority Pts.
1	Marco Salguero	Merged:			Veteran Pts.
					Seniority Pts.
2	Izabella Martinez	Merged:			Veteran Pts.
					Seniority Pts.
3	Julio Cervantes	Merged:			Veteran Pts.
					Seniority Pts.
3	Brooke Wanamaker	Merged:			Veteran Pts.
					Seniority Pts.
3	Jesse Erazo	Merged:			Veteran Pts.
					Seniority Pts.
4	Anabella Colon	Merged:			Veteran Pts.
					Seniority Pts.
4	Crystal Cortez	Merged:			Veteran Pts.
					Seniority Pts.
4	Edman Torres	Merged:			Veteran Pts.
					Seniority Pts.
5	Ola Girgus	Merged:			Veteran Pts.
					Seniority Pts.
6	Kiana Meno	Merged:			Veteran Pts.
					Seniority Pts.
6	Imani Avila	Merged:			Veteran Pts.
					Seniority Pts.

Forty-Nine Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 26-209
Effective: 3/5/2026
Expires: 3/5/2027

**Eligibility List For: Extended School Program Lead Facilitator
List Type: Open/Promotional - 10 months**

RANK	APPLICANT'S NAME	SPECIAL CODES				
1	Giovanni Resendiz Boncino	Merged:			Veteran Pts.	
					Seniority Pts.	
2	Mervyn Samayoa	Merged:			Veteran Pts.	
					Seniority Pts.	
3	Sara Trelles	Merged:			Veteran Pts.	
					Seniority Pts.	x
4	Alejandro Ochoa	Merged:			Veteran Pts.	
					Seniority Pts.	
4	Lauren Glover	Merged:	x		Veteran Pts.	
					Seniority Pts.	

Five Vacancies



**Westminster School District
Classified Human Resources**

Recruitment #: 26-208
Effective: 2/25/2026
Expires: 2/25/2027

**Eligibility List For: Family Enrollment Specialist
List Type: Open/Promotional - 12 months**

RANK APPLICANT'S NAME		SPECIAL CODES			
1	Amanda Eaton	Merged:			Veteran Pts.
					Seniority Pts.
2	Donna Manzanares	Merged:			Veteran Pts.
					Seniority Pts.
3	Rolando Zavala	Merged:			Veteran Pts.
					Seniority Pts.
4	Jessica Estrada	Merged:			Veteran Pts.
					Seniority Pts.
4	Adna Pires Bentley	Merged:			Veteran Pts.
					Seniority Pts.
4	Janeth Sanchez Simental	Merged:			Veteran Pts.
					Seniority Pts.
4	Adnonetta Theokary	Merged:			Veteran Pts.
					Seniority Pts.
5	Dareck Brown	Merged:			Veteran Pts.
					Seniority Pts.
6	Raymond Ramirez	Merged:			Veteran Pts.
					Seniority Pts.
7	Danielle Barrios	Merged:			Veteran Pts.
					Seniority Pts.
8	Alejandra Vega	Merged:			Veteran Pts.
					Seniority Pts.

Two Vacancies



**WESTMINSTER SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES**

Recruitment # 26-144
Effective: 2/10/2026
Expires: 2/10/2027

Eligibility List For:
List Type:

Food Service Worker
Open/Promotional - 10 months

Rank	Score	Applicant Name/Phone	Certification			Hired
1	97	Amanda Lizardi				Selected
			2/24/26			Clegg/Stacey
2	93	Janay Salazar				Selected
			2/24/26			Willmore
3	92	Juliana Fuentes				Selected
			2/24/26		expires 7/17/26	DeMille/Meairs
4	91	Diana Gerges				
			2/24/26			
5	90	Justina Barba				Selected
			2/24/26			Warner/Fryberger
6	86	Gharam Abualzinat				
			2/24/26			
7	85	Thanh Nguyen				Selected
			2/24/26			DeMille
7	85	Juliana Flores				
			2/24/26			
8	84	Grace Nguyen				
			2/24/26		expires 7/17/26	
9	82	Thuy Le				Selected
			2/24/26		expires 7/17/26	DeMille
10	80	Jennifer Pratt				
11	76	Sameh Sultan				

Notes: merged with #25-210



**WESTMINSTER SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES**

Recruitment # 26-146
Effective: 2/18/2026
Expires: 2/18/2027

Eligibility List For:
List Type:

Staff Secretary
Open/Promotional - 12 months

Rank	Score	Applicant Name/Phone	Certification			Hired
1	92	Rebekah Miller				
			2/20/26 D.O.			
2	91	Lizbeth De Loera				
			2/20/26 D.O.			
3	87	Joanna Farias				<i>Selected</i>
			2/20/26 D.O.			Ed Services
4	84	Josie Espita				
5	81	Valerie Underwood-Hanna				



**WESTMINSTER SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES**

Recruitment # 26-149
Effective: 3/11/2026
Expires: 3/11/2027

Eligibility List For:
List Type:

Intermediate Account Clerk
Open/Promotional - 12 months

Rank	Score	Applicant Name/Phone	Certification			Hired
1	90	Charles Parra Sen pts: 0.5				
2	86	Calvin Tran				
3	80	Daniel Deyarmond Sen pts: 0.5				



WESTMINSTER SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES

Recruitment # 26-153
 Effective: 3/17/2026
 Expires: 3/17/2027

Eligibility List For: Paraeducator Instructional Support - SPED
 List Type: Open/Promotional - 10 months

Rank	Score	Applicant Name/Phone	Certification			Hired
1	98	Stephanie Smith				
2	92	Ashley Nguyen				
3	86	Heba Labaniedh				
3	86	Marlee Taula				
3	86	Alicia Berumen				
4	84	Brittany Montiel				
4	84	Blythe Walker				
5	76	Tania Del Rio				



**WESTMINSTER SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES**

Recruitment # 26-150
Effective: 3/16/2026
Expires: 3/16/2027

Eligibility List For:
List Type:

Community Liaison - Spanish
Open/Promotional - 10 months

Rank	Score	Applicant Name/Phone	Certification			Hired
1	88	Rebekah Montes de Oca				Expires 9/30/26
2	86	Cynthia Guerrero				
3	82	Emma Jimenez				
4	78	Jonathan Montes-Cervantes	Only wants full-time			
5	74	Miryam Vasquez				

Notes: merged with 25-195 & 26-116



ACTION ITEMS

- Advanced Step Placement (6)
- Revised Job Description



Westminster School District Memorandum

DATE: March 18, 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 School Program Lead Facilitator.

The advanced step placement recommendation for an Extended School 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. Giovanni Resendiz Boncino has experience from Paramount School District and Long Beach Unified School District, where he has worked as a School Site Supervisor and Instructional Assistant. Mr. Resendiz holds an Associate's degree in Psychology from California State University, Dominguez Hills. It is recommended that Mr. Resendiz 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: March 18, 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 Speech and Language Assistant.

The advanced step placement recommendation for a Speech and Language Pathology Assistant 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. Genesis Rodriguez has experience from Anaheim Union Elementary School District and Therapy Lab of OC where she has worked as a Lead Speech-Language Pathology Assistant. Ms. Rodriguez holds a Bachelor's degree in Communication Sciences and Disorders from California State University, Fullerton. It is recommended that Ms. Rodriguez start at Step VI of the Speech and Language Assistant salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Speech and Language Assistant (Range 104)	\$29.22	\$30.38	\$31.58	\$32.84	\$34.14	\$35.51

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Speech and Language Assistant



Westminster School District Memorandum

DATE: March 18, 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 School Program Facilitator.

The advanced step placement recommendation for an Extended School 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. Serina Montes has experience from California Schools Talent Collaborative, where she has worked as an Instructional Assistant. Ms. Montes is currently attending Harbor Community College, majoring in Early Childhood Psychology. It is recommended that Ms. Montes start at Step III of the Extended School 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 Lead 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: March 18, 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 School Program Facilitator.

The advanced step placement recommendation for an Extended School 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. Melanie Salgado has experience from Inland Career Education Center, where she has worked as a tutor. Ms. Salgado holds a bachelor's degree from California State University, San Bernardino. It is recommended that Ms. Salgado start at Step III of the Extended School 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 Lead 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: March 18, 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 Facilitator.

The advanced step placement recommendation for an Extended School 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 B2 as follows:

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. Brian Huynh holds an associates degree from Cypress College. It is recommended that Mr. Huynh start at Step II of the Extended School 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 Lead 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: March 18, 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 School Program Facilitator.

The advanced step placement recommendation for an Extended School 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. Joy Huitron has experience from Elevo Learning, where she has worked as Program Facilitator and Coach. Ms. Huitron is currently attending Cerritos College, majoring in Psychology. It is recommended that Ms. Huitron start at Step IV of the Extended School 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 Lead 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: March 24, 2026

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

SUBJECT: Agenda Item 3.7– Approve Revised Job Description – Public Information Officer

Due to the current vacancy in the Public Information Officer role, the Human Resources Department conducted a comprehensive review of the job description.

In an effort to continue supporting the growing needs of the Westminster School District, the job description was amended to provide clarity for prospective candidates, pertaining to the dedicated responsiveness and oversight for this management position.

Therefore, it is recommended that the revised Public Information Officer job description be approved. There are no changes to the salary range nor classification.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Month	STEP II \$ Month	STEP III \$ Month	STEP IV \$ Month	STEP V \$ Month	STEP VI \$ Month
Public Information Officer (Range 10 Management)	\$9,122	\$9,488	\$9,868	\$10,265	\$10,674	\$11,103

RECOMMENDATION: Approve the updated job description for Public Information Officer.

WESTMINSTER SCHOOL DISTRICT JOB DESCRIPTION
CLASSIFICATION STATEMENT

TITLE: **PUBLIC INFORMATION OFFICER**

BASIC FUNCTION:

Under the direction of the Superintendent, this management position and District Management team member, assumes responsibility for developing and coordinating the dissemination of information to the public; manages district-level social media; writes articles and notices for submission to newspapers and a variety of publications; maintains contact with media representatives; attends school board meetings and publishes a summary; writes, designs, and distributes the District's community newsletter, as well as a monthly internal newsletter; provides speech writing services to administrators and Board of Trustees; designs and distributes informational brochures and flyers; Plans, coordinates, and manages special events and projects; represents WSD at school sites, district and community events, and serves as the District spokesperson; serves as District photographer and videographer; and plans, coordinates, and manages with employee recognition programs. ~~assists with special events and projects; represents WSD at school site, district and community events; serves as District photographer and videographer; and assists with employee recognition programs.~~

DISTINGUISHING CHARACTERISTICS:

This one-position class is responsible for developing and maintaining an effective public relations program; providing in-district publications; leading positive community relations, and developing on-going contact with the various media organizations that service the community; in an effort to improve public support and understanding of the District and its educational programs, and provide favorable stories and reports regarding the District.

ESSENTIAL DUTIES:

Work with the Superintendent in the development and administration of an effective communications and public relations program.

Design and implement communication strategies that maximize school community and staff engagement.

Oversee and manage all district-level and school site content and communication tools, including but not limited to: press releases, photo opportunities, newsletters, handbooks, manuals, brochures, posters, advertisements, presentations, guides, directories, video, websites, social media content, graphic images and visual displays for programs and events, email, phone messaging and mobile applications.

Participate as a member of the Superintendent's Cabinet and work closely with members of Board of Trustees and the District Management Team to support District mission, vision, core values and goals.

Performs research activities, writes, and edits copy and performs graphic design and layout work in the development and distribution of information and materials intended to improve communications and understanding between the school district and the community.

Lead creation of District-wide Marketing plan in support of the District's multi-year Strategic Plan.

Plan, coordinate, and manage district-sponsored community events, including event logistics, documentation processing, vendor coordination, and invoicing.

~~Plan and manage district-sponsored community events.~~

Establish and maintain strong partnerships and represent the District with community and school groups.

Prepares news releases and other information for presentation to the news media; arranges for and coordinates interviews and conferences with District and media representatives.

Lead coordination and communication efforts regarding crisis management and serves as lead spokesperson.

Work closely with Superintendent in resolving public relations issues and concerns, overseeing and insuring the preparation of accurate information, effectively disseminated to ensure a positive district image is maintained throughout the community.

Assists Plan, coordinate, and manage in special events and projects as needed, arranges media or public relations tours, and furnishes provide appropriate information to the local chambers-of-commerce, realtors, city government, and other agencies.

Meet with various constituents, government and community groups to obtain and provide information.

Serve as District photographer and provide photographic layouts and video presentations of appropriate school activities and district programs for use in a public relations/information presentation.

Regularly attend school board meetings and publish summaries of the meetings; attend administrative, and other meetings at the direction of the Superintendent.

Composes speeches for administrators and Board of Trustees as needed.

Design, create, and coordinate the production of District publications, logo design, reports, booklets, charts, graphs and other printed and electronic materials to enhance appearance and understanding.

Manage public relations during significant events including crisis situations.

Plan, coordinate, and manage ~~Coordinate and manage~~ all public records requests.

Plan, coordinate, and manage ~~Assist~~ in the development and presentation of employee recognition programs.

Gather and preserve historical photos, information, district-related news-clippings, and other related documents.

Develops and maintains necessary files, records, and mailing lists.

Perform other related duties as required or assigned.

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ORGANIZATIONAL RELATIONSHIPS:

Supervision: Reports to and takes direction from the District Superintendent or his/her designee.

Internal Contacts: Frequent contact with district personnel at all levels.

External Contacts: Frequent contact with newspaper and other media representatives, as well as city and other governmental agency officials. Some contact with parents and community-based organizations.

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QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed herein are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and procedures used in the establishment and carrying out of an effective public relations program, as well as the necessary techniques for gathering, preparing, and disseminating public information.

Leadership principles and leading crisis management ~~understanding~~ events with the and ability to provide crisis oversight.

The fundamentals of writing, composition, graphic design, and layout.

The principles and appropriate use of graphics and photographic materials in the creation and presentation of informational materials.

The functions and organization of public schools in California.

The organization, operation and practices of a general distribution newspaper, radio/television stations, and/or other mass media organizations; including knowledge of the form and content used for general news, features, and human interest stories.

Word processing, photography, and one or more desk-top publishing programs.

Modern office practices, procedures, and equipment.

Telephone techniques and etiquette.

Public and community relations.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

The operation of a computer work station.

ABILITY TO:

Work with major stakeholders including school and community organizations, parent groups, and local government officials.

Write creatively, clearly and interestingly for broad public appeal, as well as for specialized audiences.

Present material simply, graphically, and pictorially.

Gather and compile information for use in the preparation of news releases, social media posts, features, and spot announcements.

Preparation of materials appropriate in content and style for use by public media or other form of publication selected for use.

Compose correspondence and written material independently or from oral instructions which are adapted to the needs and interests of diverse groups.

Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration, staff and community members.

Recognize and make appropriate public relations use of newsworthy items and activities occurring within the District; promoting employee and student recognition whenever and wherever possible.

Develop and maintain effective working relationships with the press and other media representatives.

Work independently with little direction.

Effective use of photos and video.

Read, interpret, and follow rules, regulations, policies and procedures.

Plan, coordinate, and manage ~~Make arrangements for~~ meetings, workshops, conferences, and media interviews.

Set schedules and meet timelines.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

A. Education experience

- (1) Graduation from an accredited four-year college/university with a major in journalism, public relations, media relations, English, communications, or other related field of endeavor required.
- (2) Three years experience in journalism, advertising, marketing, public relations, media writing, communications, as a public information officer, or other similar employment preferred.

B. Equivalencies:

1. Additional experience beyond that required in A. ~~(1)~~³ ~~(above)~~ may be substituted for education on a year-for-year basis to a maximum of two years.
2. Graduate-level education beyond that required in A.2 ~~(above)~~ may be substituted for experience on a year-for-year basis to a maximum of two years.

LICENSES AND OTHER REQUIREMENTS:

Must possess and retain a valid California Motor Vehicle Operator's License

PREPARED BY:	_____Classified Personnel Department	DATE: 8/1992
APPROVED BY:	_____Board of Trustees	DATE: 8/20/1992
APPROVED BY:	_____Personnel Commission	_____DATE: 8/24/1992
REVISED BY:	Personnel Commission	_____DATE: 6/1995
REVISED BY:	Personnel Commission	_____DATE: 12/19/1995
REVISED BY:	Personnel Commission	_____DATE: 12/17/2019
REVISED BY:	Personnel Commission	_____DATE: 8/22/2023
APPROVED BY:	_____Board of Trustees	DATE: 9/14/2023
REVISED BY:	<u>Personnel Commission</u>	<u>DATE: 03/19/2026</u>



INFORMATIONAL ITEM

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

Human Resources Classified Recruitment Report Last Updated on 03-18-2026

Job Posting	Hired	Current Vacancies	Site	Eligibility List	Recruitment Status
Community Liaison Worker - Spanish	0	1	Anderson	N	Final Interview Scheduled
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
ESP Facilitator* <i>Outsourced</i>	11	47	Various Sites	Y	On going
ESP Lead Facilitator* <i>Outsourced</i>	3	3	Various Sites	N	On going
Food Service Delivery Driver/Worker	0	1	Nutrition Services	N	Posted on EdJoin
Food Service Worker	5	0	Various Sites	Y	Hired
Lead Food Service Worker	0	2	Various Sites	N	Oral Exam Scheduled
Nutrition Services Operation Technician	0	1	Nutrition Services	N	Posted on EdJoin
Paraeducator	0	5	Various Sites	N	Oral Exam Scheduled
Paraeducator Instructional Support	0	31	Various Sites	Y	Final Interview Scheduled
Paraeducator Behavior Instruction and Support	0	10	Various Sites	N	Testing in progress
Paraeducator Specialized Health	0	2	Hayden &	N	Recruitment Extended
Student Transportation Assistant	0	1	District Office	N	Recruitment Extended
Month At A Glance	20	113			
Ending 02-17-2026					
<i>ESP Vacancies *</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
82	8	56	138	15.39%	13.34%
Ending 03-18-2026					
<i>ESP Vacancies *</i>	<i>Hired</i>	<i>Core Vacancies</i>	<i>Total Vacancies</i>	<i>Vacancy Rate (w/ ESP)</i>	<i>Vacancy Rate (w/o ESP)</i>
52	14	61	113	21.20%	14.50%