



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

February 8, 2023

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, February 8, 2023**, 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 February 8, 2023

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

- G.06 Approval of Minutes for Regular Meeting on January 11, 2023

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



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 February 8 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

February 8, 2023

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, February 8, 2023**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments:
<https://forms.gle/HsfWNT5CzZ1QqgGr8>.

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 February 8, 2023
- G.06 Approval of Minutes for:
 - Regular Meeting on January 11, 2023

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.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	4
Campus Monitor	5
Elementary Library Coordinator	9
Facilities Technician	4
Instructional Assistant - Classroom	6
Paraeducator 3	2
Physical Activities Specialist	2
Senior Buyer	5
Senior Office Specialist	6
Skilled Maintenance Worker	3
Technology Support Assistant	5

- C.02 Advanced Step Placement:
Jessica Costello in the classification of Library Assistant at Range A-28 Step C
- C.03 Advanced Step Placement:
Maria Elena Martin in the classification of Senior Administrative Assistant at Range A-38 Step F
- C.04 Advanced Step Placement:
Edward McClain in the classification of Custodian at Range A-26 Step C
- C.05 Advanced Step Placement:
Kevin Valverde-Miguel in the classification of Bilingual Community Liaison at Range A-31 Step C

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.

- 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.

D.01 Regular Personnel Commission Meetings Format

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)
- January 19, 2023
 - February 2, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- January 19, 2023
 - February 2, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2022 - 2023

- I.06 Board of Education Meeting Schedule
- 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 8, 2023, at 4:30 p.m. – *District Office Board Room*

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.



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 January 11 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

January 11, 2023

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 was held on **Wednesday, January 11, 2023**, at **4:33 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments: <https://forms.gle/HsfWNT5CzZ1QqgGr8>.

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 4:33 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.

G.04 Report from Closed Session:

- **None**

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.05 Motion to Approve Agenda: January 11, 2023

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 Regular Meeting Minutes: December 14, 2022

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 updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on December 14, 2022.
 - The Personnel Commission staff held written exams for Technology Support Assistant, Elementary Library Coordinator, and Campus Monitor.
 - Oral exams were administered for Systems Analyst, Instructional Assistant-Bilingual, Senior Buyer, and the Paraeducator series.
 - Final selection interviews were held for Systems Analyst, Custodian, Administrative Assistant, Instructional Assistant-Classroom, and Physical Activities Specialist.
 - The continuous recruitments include Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, and Bus Driver.
 - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 4 claims since the last regular Personnel Commission meeting in December.
 - Director Kahn attended an EDD hearing on behalf of the District to appeal an unfavorable decision.
Commissioner Tarazi inquired about the EDD hearing results.
Director Kahn provided a description of the process. Most of the results are favorable for the District.
 - Director Kahn introduced Dr. Mark Kelly as the new Interim Superintendent.

Commissioner Robinson joined the meeting at 4:39 p.m.

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.

- **None**

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
 - **Mr. Mock, Chief Steward, updated the Personnel Commission about the Malibu Unification.**
 - **Mr. Mock updated the Personnel Commission on the continuous full contract negotiations between SEIU, Local 99, and the District. The next three (3) meetings are scheduled for January and February.**
 - **Mr. Mock also informed the Personnel Commission about the steward council's meetings and trainings.**
 - **Mr. Mock shared the progress regarding time and motion study focused on a workload for Custodians, especially at Santa Monica High School. The final report should be provided to SEIU next week.**
Commissioner Robinson asked if the observations for the time and motion study are completed.
Mr. Mock explained the process that included measurements, skill set, equipment assessment, and algorithms used in the final analysis.
 - **Mr. Mock expressed his appreciation for Dr. Mark Kelly in his new role of the Interim Superintendent.**
- Board of Education Report
 - **Dr. Kelly expressed his gratitude to the Board of Education for their vote of confidence, as he will lead the District in this time of transition. He trusts the District administrators' ability to successfully navigate during this transitional period.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education's effort to hire the new superintendent.**
 - **Dr. Kelly notified the Personnel Commission about the January 19, 2023 Board of Education meeting agenda that includes an update related to school facilities projects funded under Measure ES.**
Education Services Department will also present Student Achievement Lead Data Review to inform the Board about academic assessments in the fall semester.
 - **Commissioners congratulated Dr. Kelly on his new role in the District.**

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>
Instructional Assistant - Bilingual	4
Instructional Assistant - Classroom	4
Instructional Assistant – Physical Education	3
Physical Activities Specialist	3
Systems Analyst	6

C.02 Advanced Step Placement:

Gabriela Barba in the classification of Paraeducator 1 at Range A-22 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-02. 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)
 - December 15, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - December 15, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 8, 2023, 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**

Commissioner Tarazi inquired about the purpose and accessibility of the audio recordings during the regular Personnel Commission meetings.

Director Kahn stated that mostly the recordings are used to assist in development of the minutes. The transcript is also available if requested by members of the public.

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: 5:02 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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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, February 8, 2023

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Jessica Costello

Hire Date: 11/14/2022

ASP Request Submitted: 01/17/2023

BACKGROUND INFORMATION:

Classification Title: Library Assistant	Employee: Jessica Costello	Calculation of Advanced Step Recommendation
<u>Education:</u> Two (2) years college-level course work.	<ul style="list-style-type: none">Jessica has a Master's Degree in Library and Information Science	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> One (1) year of paraprofessional or responsible clerical experience in a library or media center. <i>Experience may substitute for education on a year-for-year basis. A Bachelor's degree may substitute for the experience requirement.</i>	<ul style="list-style-type: none">Jessica has over four years of responsible clerical and library experience.	1 (2-year periods) of experience above the required level = 1 Step Advance
Total Advanced Steps: 1 (Education) +1 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Jessica Costello's professional and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47 while Step C is \$21.47

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jessica Costello at Range A-28, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 8, 2023

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Maria Elena Martin

Hire Date: 12/01/2022 (date of promotion)

ASP Request Submitted: 12/08/2022

BACKGROUND INFORMATION:

Classification Title: Senior Administrative Assistant	Employee: Maria Elena Martin	Calculation of Advanced Step Recommendation
<u>Education:</u> Equivalent to completion of high school.	<ul style="list-style-type: none"> Maria Elena meets the minimum requirements. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> Five or more years of varied administrative, secretarial and clerical support experience.	<ul style="list-style-type: none"> Maria Elena has over twenty years of varied clerical experience. 	3 (5-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
Advanced Steps from Promotional Step E: 0 (Education) + 2 (Experience) = 1 Advanced Step = STEP F		

DIRECTOR'S COMMENTS:

Maria Elena Martin's work experience exceeds the minimum requirements specified for this classification. Maria Elena does meet the criteria for two (2) step advances based on experience, but there is only one additional step available to be placed on within Senior Administrative Assistant's range after taking into consideration their advanced starting step due to a promotion. Pay rate at salary Range A-38 at Step E is \$30.23 while Step F is \$31.75.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Maria Elena Martin at Range A-38, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 8, 2023

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Edward McClain

Hire Date: 01/07/2023

ASP Request Submitted: 01/12/2023

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Edward McClain	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Edward McClain meets the education requirement. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Edward McClain has over six (6) years of custodial experience. 	3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Edward McClain's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$18.54/hour, while Step C is \$20.45/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Edward McClain at Range A-26, 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, February 8, 2023

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Kevin Valverde-Miguel

Hire Date: 01/03/2022

ASP Request Submitted: 01/03/2022

BACKGROUND INFORMATION:

Classification Title: Bilingual Community Liaison	Employee: Kevin Valverde-Miguel	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> High school graduation or equivalent. Bachelor's degree strongly preferred. 	<ul style="list-style-type: none"> Kevin Valverde-Miguel meets the minimum educational requirements. 	0 levels of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year of experience maintaining records and directly supporting individuals or families within an educational or community resource setting AND one (1) year of experience composing, editing, and translating written materials and providing consecutive interpretation in English and the designated non-English language 	<ul style="list-style-type: none"> Kevin has over three (3) years of experience supporting individuals or families and composing, editing and translating written materials and providing consecutive interpretation. 	1 (2-year period) of experience above the required level = 1 Step Advance
<u>Difficulty of Recruitment:</u> <ul style="list-style-type: none"> 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"> There were only two ranks available from the most recent recruitment 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
<u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Kevin Valverde-Miguel's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$20.94, while Step C is \$23.09/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kevin Valverde-Miguel at Range A-31, 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							

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.

III. Action Items:

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (2/2/2023)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	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
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-252	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	37.5
23-117	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
23-123	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
23-128	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-031	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
23-063	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-064	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-112	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	0.09
23-129	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25

22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	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
23-041	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-043	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	Vac	43.75
23-066	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75
23-021	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-244	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
22-281	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
23-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
23-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5

23-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
23-113	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75
23-130	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-026	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-027	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-035	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-078	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75

23-086	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-087	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-106	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	New	75
23-114	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-126	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-131	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-132	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-081	PARAEDUCATOR-2	OLYMPIC HIGH SCHOOL	Vac	96.63
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-037	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-040	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-069	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-070	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-107	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75

23-116	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
22-262	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
22-247	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
23-073	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	Vac	80
23-092	SKILLED MAINTENANCE WORKER	MAINTENANCE	New	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
23-134	SYSTEMS ANALYST	INFORMATION SERVICES	Vac	100
23-118	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (2/2/2023)

Req Number	Req Title	Department	Date of Accepted Job Offer
23-119	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL	1/30/2023
23-124	CUSTODIAN	SANTA MONICA HIGH SCHOOL	2/1/2023
23-076	FACILITIES TECHNICIAN	MAINTENANCE	1/25/2023
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	1/23/2023
23-058	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	1/24/2023
23-122	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	1/20/2023
23-097	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	MALIBU HIGH SCHOOL	1/13/2023
23-125	LEAD CUSTODIAN	OPERATIONS	2/1/2023
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	1/23/2023
23-049	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	1/23/2023
23-108	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	2/1/2023

**Classified Personnel – Merit
1/19/23**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Barba, Gabriela Special Ed-LCDC	Paraeducator 1 4.5 Hrs/SY/Range: 22 Step: A	1/3/23
Burton, Tiffany Rogers LC	Campus Monitor 1.75 Hrs/SY/Range: 13 Step: E	1/3/23
Costello, Jessica Adams MS	Library Assistant 6.5 Hrs/10 Mo/Range: 28 Step: A	11/14/22
Flores, Katherine Grant ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: E	1/3/23
Glenn, Wesley Facility Use	Technical Theater Technician 4 Hrs/12 Mo/Range: 37 Step: A	12/2/22
Parker, Calvin Special Ed-Santa Monica HS	Paraeducator 1 6.5 Hrs/SY/Range: 22 Step: B	1/3/23
Putzier, Sean Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 37 Step: D	12/4/22
Thompson, Michael Franklin ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: A	12/1/22
Valverde Miguel, Kevin McKinley ES	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 31 Step: A	1/3/23

PROMOTION

		<u>EFFECTIVE DATE</u>
Martin, Elena Santa Monica HS	Senior Administrative Assistant 8 Hrs/12 Mo/Range: 38 Step: E From: Administrative Assistant: 8 Hrs/12 Mo	12/1/22

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Ballat, Nawal Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: B	8/18/22-1/13/23
Davis, Lisa Rogers LC	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: E	8/4/22-8/10/22
Jelks, Curtis Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: F	8/18/22-1/13/23
Lavin, Angela Rogers LC	Administrative Assistant 8 Hrs/10 Mo/Range: 33 Step: F	7/28/22-8/3/22
Miller, Melvyn Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	8/18/22-1/13/23
Valdivia, Brenda Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: B	8/18/22-1/13/23
Wilson, Terry Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: F	8/18/22-1/13/23

SUMMER ASSIGNMENTS

Khodadadi, Shirin
Lincoln MS

Health Office Specialist
Not to exceed: 4 Hrs

EFFECTIVE DATE

8/9/22

ADDITIONAL CLASSIFICATION

Reyes-Jimenez, Roxana
Rogers LC

Campus Monitor
0.75 Hrs/SY/Range: 13 Step: E
Current Class: Instructional Assistant-Classroom: 3 Hrs/SY

EFFECTIVE DATE

12/5/22

TEMP/ADDITIONAL ASSIGNMENTS

Abdelmalak, Dena
FNS-Lincoln MS

Cafeteria Worker I
[additional hours; cafeteria support]

EFFECTIVE DATE

11/1/22-6/12/23

Anderson, Sally
Facility Use

Senior Office Specialist
[overtime; Facility Use events support]

11/1/22-6/30/23

Baskina, Galina
Adams MS

Accompanist
[additional hours; accompanist support]

8/22/22-6/12/23

Bratcher, Jessica
Special Ed-Santa Monica HS

Paraeducator 1
[additional hours; bus supervision]

8/18/22-6/12/23

DeLeon, Adrian
Special Ed-McKinley ES

Paraeducator 3
[additional hours; bus supervision]

8/18/22-6/12/23

Glenn, Wesley
Facility Use

Technical Theater Technician
[additional hours; Facility Use events support]

12/2/22-6/30/23

Glenn, Wesley
Facility Use

Technical Theater Technician
[overtime; Facility Use events support]

12/4/22-6/30/23

Jackson, Donte
Operations-Santa Monica HS

Lead Custodian
[overtime; custodial projects]

8/15/22-6/12/23

Jones, Dedrick
Facility Use

Custodian
[overtime; Facility Use events support]

9/1/22-6/30/23

Limon Espana, Monica
Educational Services

Translator/Interpreter
[overtime; translations/interpretation at meetings]

9/1/22-6/30/23

Morales, Steve
Operations-Edison LA

Custodian
[overtime; custodial projects]

11/1/22-6/30/23

Ntomchukwu, Divine
Lincoln MS

Library Assistant
[additional hours; library support]

10/24/22-6/12/23

Papp, Elizabeth
Facility Use

Senior Administrative Assistant
[overtime; Facility Use events support]

11/1/22-6/30/23

Patten-Strahn, Yvonne
Educational Services

Administrative Assistant
[overtime; LCAP PAC meetings support]

10/3/22-6/30/23

Portillo, Cristina
Child Development Services

Children's Center Assistant 3
[additional hours; classroom support]

8/17/22-6/12/23

Putzier, Sean
Facility Use

Technical Theater Technician
[overtime; Facility Use events support]

12/4/22-6/30/23

Trimble, Tim
Maintenance

Plumber
[overtime; plumbing maintenance]

11/1/22-6/30/23

Villasenor, Cindy Operations-Adams MS	Custodian [overtime; custodial projects]	11/1/22-6/30/23
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SUBSTITUTES

Bonham, JoAnn Personnel Commission	Campus Security Officer	<u>EFFECTIVE DATE</u> 11/30/22-6/12/23
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Cervantes, Jose Operations	Custodian	12/8/22-6/30/23
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Cortez, Francisco Operations	Custodian	12/7/22-6/30/23
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Portillo, Cristina Child Development Services	Children's Center Assistant 3	9/1/22-6/12/23
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Villagomez, Alicia Child Development Services	Children's Center Assistant 2	10/3/22-6/12/23
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PROFESSIONAL GROWTH

Davis, Anthony Operations-Rogers LC	Custodian	<u>EFFECTIVE DATE</u> 1/1/23
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Friedman, Talia Special Education	Occupational Therapist	1/1/23
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Hendricks, David Transportation	Bus Driver	1/1/23
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Kramer, Quinton Special Ed-Malibu HS	Paraeducator 1	1/1/23
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Sinai, Farimah Facility Use	Accounting Assistant II	1/1/23
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CHANGE IN ASSIGNMENT

Benton, Vanessa Grant ES	Campus Monitor 1.4 Hr/SY/Range: 13 Step: F From: 0.75 Hr/SY/Grant ES	<u>EFFECTIVE DATE</u> 10/10/22
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Islas, Gloria FNS-Santa Monica HS	Cafeteria Worker I 6 Hrs/SY From: 3 Hrs/SY/FNS-Santa Monica HS	11/18/22
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Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator 3 8 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	11/1/22
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VOLUNTARY TRANSFER/REDUCTION IN ASSIGNMENT

Ramos-Valdivia, Israel Edison LA	Campus Monitor 3 Hr/SY From: 3.55 Hr/SY/Edison LA	<u>EFFECTIVE DATE</u> 10/3/22
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Zaheer, Anila Special Ed-Lincoln MS	Paraeducator 1 6 Hrs/SY From: 6.25 Hrs/SY/Special Ed-Santa Monica HS	11/22/22
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LEAVE OF ABSENCE (PAID)

Amaya, Janene CDS-Adams Preschool	Children's Center Assistant 2 Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 10/20/22-1/30/23
Beam, Carley Education Technology Services	Technology Support Assistant Medical	12/12/22-1/23/23
Jones, Chancy Santa Monica HS	Campus Security Officer Medical/FMLA/CFRA	11/26/22-1/16/23
Leitzgen, Koeun Lincoln MS	Accompanist Medical/FMLA/CFRA	11/10/22-1/10/23
Yeh, Wendy Special Ed-Grant ES	Paraeducator 1 Intermittent FMLA	11/9/22-11/9/23
Zalazar, Vanina Educational Services	Lead Translator/Interpreter Medical/FMLA/CFRA	11/28/22-1/28/23

LEAVE OF ABSENCE (UNPAID)

Field, Larissa Roosevelt ES	Instructional Assistant-Classroom Personal	<u>EFFECTIVE DATE</u> 12/2/22-12/14/22
Freire, Juana Special Ed-SMASH	Paraeducator 3 Partial Personal	1/3/23-6/12/23

WORKING OUT OF CLASS

Goodman, GERALYN Special Ed-Edison LA	Paraeducator 3 From: Instructional Assistant-Bilingual	<u>EFFECTIVE DATE</u> 5/17/22-6/9/22
Sandoval, Noelle McKinley ES	Bilingual Community Liaison From: Senior Office Specialist	8/11/22-12/30/22
Suaste, Eduardo Maintenance	Skilled Maintenance Worker From: Lead Custodian	11/16/22-4/4/23
Tirado, Fortino Maintenance	Skilled Maintenance Worker From: Equipment Operator/Tree Trimmer	7/18/22-11/29/22
Viesca, Joseph Maintenance	Skilled Maintenance Worker From: Custodian	12/5/22-4/21/23

RE-ELECTION TO THE BOARD OF EDUCATION

Lieberman, Laurie Board of Education	Board Member	<u>EFFECTIVE DATE</u> 12/1/22-12/10/26
Tahvildaran-Jesswein, Richard Board of Education	Board Member	12/1/22-12/10/26

RESIGNATION

Jackson, Crystal Special Ed-Santa Monica HS	Paraeducator 3	<u>EFFECTIVE DATE</u> 8/12/22
Kaur, Kulwinder FNS-Santa Monica HS	Cafeteria Worker I	12/31/22
Santin, Aura Roosevelt ES	Campus Monitor	12/16/22

Wilson, Malcolm
Facility Use

Technical Theater Technician

12/7/22

RETIREMENT

Buchanan, Timothy
Operations-Santa Monica HS

Custodian

EFFECTIVE DATE

12/31/22

Martin, Eric
Operations

Lead Custodian

12/31/22

Classified Personnel – Merit
2/2/23

NEW HIRES

		<u>EFFECTIVE DATE</u>
Borghese, Metta Grant ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: A	1/9/23
Fields, April Rogers LC	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: A	1/17/23
Gomez, Monica Special Ed-McKinley ES	Paraeducator 1 6 Hrs/SY/Range: 22 Step: A	1/3/23
McClain, Edward Operations	Custodian 2.4 Hrs/12 Mo/Range: 26 Step: A	1/7/23
Retts, Kimberly Malibu MS/HS	Laboratory Technician 4 Hrs/SY/Range: 28 Step: A	1/3/23

PROMOTION

		<u>EFFECTIVE DATE</u>
Clark, Marena Special Ed-Franklin ES	Paraeducator 3 6 Hrs/SY/Range: 28 Step: D From: Paraeducator 1: 6 Hrs/SY	1/3/23

PROVISIONAL ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Mulligan, Tiffany Human Resources	Senior Office Specialist 8 Hrs/Day	1/3/23-6/30/23

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Levy, Robin Special Ed-Malibu MS/HS	Paraeducator 3 [overtime; middle school dance supervision]	10/28/22
McClain, Edward Facility Use	Custodian [overtime; Facility Use events support]	1/7/23-6/30/23

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Bersche, Haley Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Cipresso, Jullian Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Coroy, Lauren Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Goldberg, Hayden Educational Services	Instructional Assistant-Physical Education	8/18/22-6/12/23
Gonzalez, Ramona Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Kluft, Julianne Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Ruiz, Alyssa Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23

Sawyer, Amy Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Sullivan, Brianna Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Tarekegn, Melat Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23
Turk, Becky Grant ES	Instructional Assistant-Classroom	8/18/22-6/12/23

PROFESSIONAL GROWTH

Harris, Kenneth
Operations-Roosevelt ES

Custodian

EFFECTIVE DATE

2/1/23

Wilson, Terry
Lincoln MS

Campus Security Officer

2/1/23

LEAVE OF ABSENCE (PAID)

Perez, Grace
Special Ed-Santa Monica HS

Paraeducator 1
Medical/FMLA/CFRA

EFFECTIVE DATE

12/8/22-2/4/23

RESIGNATION

Gomez, Monica
Special Ed-McKinley ES

Paraeducator 1

EFFECTIVE DATE

1/3/23

Roe, Jennifer
Roosevelt ES

Campus Monitor

2/24/23

Vallarta, Maria
FNS-Santa Monica HS

Cafeteria Worker I

1/5/23

Classified Personnel – Non-Merit
1/19/23

AVID TUTOR

Barikhan, Cecilia	Adams MS	11/29/22-6/12/23
Barikhan, Cecilia	Santa Monica HS	11/29/22-6/12/23

COACHING ASSISTANT

Diaz, Christopher	Santa Monica HS	11/21/22-6/30/23
Johnson, Kristina	Santa Monica HS	11/28/22-6/30/23
LeVeaux, Mele	Santa Monica HS	11/2/22-6/30/23
Raymo, Jibril	Santa Monica HS	9/6/22-6/30/23
Sandoval, Jonathan	Santa Monica HS	10/17/22-6/30/23

TECHNICAL SPECIALIST – LEVEL II

Engfer, Mark	Santa Monica HS	8/18/22-6/12/23
	[Theater Instructor]	
	- Funding: Santa Monica Ed Foundation Teacher Grant	

TECHNICAL SPECIALIST – LEVEL III

Bordal, Finn	Santa Monica HS	8/18/22-6/12/23
	[Viola Instructor-SMAPA Orchestra]	
	- Funding: Santa Monica Arts Parents Association	
Ramos Bentancourth, Pedro	Santa Monica HS	8/18/22-6/12/23
	[Visual Technology Instructor-SMAPA Band]	
	- Funding: Santa Monica Arts Parents Association	

Classified Personnel – Non-Merit
2/2/23

TECHNICAL SPECIALIST – LEVEL II

Gist, Steven

Facility Use
[Permit and Production Coordinator]
- Funding: Permits

9/6/22-1/3/23

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2022 – 2023**

Date	Time	Location	Notes
2022			
July 13, 2022	4:30 p.m.	Zoom	
August 10, 2022	4:30 p.m.	Zoom	
September 14, 2022	4:30 p.m.	Zoom	
October 12, 2022	4:30 p.m.	Zoom	
November 9, 2022	4:30 p.m.	Zoom	
December 14, 2022	4:30 p.m.	Zoom	
2023			
January 11, 2023	4:30 p.m.	Zoom	
February 8, 2023	4:30 p.m.	Zoom	
March 8, 2023	4:30 p.m.	Board Room – District Office	
April 19, 2023	4:30 p.m.	Board Room – District Office	Budget – First Reading Moved to 4/19/23 due to Spring Break
May 10, 2023	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 14, 2023	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2022-23

Closed Session begins at 4:30pm *(subject to change)*

Public Meetings begin at 5:30pm *(subject to change)*

Meeting Date	Meeting Location*	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/21/22 (Th)	DO			X	
8/11/22 (Th)	DO	X			
TBD	DO				Special Meeting: Retreat
9/1/22 (Th)	DO	X			
9/14/22 (W)	DO		X		Note: Wednesday
10/6/22 (Th)	M	X			
10/20/22 (Th)	DO		X		
11/3/22 (Th)	M	X			
11/17/22 (Th)	DO		X		
12/8/22 (Th)	DO				Special Meeting: 1 st Interim Budget
12/15/22 (Th)	DO			X	
1/19/23 (Th)	DO			X	
TBD	DO				Special Meeting: Retreat
2/2/23 (Th)	M	X			
2/16/23 (Th)	DO		X		
3/2/23 (Th)	DO	X			
3/15/23 (W)	M		X		Note: Wednesday
3/29/23 (W)	DO				Special Meeting: Time-sensitive items prior to spring break
4/20/23 (Th)	DO			X	
5/4/23 (Th)	M	X			
5/9/23 (T)	DO				Potential Special Meeting: HR items
5/18/23 (Th)	DO		X		
6/1/23 (Th)	DO	X			
6/22/23 (Th)	DO				Special Meeting: Public Hearings for Budget and LCAP
6/29/23 (Th)	DO		X		

**Until further notice, the board members and executive cabinet will meet in the board room at the district office, while members of the public and other staff will participate via Zoom.*

District Office (DO): 1651 16th Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> Closed Session Commendations/Recognitions Study Session Communications Executive Staff Reports Consent Calendar General Public Comments <i>(max. 30 minutes)</i> Discussion Items (as needed) Major Items Continuation of General Public Comments (if needed) 	<ol style="list-style-type: none"> Closed Session Consent Calendar Study Session Discussion Items Major Items (as needed) General Public Comments 	<ol style="list-style-type: none"> Closed Session Commendations/Recognitions Study Session Communications Executive Staff Reports Consent Calendar General Public Comments <i>(max. 30 minutes)</i> Discussion Items Major Items Continuation of General Public Comments (if needed)

The schedule of meetings appears on the [board meeting page](#) of the district website and can also be found on the [CSBA Simbli software page](#).

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, March 8, 2023, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: