

WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION
Regular Meeting of September 29, 2026, at 3:00 p.m.
District Office Board Room

1. **CALL TO ORDER 3:00 P.M**

Thomas Connolly

1.1 Pledge of Allegiance

2. **CONSENT AGENDA**

Thomas Connolly

Items listed under the Consent Agenda are considered routine and will be approved/adopted by a single motion. There will be no separate discussion of these items; however, any item may be removed from the Consent Agenda upon the request of any member of the Personnel Commission, discussed, and acted upon separately. The Deputy Superintendent of Human Resources and the Executive Director of Human Resources recommend approval of all Consent Agenda items.

2.1 Consent Approve the minutes of the regular meeting of August 25, 2026 (Enclosure)

Thomas Connolly

2.2 Consent Approve the following eligibility lists: (Enclosure)

Thomas Connolly

		Vacant Positions	Active Eligibility List
A.	Library Media Assistant 08/19/2027	2	6
B.	Community Liaison Worker - Spanish, expiration 08/25/2027	3	5
C.	Custodian, expiration 09/04/2027	1	12
D.	Translator/Interpreter - Vietnamese, expiration 09/08/2027	2	5
E.	Paraeducator Specialized Health & Instructional Support, expiration 09/17/2027	1	7
F.	Student Transportation Assistant, expiration 07/07/2027	3	4
G.	Grounds Maintenance Worker, expiration 09/02/2027	2	6
H.	Extended School Program Facilitator, expiration 09/11/2027	27	5
I.	Extended School Program Lead Facilitator, expiration 09/14/2027	2	5
J.	Early Learning Infant Assistant, expiration 09/15/2027	5	4

3. **ACTION ITEMS**

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

Michael Kim

3.2 **Discussion/Action** Approve advanced step placement on the salary schedule for an Early Learning Assistant

Michael Kim

3.3 **Discussion/Action** Approve advanced step placement on the salary schedule for an Early Learning Assistant

Michael Kim

3.4 **Discussion/Action** Approve advanced step placement on the salary schedule for an Early Learning Assistant

Michael Kim

3.5 **Discussion/Action** Approve advanced step placement on the salary schedule for an Early Learning Assistant

Michael Kim

3.6 **Discussion/Action** Approve advanced step placement on the salary schedule for an Early Learning Assistant

Michael Kim

<u>3.7</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Early Learning Infant Assistant	Michael Kim
<u>3.8</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Extended School Program Facilitator	Michael Kim
<u>3.9</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for a Community Liaison Worker	Michael Kim
<u>3.10</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Extended School Program Facilitator	Michael Kim
<u>3.11</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for a Paraeducator Behavioral and Instructional Support	Michael Kim
<u>3.12</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for a Paraeducator	Michael Kim
<u>3.13</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Extended School Program Facilitator	Michael Kim
<u>3.14</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Early Learning Infant Assistant	Michael Kim
<u>3.15</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Early Learning Assistant	Michael Kim
<u>3.16</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for a Library Media Technician	Michael Kim
<u>3.17</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for a Paraeducator Behavioral and Instructional Support	Michael Kim
<u>3.18</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Extended School Program Lead Facilitator	Michael Kim
<u>3.19</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Early Learning Assistant	Michael Kim
<u>3.20</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Extended School Program Facilitator	Michael Kim
<u>3.21</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for a Paraeducator	Michael Kim
<u>3.22</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for a Community Liaison Worker	Michael Kim
<u>3.23</u>	<u>Discussion/Action</u>	Approve advanced step placement on the salary schedule for an Early Learning Assistant	Michael Kim

4. REPORTS/COMMENTS

4.1	Information	Recruitment/Vacancy Update	Maria Orona Stephanie Myers
4.2	Information	Personnel Commission Calendar	Thomas Connolly
4.3	Information	Executive Director Report	Michael Kim

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|-----|-------------|--|--|
| 4.4 | Information | 4.4.1 Deputy Superintendent Report
Human Resources | Rich Montgomery |
| 4.5 | Information | 4.5.1 Assistant Superintendent Report
Business Services | Manuel Cardoso |
| | | 4.5.2 Educational Services | Dr. Kara Heinrich |
| 4.6 | Information | Superintendent Report | Dr. Gunn Marie Hansen |
| 4.7 | Information | Public Comments
CSEA
Public and Staff in attendance | Matt Acocello |
| 4.8 | Information | Staff Comments
Personnel Analyst
Personnel Technician
Personnel Technician
Personnel Services Specialist (Interim) | Jovanna Peña
Stephanie Myers
Maria Orona
Sylvia Chaires |
| 4.9 | Information | Personnel Commission Comments
Commissioner Jenkins
Commissioner Jones
Commissioner Connolly | Jackie Jenkins
Robin Jones
Thomas Connolly |

5. CLOSED SESSION: (if needed)

Thomas Connolly

- | | |
|-----|--|
| 5.1 | Public Employee Performance Evaluation
- Government Codes §54957 and 54957.1
Executive Director, Human Resources |
| 5.2 | Public employee discipline/dismissal/release
- Government Codes §54954.5(e) and 54957 |

6. 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:

September 29, 2026
October 27, 2026
November 17, 2026
December 15, 2026
January 26, 2027
February 23, 2027
March 23, 2027
April 27, 2027
May 25, 2027
June 22, 2027



CONSENT ITEMS

- Approval of Minutes
- Eligibility Lists (10)

**WESTMINSTER SCHOOL DISTRICT
PERSONNEL COMMISSION**
Minutes of the Regular Meeting of August 25, 2026

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

COMMISSIONERS PRESENT:

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

OTHERS PRESENT:

Dr. Gunn Marie Hansen, Superintendent
Mr. Rich Montgomery, Deputy Superintendent,
Human Resources
Dr. Kara Heinrich, Assistant Superintendent,
Educational Services
Mr. Manuel Cardoso, Assistant Superintendent,
Business Services
Mr. Michael Kim, Executive Director,
Human Resources
Mrs. Susan Hillenbrand, Executive Secretary,
Human Resources
Ms. Yolanda Galvas, Executive Secretary, Human
Resources
Mrs. Jovanna Peña, Personnel Analyst, Human
Resources
Mrs. Stephanie Myers, Personnel Technician, Human
Resources
Mrs. Maria Orona, Personnel Technician, Human
Resources
Ms. Sylvia Chaires, Substitute Personnel Services
Specialist, Human Resources
Mrs. Stacey Barajas, CSEA Vice President
Mr. Mike Jenkins, Community Member

**MINUTES OF THE REGULAR MEETING
OF June 23, 2026:**

Commissioner Jenkins moved, seconded by
Commissioner Jones, to approve the minutes of the
regular meeting of June 23, 2026.

Motion carried 3/0

ELIGIBILITY LIST APPROVED:

Commissioner Jenkins moved, seconded by
Commissioner Jones, to approve the eligibility list;
Account Specialist 06/17/2027 , Payroll Technician
06/17/2027, Buyer expiration 06/18/2027, ESP Lead
Facilitator 06/24/2027, Assistant Director Business
Svcs. 07/01/2027, Chief Technology Office expiration
07/07/2027, Educational Services Technician
07/15/2027, Community Liaison Worker Vietnamese
07/21/2027, School Office Manager expiration
07/23/2027, Food Service Worker expiration
07/27/2027, Senior Lead Food Service Worker
expiration 07/28/2027, Paraeducator Instructional
Support, SPED, expiration 08/03/2027, Health
Services Assistant expiration 08/04/2027, ESP
Facilitator expiration 08/02/2027, Paraeducator

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

*APPROVE ADVANCED STEP PLACEMENT
ON THE SALARY SCHEDULE- CHIEF
TECHNOLOGY OFFICER:*

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

*APPROVE ADVANCED STEP PLACEMENT
ON THE SALARY SCHEDULE-
COMMUNITY LIAISON WORKER:*

*APPROVE ADVANCED STEP PLACEMENT
ON THE SALARY SCHEDULE- EARLY
LEARNING ASSISTANT:*

*APPROVE ADVANCED STEP PLACEMENT
ON THE SALARY SCHEDULE- EARLY
LEARNING INSTRUCTOR:*

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

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

Behavior Instructional Support SPED, expiration 08/05/2027, Paraeducator Behavior Instructional Support Gen Ed, expiration 08/05/2027, Early Learning Assistant, expiration 08/14/2027, Duplicating Services Technician 08/18/2027
Motion carried 3/0

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

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

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

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

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

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

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

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

RECRUITMENT UPDATE:

Mrs. Stephanie Myers provided an update on the recruitment report for through August 2026, including hiring for Early Learning Infant Assistant and Extended School Program Facilitator and Lead Facilitator positions. She reported that the Extended School Program is down approximately 200-300 students, which brings the total of vacancies to 28 instead of 56. Finishing the Early Education Assistant interviews.

Mrs. Maria Orona provided an update on current recruitments. She reported that the Assistant Director of Business Services final interviews are scheduled for early September. The Community Liaison Spanish interviews are finishing up.

PERSONNEL COMMISSION CALENDAR:

The Personnel Commission meeting calendar was reviewed with no changes. It was noted that the March 23, 2027 meeting could be held with two Commissioners, as Commissioner Jenkins will not be available.

EXECUTIVE DIRECTOR REPORT:

Mr. Kim thanked the Human Resources team for their efforts in filling several key positions, including a number of staff secretary vacancies. He also thanked the Commissioners for their flexibility in salary placement, which has helped the District attract and hire qualified candidates. Mr. Kim recognized the significant work involved in Professional Development Day and department trainings, noting that this year had the highest number of classified staff responses. He introduced Sylvia, who is providing coverage for Amy while she is out on maternity leave.

DEPUTY SUPERINTENDENT REPORT:

Mr. Montgomery recognized the Human Resources team for their outstanding customer service, noting that frontline staff play an important role in supporting the District's "One District, One Team" approach. He also acknowledged Stacey Barajas, CSEA Vice President, for her attention to detail regarding a recent newsletter in which a photo of certificated staff was mistakenly given a classified staff title. He thanked Ms. Barajas for bringing the matter forward as an important reminder. Mr. Montgomery also thanked the Cabinet team for their hard work in preparing for the start of the school year.

*ASSISTANT SUPERINTENDENT,
BUSINESS SERVICES REPORT:*

Mr. Cardoso thanked the Human Resources team for their efforts in completing numerous hires over the summer. He also recognized Mr. Montgomery, Mr. Kim, and Dr. Hansen for their support in bringing qualified candidates to the District. Mr. Cardoso shared that the District received additional funding for Special Education and thanked both the Human Resources and Business Services teams for their collaboration and hard work. He expressed that he is

*ASSISTANT SUPERINTENDENT,
EDUCATIONAL SERVICES REPORT:*

school year.

Dr. Kara Heinrich emphasized that the work of Educational Services truly takes a team and reflected the District's "One District, One Team" approach. She recognized the classified staff for their significant support with ESY, summer school, and preparations for the new school year. Dr. Heinrich also highlighted the Community Backpack Day, which served more than 1,000 families and provided resources including shoes, haircuts, tennis shoes, and backpacks. She thanked everyone in the room for their contributions.

SUPERINTENDENT REPORT:

Dr. Hansen recognized the strength of the District team and thanked the Personnel Commission and Human Resources team for their support with hiring, particularly as the District prepares for a significant number of retirements this year. She also shared that the Board recently approved placing Measure B on the November 3, 2026 ballot. Dr. Hansen noted the importance of ensuring the community is informed and aware of the measure.

*PUBLIC COMMENTS:
CSEA:*

Stacey Barajas, CSEA Vice President wished everyone a happy school year!

STAFF COMMENTS:

Sylvia Chaires shared that she has a wonderful team and is happy to be part of the District.

COMMISSIONER'S COMMENTS:

Commissioner Jenkins Commissioner Jones wished everyone well for the upcoming school year and shared that she is proud to serve as a Commissioner and to be a member of the Westminster community. She expressed appreciation for being invited to Professional Development Day and noted the excitement and positive energy among staff that day. She also shared that she was pleased to see the Community Backpack Day continuing.

Commissioner Jones wished everyone good luck on the first day of school. She shared that she has always been proud to be a citizen of Westminster and expressed appreciation for the role Westminster School District played in her son's education and development.

Commissioner Connolly shared that, although he may sound like a "broken record," he continues to be impressed by the District. He noted that he is familiar with several districts and believes Westminster stands out for its ability to get things done. He also announced that the CSPCA conference will be held in Long Beach from March 14–16 and shared that he is looking forward to attending with the group.

ADJOURNMENT:

The meeting adjourned at 3:50 p.m.

Respectfully submitted,
Michael Kim
Executive Director, Human Resources



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

Position:	Library Media Assistant		
Date Established:	08/19/26	Candidates on List:	6

Position:	Community Liasion Worker - Spanish		
Date Established:	08/25/26	Candidates on List:	5

Position:	Custodian		
Date Established:	09/04/26	Candidates on List:	12

Position:	Translator/Interpreter - Vietnamese		
Date Established:	9/8/26	Candidates on List:	5

Position:	Paraeducator Specialized Health & IS		
Date Established:	09/17/26	Candidates on List:	7

Position:	Student Transportation Assistant		
Date Established:	08/25/2026	Candidates on List:	4

Position:	Ground Maintenance Worker		
Date Established:	09/02/2026	Candidates on List:	6

Position:	Extended School Program Facilitator		
Date Established:	09/11/2026	Candidates on List:	5

Position:	Extended School Program Lead Facilitator		
Date Established:	09/14/2026	Candidates on List:	5

Position:	Early Learning Infant Assistant		
Date Established:	09/15/2026	Candidates on List:	4



ACTION ITEMS

- Advanced Step Placement (23)



Westminster School District Memorandum

DATE: September 29, 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 a Paraeducator Instructional Support.

The advanced step placement recommendation for a Paraeducator Instructional Support comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 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. Darrian McDuffie has over seven years of experience working with students as a tutor. Mr. McDuffie also holds a Bachelor's degree in English Literature from California State University, Dominguez Hills. It is recommended that Mr. McDuffie start at Step 3 of the Paraeducator Instructional Support salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Instructional Support (Range 25)	\$22.48	\$23.38	\$24.29	\$25.26	\$26.28	\$27.30

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



Westminster School District Memorandum

DATE: September 29, 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 Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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. Karla Espinoza has over three years of experience working as a Teacher Aide with Santa Ana Unified School District. Ms. Espinoza also holds a Bachelor's degree in Child and Adolescent Studies from California State University, Fullerton. It is recommended that Ms. Espinoza start at Step 4 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



Westminster School District Memorandum

DATE: September 29, 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 Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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. Jennifer Gonzales has over three years of experience working as an Early Education Instructional Assistant with Newport-Mesa Unified School District. Ms. Gonzales also holds an Associate's degree equivalent in Early Childhood Education from Orange Coast College. It is recommended that Ms. Gonzales start at Step 3 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



Westminster School District Memorandum

DATE: September 29, 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 Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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. Sukhvinder Garcha has over four years of experience working as a Preschool Aide with Amergis and as a Behavior Technician with Maxim Healthcare. Ms. Garcha also holds a Bachelor's degree from California State University, Fullerton. It is recommended that Ms. Garcha start at Step 4 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



Westminster School District Memorandum

DATE: September 29, 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 Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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. Michelle Romo has over three years of experience working as an Instructional Assistant with Amergis and as a Substitute Teacher with Orange Unified School District. Ms. Romo also holds a Bachelor's degree from Chapman University. It is recommended that Ms. Romo start at Step 4 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



Westminster School District Memorandum

DATE: September 29, 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 Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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 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. Giselle Rosas has over 6 years of experience working as a substitute ESP Facilitator with Westminster School District. Ms. Rosas also has worked with Buena Park School District for over 3 years. It is recommended that Ms. Rosas start at Step 3 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



Westminster School District Memorandum

DATE: September 29, 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 Early Learning Infant Assistant.

The advanced step placement recommendation for an Early Learning Infant 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 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. Kharma Johnson has over three years of experience working as a Preschool Teacher Assistant with ChildCare Careers and nearly two years of experience with California Schools Talent Collaborative. It is recommended that Ms. Johnson start at Step 3 of the Early Learning Infant 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
Early Learning Infant Assistant (Range 28)	\$22.58	\$23.46	\$24.41	\$25.37	\$26.40	\$27.44

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Infant Assistant.



Westminster School District Memorandum

DATE: September 29, 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 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. Yamile Martinez-Cervantes comes with experience from California Schools Talent Collaborative. Ms. Martinez-Cervantes also holds an Associate's degree in Early Education from Santa Ana College. It is recommended that Ms. Martinez-Cervantes start at Step 3 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 Facilitator (Range 9)	\$20.24	\$21.04	\$21.89	\$22.78	\$23.67	\$24.61

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



Westminster School District Memorandum

DATE: September 29, 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 a Community Liaison Worker.

The advanced step placement recommendation for a Community Liaison Worker 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. Chi Nguyen has over ten years of experience working in community support, communications, and assistant services. Ms. Nguyen also holds a Bachelor's degree from the University of Los Angeles. It is recommended that Ms. Nguyen start at Step 4 of the Community Liaison Worker salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Community Liaison Worker (Range 44)	\$25.00	\$25.99	\$27.04	\$28.10	\$29.22	\$30.40

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Community Liaison Worker.



Westminster School District Memorandum

DATE: September 29, 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 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 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. Christina Crocker comes with experience as a Coach/Peer Mentor from Elevo. It is recommended that Ms. Crocker start at Step 3 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 Facilitator (Range 9)	\$20.24	\$21.04	\$21.89	\$22.78	\$23.67	\$24.61

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



Westminster School District Memorandum

DATE: September 29, 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 Paraeducator Behavior and Instructional Support.

The advanced step placement recommendation for a Paraeducator Behavior and Instructional Support comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 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. Josue Moreno has over six years of experience working as a Behavioral Technician and Caregiver, providing direct support and behavioral assistance. Mr. Moreno also has experience managing Cambrian Homecare, where he is responsible for staffing and day-to-day personnel coordination. It is recommended that Mr. Moreno start at Step 3 of the Paraeducator Behavior and Instructional salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Behavior & Instructional Support (Range 39)	\$24.13	\$25.10	\$26.09	\$27.13	\$28.20	\$29.33

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



Westminster School District Memorandum

DATE: September 29, 2026
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.12–Approve Advanced Step Placement on the salary schedule for a Paraeducator.

The advanced step placement recommendation for a Paraeducator comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.

Ms. Laurie O'Neill has over eight years of substitute experience with Westminster School District, serving as both an Early Learning Assistant and Paraeducator. She has also completed coursework in Early Childhood Education at Coastline Community College. It is recommended that Ms. O'Neill start at Step 3 of the Paraeducator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator (Range 17)	\$21.48	\$22.34	\$23.23	\$24.16	\$25.11	\$26.11

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



Westminster School District Memorandum

DATE: September 29, 2026
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.13—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 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. Crystal Cortez comes with two years of experience as an Afterschool Program Facilitator from Elevo. It is recommended that Ms. Cortez start at Step 3 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 Facilitator (Range 9)	\$20.24	\$21.04	\$21.89	\$22.78	\$23.67	\$24.61

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



Westminster School District Memorandum

DATE: September 29, 2026

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.14—Approve Advanced Step Placement on the salary schedule for an Early Learning Infant Assistant.

The advanced step placement recommendation for an Early Learning Infant 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. Haley Johnson has over six years of experience working as a Preschool Teacher and Daycare Counselor. Ms. Johnson also holds a Bachelor's degree in Child and Adolescent Development from California State University, Fullerton. It is recommended that Ms. Johnson start at Step 4 of the Early Learning Infant 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
Early Learning Infant Assistant (Range 28)	\$22.58	\$23.46	\$24.41	\$25.37	\$26.40	\$27.44

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Infant Assistant.



Westminster School District Memorandum

DATE: September 29, 2026

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.15–Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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. Kristina Alcantar has over seven years of experience working as an Instructional Assistant with Newport-Mesa Unified School District, as well as experience working as a Youth Development Professional with the Boys & Girls Club. Ms. Alcantar also holds a Bachelor's degree in Psychology from California State University, Fullerton. It is recommended that Ms. Alcantar start at Step 6 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



Westminster School District Memorandum

DATE: September 29, 2026

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.16–Approve Advanced Step Placement on the salary schedule for a Library Media Assistant.

The advanced step placement recommendation for a Library Media 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. Michaela Shamoiei has over two years of experience working as a Substitute Teacher with Westminster School District. Ms. Shamoiei also holds a Bachelor's degree from California State University, Los Angeles. It is recommended that Ms. Shamoiei start at Step 3 of the Library Media 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
Library Media Assistant (Range 55)	\$25.52	\$26.55	\$27.59	\$28.67	\$29.84	\$31.02

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Library Media Assistant.



Westminster School District Memorandum

DATE: September 29, 2026
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.17–Approve Advanced Step Placement on the salary schedule for a Paraeducator Behavior and Instructional Support.

The advanced step placement recommendation for a Paraeducator Behavior and Instructional Support comes at the request of Mr. Michael Kim, Executive Director, Human Resources. This request is in accordance with the Personnel Commission Rules and Regulations Article XVII, Section 2. Application of Salary Schedules: 17.2.1. Initial Salary Placement B1 and B2 as follows:

1. The additional skills or qualifications of the candidate that make them especially qualified for the position beyond that required for entry into the class.
2. Additional Education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.

Ms. Priscilla Gardner has over ten years of experience working as a Youth Development Professional with the Boys & Girls Club, as well as experience working as an Anger Management Facilitator with the MooreGrace Foundation. Ms. Gardner also holds a Bachelor's degree in Psychology from Concordia University Irvine. It is recommended that Ms. Gardner start at Step 4 of the Paraeducator Behavior and Instructional salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator Behavior & Instructional Support (Range 39)	\$24.13	\$25.10	\$26.09	\$27.13	\$28.20	\$29.33

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



Westminster School District Memorandum

DATE: September 29, 2026
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.18—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.

Ms. Victoria Nguyen has two years of experience working as an After School Instruction Provider with Santa Ana Unified School District. Ms. Nguyen also holds a Bachelor's degree from California State University, Fullerton. It is recommended that Ms. Nguyen start at Step 3 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)	23.56	\$24.50	\$25.49	\$26.49	\$27.55	\$28.63

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



Westminster School District Memorandum

DATE: September 29, 2026

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.19—Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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. Alyssa Rocha has over four years of experience working as a Paraeducator Behavioral and Instructional Support with Westminster School District, as well as experience serving as an Assistant Varsity Coach with Calvary Chapel High School. Ms. Rocha also holds a Master's degree from California Baptist University. It is recommended that Ms. Rocha start at Step 5 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



Westminster School District Memorandum

DATE: September 29, 2026
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.20–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. Manaia Crooks has two years of experience working as an Afterschool Program Facilitator with Elevo. Ms. Crooks also holds a Bachelor's degree from California State University, Fullerton. It is recommended that Ms. Crooks start at Step 3 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 Facilitator (Range 9)	\$20.24	\$21.04	\$21.89	\$22.78	\$23.67	\$24.61

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



Westminster School District Memorandum

DATE: September 29, 2026
TO: Personnel Commission
FROM: Rich Montgomery, Deputy Superintendent, Human Resources
Michael Kim, Executive Director, Human Resources
SUBJECT: Agenda Item 3.21—Approve Advanced Step Placement on the salary schedule for a Paraeducator.

The advanced step placement recommendation for a Paraeducator 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. Virginia Rodriguez has over four years of experience working as a Peer Educator and Tutor with Counseling and Psychological Services. Ms. Rodriguez also holds a Bachelor's degree and is currently pursuing a Master's degree at the University of California, Riverside, with an anticipated graduation next fall. It is recommended that Ms. Rodriguez start at Step 3 of the Paraeducator salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Paraeducator (Range 17)	\$21.48	\$22.34	\$23.23	\$24.16	\$25.11	\$26.11

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



Westminster School District Memorandum

DATE: September 29, 2026

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.22—Approve Advanced Step Placement on the salary schedule for a Community Liaison Worker.

The advanced step placement recommendation for a Community Liaison Worker 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. Rodrigo Garay has over ten years of experience working as a Residential Advisor and currently serves as an Outreach Admissions Counselor with Long Beach Job Corps Center. Mr. Garay also holds an Associate's degree in Psychology from Fresno City College. It is recommended that Mr. Garay start at Step 4 of the Community Liaison Worker salary schedule.

MATRIX (RANGE) NO. CLASSIFICATION	STEP I \$ Hour	STEP II \$ Hour	STEP III \$ Hour	STEP IV \$ Hour	STEP V \$ Hour	STEP VI \$ Hour
Community Liaison Worker (Range 44)	\$25.00	\$25.99	\$27.04	\$28.10	\$29.22	\$30.40

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for a Community Liaison Worker.



Westminster School District Memorandum

DATE: September 29, 2026

TO: Personnel Commission

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

SUBJECT: Agenda Item 3.23–Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.

The advanced step placement recommendation for an Early Learning 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. Guadalupe Hernandez has experience working as an Instructional Aide with Amergis. Ms. Hernandez also holds a Bachelor's degree from the University of California, Irvine. It is recommended that Ms. Hernandez start at Step 3 of the Early Learning 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
Early Learning Assistant (Range 27)	\$22.57	\$23.47	\$24.43	\$25.39	\$26.39	\$27.45

RECOMMENDATION: Approve Advanced Step Placement on the salary schedule for an Early Learning Assistant.



INFORMATIONAL ITEM

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

Human Resources Classified Recruitment Report

Job Posting	Hired	Vacancies	Site/Dept	Eligibility List	Recruitment Status
Assistant Director, Business Services	1	0	Business	N	Hired
Campus Supervision Assistant	2	16	Various sites	N	Posted on EdJoin
Community Liaison Worker - Spanish	2	0	Various sites	N	Hired
Community Liaison Worker - English	0	1	Sequoia	N	Oral Exam Scheduled
Custodian	1	0	Warner MS	N	Hired
Duplicating Services Technician	1	0	District Office	N	Hired
Early Learning Assistant	17	15	Various sites	Y	Posting on EdJoin
Early Learning Instructor	1	3	Various sites	Y	Waiting on Licensing
Early Learning Infant Assistant	0	5	Land	Y	Names to Hiring Supervisor
Educational Services Technician	1	0	District Office	N	Hired
ESP Facilitator	7	27	Various Sites	Y	On going
ESP Lead Facilitator	3	2	Various Sites	N	On going
Food Service Worker	0	8	Various Sites	Y	Final Interviews
Health Services Assistant	1	0	Mearis	Y	Hired
Interpreter/Translator - Vietnamese	2	0	District Office	N	Hired
Lead Food Service Worker	0	3	Various Sites	Y	Final Interviews
Lead Para B&IS	0	1	LAND	N	On Hold
Library Media Assistant	2	0	Various Sites	N	Hired
Licensed Vocational Nurse	0	1	District Office	N	Oral Exam Scheduled
Grounds Maintenance Worker	2	0	District Office	N	Hired
Paraeducator	1	5	Various Sites	N	Posted on EdJoin
Paraeducator Behavior & IS - Gen Ed	0	3	Various Sites	N	Posted on EdJoin
Paraeducator Behavior & IS - SPED	4	0	LAND	N	Hired
Paraeducator Instructional Suport	1	37	Various Sites	N	Posted on EdJoin
Para Specialized	0	2	Various Sites	N	Final Interviews
Senior Custodian	0	1	DeMille	N	Posted on EdJoin
Senior Lead Food Service Worker	1	0	Nurtirition	Y	Hired
Student Transportation Assistant	3	0	Transportation	N	Hired
VAPA Elementary	0	1	District Office	N	Posted on EdJoin
VAPA Middle School	0	1	Warner MS	N	On Hold
Month At A Glance	53	132	Last Updated 09-24-2026		