

VIRTUAL PERSONNEL COMMISSION MEETING

January 12, 2022 at 4:30pm



JOIN ZOOM MEETING

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Meeting ID: 898 6103 9433

Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmusd.org

- Requests must be submitted no later than 5:00 p.m. on Tuesday, January 11, 2022
- Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item
- During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

January 12, 2022

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 12, 2022**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on January 12, 2022

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

- G.06 Approval of Minutes for Regular Meeting on December 8, 2021

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024.

Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the January 12 Personnel Commission meeting will be held virtually.

January 12, 2022

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, January 12, 2022, at 4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, January 11, 2022. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on January 12, 2022

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

- G.06 Approval of Minutes for Regular Meeting on December 8, 2021
- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
- General Comments and Updates
- G.08 Personnel Commissioner Comments/Reports:
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.
- G.09 Communications:
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
- SEIU Report
 - Board of Education Report
- G.10 Public Comments:
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligible</u>
Administrative Assistant	3
Campus Monitor	1
Custodian	12
Health Office Specialist	3
Instructional Assistant - Classroom	1
Senior Buyer	2
Sports Facility Attendant	4

- C.02 Advanced Step Placement:
Jasmine Lozano in the classification of Paraeducator-3 at Range A-28 Step B
- C.03 Advanced Step Placement:
Joan Smith in the classification of Paraeducator-3 at Range A-28 Step C
- C.04 Advanced Step Placement:
Gilda Tamte in the classification of Instructional Assistant - Bilingual at Range A-22 Step D
- C.05 Advanced Step Placement:
Leslie Torres in the classification of Health Office Specialist at Range A-27 Step B
- C.06 Advanced Step Placement:
Angel Vila in the classification of Facilities Technician at Range A-47 Step E

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Health Office Specialist within the instructional assistant and paraprofessional unit

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- No Training

V. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- None

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
- December 16, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- December 16, 2021

- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2021 - 2022
- I.06 Board of Education Meeting Schedule
 - 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 9, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024.

Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the December 8 Personnel Commission meeting will be held virtually.

December 8, 2021

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, December 8, 2021, at 4:34 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, December 7, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:34 p.m.

G.02 Roll Call: Commissioners Robinson, Tarazi, and Tate were present.

G.03 Pledge of Allegiance: Commissioner Tarazi led all in attendance in the Pledge of Allegiance.

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: December 8, 2021

It was moved and seconded to approve the agenda as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

G.06 Motion to Approve Minutes: November 10, 2021

It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
 - **Director Kahn welcomed Commissioner Tarazi to the Personnel Commission.**
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on November 10, 2021. All the exams and selection interviews are still conducted remotely.**
 - **Oral exams were administered for Special Education Specialist, the Paraeducator series, and bilingual – Spanish across classifications.**
 - **Performance exam was conducted for Administrative Assistant.**
 - **The Personnel Commission staff held a written exam for Campus Monitor.**
 - **Final selection interviews were held for Senior Office Specialist, Production Kitchen Coordinator, Instructional Assistant – Classroom, Campus Monitor, and Special Education Specialist.**
 - **These recruitments have been re-opened: Senior Office Specialist, Health Office Specialist, Technology Support Assistant, Cafeteria Worker-2, Campus Monitor, Campus Security Officer, Instructional Assistant – Classroom, Bus Driver, Speech Language Pathology Assistant, and Paraeducator-1,2,3.**
 - **Oral exam for Custodian has been scheduled for December 9, 2021.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 3 claims since the last regular Personnel**

Commission meeting in November. As a point of comparison, there were 117 EDD claims in November 2020. Many of these claims were EDD audits that are now processed by the Fiscal Services staff. There were 7 claims in November 2019.

- Director Kahn reported that there was an agreement between the District and SEIU to provide former employees dismissed for not complying with vaccination mandate with six-month opportunity to be reinstated if they provide proof of vaccination. These employees will have the opportunity to be considered for reinstatement until May 19, 2022. Outside of this agreement, employees typically need to voluntarily resign in order to have access to reinstatement.
- Director Kahn updated the Personnel Commission on staff processing employment verifications. They complete approximately 300 documents in a year.
- Director Kahn notified the Personnel Commission about the progress on a compensation study. Preliminary findings were shared with the compensation study committee on November 19, 2021. The next meeting regarding comparison of benefits is scheduled for February 2022. He expressed his gratitude to Ms. Caldera and Ms. Younan for their continuous contributions to the project.
- Commissioner Tate inquired about the status of the additional positions supporting the Covid-19 modified quarantine protocols. Director Kahn clarified that these positions, mainly Senior Office Specialist classification, are assisting with contact tracing and related clerical duties.

G.08 Personnel Commissioner Comments/Reports:

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **Commissioners Robinson welcomed Commissioner Tarazi to the Personnel Commission.**

G.09 Communications:

The Communications Section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
 - **None**

Board of Education Report

- **Dr. Kelly welcomed Commissioner Tarazi to the District and extended his congratulations.**
- **Dr. Kelly acknowledged and thanked Santa Monica High School staff for successfully executing an effective plan to keep students safe from a violent threat against the student population.**
- **Dr. Kelly stated that on November 18, 2021, the Board of Education took action to release 13 classified employees who didn't comply with the vaccination status. The District fulfilled the agreement with SEIU in terms**

of the process. Dr. Kelly was pleased to report that over 1520 employees are vaccinated, and that there are a very few positive cases.

- Dr. Kelly informed the Personnel Commission about the Board of Education meeting on December 16, 2021 where the Fiscal and Business Services staff will present the First Interim Budget Report.
- The Board of Education will also take up a discussion item related to SB442, a new legislation about district-based voting as community members in Santa Monica and Malibu filed a petition to enact their own map dividing SMMUSD into seven voting districts.
- Commissioner Robinson expressed her gratitude to Santa Monica High School staff for addressing the violent threat protecting students from harm.
- Commissioner Tarazi inquired about the effects of SB442.
- Dr. Kelly clarified that the legislature gives the County Commission on School District Reorganization the authority to change the voting structure for school district elections. If they find that the current system is not in line with the expectations of the California Voting Rights Act, they can order a change in the election process.
- Commissioner Tate inquired about the percentage of student body being vaccinated.
- Dr. Kelly stated that at this time parents have voluntarily provided the vaccination status on Lintelio, the screening and vaccination status application. The District is developing a process how to obtain specific student vaccination data.
The California administrative record system keeps vaccination records.
- Commissioner Robinson inquired about the District's release of survey results regarding a mandatory student vaccination and modified quarantine.
The results will most likely be shared at the regular BOE meeting on December 16, 2021.
- Dr. Kelly informed the Personnel Commission about Providence St. John's Health Center conducting a drop-in vaccination clinic on Friday, December 10, 2021 for District employees to get the booster.

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Campus Monitor	2
Paraeducator-3	2
Production Kitchen Coordinator	2
Special Education Specialist	4

C.02 Advanced Step Placement:
Kenny Butler in the classification of Paraeducator-3 at Range A-28 Step C

C.03 Advanced Step Placement:
Teresa Caceres-Navarrete in the classification of Instructional Assistant - Classroom at Range A-20 Step D

C.04 Advanced Step Placement:
Keara Finnell in the classification of Senior Office Specialist at Range A-27 Step C

C.05 Advanced Step Placement:
Marc Johnson in the classification of Paraeducator-1 at Range A-22 Step D

C.06 Advanced Step Placement:
Lori Whitesell in the classification of Audience Services Coordinator at Range A-40 Step B

C.07 Advanced Step Placement:
Colbie Witherspoon in the classification of Instructional Assistant - Classroom at Range A-20 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-07. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

These items are to keep the Commissioners up-to-date with relevant information regarding Personnel Commission procedures and practices.

- None

V. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- None

VI. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - November 18, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - November 18, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2021 - 2022
- I.06 Board of Education Meeting Schedule
 - 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 12, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the "Request to Address" card prior to the start of the closed session.

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

TIME ADJOURNED: 5:08 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 12, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Jasmine Lozano

Hire Date: 12/1/2021

ASP Request Submitted: 1/6/2022

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Jasmine Lozano	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Jasmine Lozano meets education requirement. • Jasmine Lozano has over three (3) of experience working as a Special Education teacher. 	<p>0 level of education above the required level =0 Step Advance</p> <p>1 (2-year periods) levels of experience above the required level =1 Step Advance</p>
<p><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

Ms. Lozano's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step B is \$18.57/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jasmine Lozano at Range A-28, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Mahshid Tarazi						
Phillip Tate						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 12, 2022

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Joann Smith

Hire Date: 1/3/2022

ASP Request Submitted: 1/3/2022

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Joann Smith	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and ONE</u> of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Joann Smith has a Bachelor's degree in English. • Joann Smith has over two (2) of experience working as a Special Education teacher. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p> <p>1 (2-year periods) level of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u></p>		

DIRECTOR'S COMMENTS:

Ms. Smith's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step C is \$19.49/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joann Smith at Range A-28, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 12, 2022

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Gilda Tamte

Hire Date: 12/1/2021

ASP Request Submitted: 12/4/2021

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Bilingual</p>	<p>Employee: Gilda Tamte</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent AND</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p>LICENSES AND OTHER REQUIREMENTS: Must be fluent in Spanish in reading, writing and speaking.</p>	<ul style="list-style-type: none"> • Gilda Tamte has a Bachelor's Degree in Liberal Studies 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <p>Experience is a preferred qualification.</p>	<ul style="list-style-type: none"> • Gilda Tamte has over 12 years of experience teaching. 	<p>6 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</p>		

DIRECTOR'S COMMENTS:

Ms. Gilda Tamte's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$15.28/hour, while Step D is \$17.68/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Angel Vila at Range A-22, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 12, 2022

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Leslie Torres

Hire Date: 11/29/2021

ASP Request Submitted: 12/09/2021

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Leslie Torres	Calculation of Advanced Step Recommendation
Education: A high school diploma or recognized equivalent.	<ul style="list-style-type: none"> Leslie has a Bachelor of Arts in Public Health 	2 level of education above the required level =1 Step Advance (Max. allowed)
Experience: One (1) year of clerical experience including record keeping, data entry, and public contact	<ul style="list-style-type: none"> Leslie does not exceed the minimum experience requirements. 	0 (2-year periods) levels of experience above the required level =0 Step Advance (Max. allowed)
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Ms. Leslie Torres' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$17.26/hour, while Step B is \$18.12/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Leslie Torres at Range A-27, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Mahshid Tarazi						
Phillip Tate						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 12, 2022

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Angel Vila

Hire Date: 1/4/2022

ASP Request Submitted: 1/4/2022

BACKGROUND INFORMATION:

Classification Title: Facilities Technician	Employee: Angel Vila	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent, AND Two (2) years of successfully completed coursework at a technical school or college in architecture, engineering, or a closely related field. 	<ul style="list-style-type: none"> Angel Vila has a Bachelor of Architecture degree. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: Three (3) years experience in the building trades including some experience as a Facilities Inspector, Planner and Estimator, or a Project Manager performing general inspection, planning, and estimating or project management related to construction, repair and maintenance of schools or similar institutional facilities, buildings or properties.	<ul style="list-style-type: none"> Angel Vila has over thirty (30) years of experience working as a project manager. 	10 (3-year periods) levels of experience above the required level = 2 Step Advance (Max. allowed)
Difficulty of Recruitment: The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	<ul style="list-style-type: none"> The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) + 1 (Difficulty) = 4 Advanced Step = STEP E</u>		

DIRECTOR'S COMMENTS:

Mr. Angel Vila education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-47 at Step A is \$28.10/hour, while Step E is \$34.15/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Angel Vila at Range A-47, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Mahshid Tarazi						
Phillip Tate						

12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

16.4 ADVANCED STEP PLACEMENT

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

V. Action Items:

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Mahshid Tarazi						
Phillip Tate						



PERSONNEL COMMISSION

Regular Meeting: Wednesday, January 12, 2022

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Health Office Specialist

BACKGROUND INFORMATION:

Health Office Specialist has an existing vacancy and anticipated vacancies. Delays in the hiring process have occurred due to the requisite that candidates have first aid, CPR, and AED certification at time of hire. Staff met with Coordinating Nurse, Rachel Bressler, RN, MN to discuss solutions.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed the existing class spec
- Met with the Coordinating Nurse, Rachel Bressler, RN, MN to review class spec and determine appropriate amount of time to obtain certificates

ANALYSIS & FINDINGS:

Based on the information gathered, the recommended changes are summarized as follows:

- Revised Additional Requirements/Information to allow candidates to obtain first aid, CPR, AED certification within 30 calendar days from start date

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Health Office Specialist classification specification as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 550720

HEALTH OFFICE SPECIALIST

BASIC FUNCTION

Under general supervision, assists in the daily operation of a school health office, administers first aid, assists students in taking prescribed medications, and performs a variety of related clerical duties.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year of clerical experience including record keeping, data entry, and public contact.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid First Aid, CPR, and AED certification **must be obtained within 30 calendar days of start date**. A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required. Experience working within a health care setting is highly desirable. Experience working with school age children in an organized setting is highly desirable.

REPRESENTATIVE DUTIES

- Assists students in taking prescribed medications
- Assists the Credentialed School Nurse in maintaining health records and preparing reports
- Types and files student health records
- Prepares documents and reports for the Credentialed School Nurse or the school administrator when immunizations are not in compliance with current state laws
- Assists students with toileting and activities of daily living
- Maintains supplies in the health office and prepares requisitions for needed replacements
- Provides first aid to students and others who are hurt or become injured at school
- Records temperature readings
- Contacts parents and paramedics as required
- Performs specialized physical healthcare procedures and treatments including, but not limited to, glucose monitoring, mechanical nebulizer treatment or emergency injections of medications with appropriate training and supervision by the Credentialed School Nurse
- Maintains safety and sanitation of the school health office

- Performs related duties as assigned

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION

General supervision is received from a certificated administrator. Lead direction is provided by the Credentialed School Nurse. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- First aid procedures and techniques
- Cardiopulmonary resuscitation (CPR) procedures and techniques
- Use of an automated external defibrillator (AED)
- Principles and practices of recordkeeping and maintaining documentation
- Principles and practices of data collection and entry
- Principles, practices, and techniques of information gathering
- Word processing, database, and spreadsheet software

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Using Technology – Working with electronic hardware and software applications
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Customer Focus – Attending to the needs and expectation of customers
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Teamwork – Collaborating with others to achieve shared goals
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Oral Communication – Engaging effectively in dialogue

WORKING CONDITIONS

ENVIRONMENT:

The employee works in an office environment with many interruptions, moderate noise levels. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information.

PHYSICAL DEMANDS:

Hand and finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds. Must be able to lift, push and pull up to fifty (50) pounds as required to move or assist an injured or ill student. Sitting, stooping, crouching, standing, bending at the waist, kneeling or walking to assist students. Must have hand and finger dexterity to operate specialized equipment and adaptive tools for lifting heavy students (such as the hoist lift). Must be physically able to provide rapid response to emergent situation throughout the school campus.

HAZARDS:

Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.

DISTINGUISHING CHARACTERISTICS

A Health Office Specialist assists professional health services personnel in a school health office by maintaining clerical records and administering first aid in emergencies. The Senior Office Specialist performs a variety of clerical and typing duties ranging from beginning level to those requiring the exercise of judgment based on training and experience. A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the technical and functional direction of the Credentialed School Nurse.

~~DUTIES APPROVED~~

~~BOARD OF EDUCATION:~~

~~February 17, 2011~~

CLASSIFICATION APPROVED

PERSONNEL COMMISSION ESTABLISHED:

June 14, 2011

REVISED:

July 12, 2011

July 08, 2020

Proposed Revisions: January 12, 2022



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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CLASSIFICATION ESTABLISHED:

June 14, 2011

REVISED:

July 12, 2011

July 08, 2020

Proposed Revisions: January 12, 2022

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (1/5/2022)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-044	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-196	ADMINISTRATIVE ASSISTANT	SPECIAL EDUCATION	Vac	100
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	0.5
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
22-104	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
22-155	CAFETERIA WORKER II	EDISON LANGUAGE ACADEMY	Vac	78.13
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	21.25
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.2188
22-116	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-032	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75

22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5
22-070	CUSTODIAN	OPERATIONS	Vac	62.5
22-131	CUSTODIAN	LINCOLN MIDDLE SCHOOL	Vac	100
22-197	CUSTODIAN	GRANT ELEMENTARY SCHOOL	Vac	100
22-138	HEALTH OFFICE SPECIALIST	MALIBU ELEMENTARY SCHOOL	Vac	75
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	0.375
22-132	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	0.625
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
22-133	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	48.75
22-137	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-145	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5

22-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
22-172	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
22-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New	37.5
22-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-165	INSTRUCTIONAL ASSISTANT-MUSIC	FS - MALIBU HIGH SCHOOL	Vac	68.75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
22-089	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	87.5
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-110	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75
22-139	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
22-146	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-148	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-166	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-178	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
22-179	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
22-180	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-181	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75

22-182	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-194	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	0.8125
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-143	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75
22-149	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-184	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
22-185	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-187	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-188	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	New	75
22-192	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	75
22-150	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	50
22-189	PHYSICAL ACTIVITIES SPECIALIST	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-119	PLANT SUPERVISOR	OPERATIONS	Vac	100
22-151-	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
22-190	SITE FOOD SERVICE COORDINATOR	JOHN ADAMS MIDDLE SCHOOL	Vac	87.5
22-191	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
22-193	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100

Filled Requisitions (1/5/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
22-057	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	12/9/2021
22-098	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	12/8/2021
22-164	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	12/3/2021
22-124	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	12/14/2021
22-140	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	12/13/2021
22-159	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	12/14/2021
22-135	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	12/6/2021
22-160	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	12/16/2021
21-092	SENIOR BUYER	PURCHASING/WAREHOUSE	1/5/2022
22-142	SPECIAL EDUCATION SPECIALIST	SPECIAL EDUCATION	12/6/2021
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	12/17/2021
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	12/17/2021

**Classified Personnel – Merit
12/16/21**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Aspron, Alexandra Adams MS	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 31 Step: A	11/15/21
Bouchaaya, Diana Superintendent's Office/FIP	Communications Specialist 8 Hrs/12 Mo/Range: 49 Step: A	11/2/21
Butler, Kenny Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	11/15/21
Finnell, Kearia Adams MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: A	11/8/21
Fleck, Maria McKinley ES	Campus Monitor 2.86 Hrs/SY/Range: 13 Step: F	11/4/21
Whitesell, Lori Facility Use	Audience Service Coordinator 4 Hrs/12 Mo/Range: 40 Step: A	10/27/21

PROVISIONAL ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Johnson, Raymonda Child Development Services	Children's Center Assistant-2 8 Hrs/SY/Range: 20 Step: A	11/8/21-6/30/22

PROMOTION

		<u>EFFECTIVE DATE</u>
Gutierrez, Nallely Lincoln MS	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 31 Step: C From: Instructional Assistant – Bilingual: 3.5 Hrs/SY	11/15/21

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Kyle, Yvonne Educational Services	Senior Administrative Assistant [overtime; assessment mailings]	9/9/21-10/17/21
Kyle, Yvonne Educational Services	Senior Administrative Assistant [overtime; clerical support]	10/18/21-12/31/21
Limon, Monica Educational Services	Translator/Interpreter [overtime; Music Info Nights support]	9/13/21-9/17/21
Limon, Monica Educational Services	Translator/Interpreter [overtime; LCAP DDC meetings]	11/1/21-6/30/22
Zalazar, Vanina Educational Services	Lead Translator/Interpreter [overtime; Music Info Nights support]	9/13/21-9/17/21
Zalazar, Vanina Educational Services	Lead Translator/Interpreter [overtime; LCAP DDC meetings]	11/1/21-6/30/22

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Hughes, Donald, II Facility Use	Technical Theater Technician	11/5/21-6/30/22
Sandoval-Perez, Alejandro Operations	Custodian	11/8/21-6/9/22

<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Jackson, Crystal Special Ed-Muir ES	Paraeducator-3	12/1/21
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Luneva, Elena McKinley ES	Campus Monitor 2.86 Hrs/SY From: 2.66 Hrs/SY/McKinley ES	8/18/21
<u>VOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Jackson, Donte Operations-Muir ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	10/21/21
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Buchanan, Timothy Operations-Santa Monica HS	Custodian Medical/FMLA/CFRA	10/5/21-11/21/21
Richards, Ingrid FNS-Santa Monica HS	Cafeteria Worker I Medical/FMLA/CFRA	10/26/21-1/9/22
Rosales, Ana Edison LA	Instructional Assistant - Bilingual Medical/FMLA/CFRA	11/8/21-12/17/21
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Waterford Bailey, Elzamarco Rogers ES	Instructional Assistant - Classroom Child Care	11/22/21-4/11/22
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Tate, Wiley Operations	Lead Custodian From: Custodian	8/19/21-11/17/21
<u>SUSPENSION WITHOUT PAY</u>		<u>EFFECTIVE DATE</u>
EX5139049 Operations	Custodian	12/14/21; 1/5/22; 1/19/22
<u>DISQUALIFICATION FROM PROBATION</u>		<u>EFFECTIVE DATE</u>
KC1083965 Lincoln MS	Paraeducator-1	12/17/21
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Amarasekara, Susan Roosevelt ES	Campus Monitor	9/1/21
Bazouzi-Palmer, Roula Special Ed-Grant ES	Paraeducator-1	12/31/21
Burton, Taylor Special Ed-Roosevelt ES	Paraeducator-1	12/17/21
Fonseca, Zachary Special Ed-Malibu ES	Paraeducator-3	11/10/21

**Classified Personnel – Non-Merit
12/16/21**

TECHNICAL SPECIALIST – LEVEL II

Oliva, Carlos	Educational Services [Elementary Mariachi Instructor] - Funding: Measure “R”	11/4/21-6/10/22
Taguchi, Dan	Educational Services [Elementary Mariachi Instructor] - Funding: Measure “R”	11/10/21-6/10/22

TECHNICAL SPECIALIST – LEVEL III

Bartelt, Ben	Santa Monica HS [Violin/Viola Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	11/8/21-6/9/22
Parise, Christopher	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
Parise, Christopher	Lincoln MS [Percussion Instructor - Band] - Funding: SMEF – Gifts	8/19/21-6/30/22
Shinogle, Ellen	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	10/1/21-6/10/22

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2021 – 2022**

Date	Time	Location	Notes
2021			
July 14, 2021	4:30 p.m.	Zoom	
August 11, 2021	4:30 p.m.	Zoom	
September 8, 2021	4:30 p.m.	Zoom	
October 13, 2021	4:30 p.m.	Zoom	
November 10, 2021	4:30 p.m.	Zoom	
December 8, 2021	4:30 p.m.	Zoom	
2022			
January 12, 2022	4:30 p.m.	Zoom	
February 9, 2022	4:30 p.m.	Zoom	
March 9, 2022	4:30 p.m.	Zoom	
April 20, 2022	4:30 p.m.	Zoom	Budget – First Reading Moved to 4/20/22 due to Spring Break
May 11, 2022	4:30 p.m.	Zoom	Budget – Public Hearing and Adoption
June 8, 2022	4:30 p.m.	Zoom	



School Board Meeting Dates

Meetings take place on Thursdays in the District Board Room: 1651 16th Street, Santa Monica, CA 90404 or

Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA 90265

Closed Session begins at 4:30 p.m.

Public Meetings begin at 5:30 p.m.

(Meeting dates and locations are subject to change.)

School Board Meetings: 2021-2022

Thurs., July 15, 2021	District Office	Hybrid
Thurs., August 12, 2021	District Office	A
Tues., August 26, 2021	District Office	Special Meeting
Thurs., September 2, 2021	District Office	A
Wed., September 22, 2021	District Office	B
Thurs., October 7, 2021	Malibu	A
Thurs., October 21, 2021	District Office	B
Thurs., November 4, 2021	Malibu	A
Thurs., November 18, 2021	District Office	B
Thurs., December 9, 2021	District Office	Special Meeting
Thurs., December 16, 2021	District Office	Hybrid
Thurs., January 13, 2022	District Office	Hybrid
Tues., January 18, 2022	District Office	Special Meeting
Thurs., February 3, 2022	Malibu	A
Thurs., February 17, 2022	District Office	B
Thurs., March 3, 2022	District Office	A
Thurs., March 17, 2022	Malibu	B
Tues., March 22, 2022	District Office	Special Meeting
Thurs., April 21, 2022	District Office	Hybrid
Thurs., May 5, 2022	Malibu	A
Thurs., May 19, 2022	District Office	B
Thurs., June 2, 2022	District Office	A
Thurs., June 23, 2022	District Office	Special Meeting
Thurs., June 30, 2022	District Office	B

Meeting Format Structures:

Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

Meeting "B"

11. Closed Session
12. Consent Calendar
13. Study Session
14. Discussion Items
15. Major Items (as needed)
16. General Public Comments

Hybrid of "A" and "B"

17. Closed Session
18. Commendations/Recognitions
19. Study Session
20. Communications
21. Executive Staff Reports
22. Consent Calendar
23. General Public Comments (max. 30 minutes)
24. Discussion Items
25. Major Items
26. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, February 9, 2022, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: