

VIRTUAL PERSONNEL COMMISSION MEETING

February 09, 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, February 08, 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



PERSONNEL COMMISSION MEETING AGENDA

February 9, 2022

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, February 9, 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 February 9, 2022

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

- G.06 Approval of Minutes for Regular Meeting on January 12, 2022

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

Approval of Minutes for Special Meeting on February 1, 2022

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 9 Personnel Commission meeting will be held virtually.

February 9, 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, February 9, 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, February 8, 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 February 9, 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 January 12, 2022
- Special Meeting on February 1, 2022

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):

Classification

Eligible

Campus Monitor	3
Instructional Assistant - Classroom	3
Paraeducator-1	2
Paraeducator-3	4

- C.02 Advanced Step Placement:
Kevin Needham in the classification of Instructional Assistant - Music at Range A-22 Step B
- C.03 Advanced Step Placement:
Caitlin Smith in the classification of Instructional Assistant - Music at Range A-22 Step B
- C.04 Advanced Step Placement:
Melat Tarekegn in the classification of Instructional Assistant - Classroom at Range A-20 Step C
- C.05 Advanced Step Placement:
Anila Zaheer in the classification of Paraeducator-1 at Range A-22 Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Systems Analyst within the office, technical and business service 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)
- January 13, 2022
 - February 3, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- January 13, 2022
 - February 3, 2022

- 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
Personnel Commission Organization - Personnel Commission Election of Officers	General Functions	March 9, 2022

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 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:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: TQ7792494

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in 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 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 was held on **Wednesday, January 12, at 4:38 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: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:38 p.m.

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

G.03 Pledge of Allegiance: Commissioner Robinson 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: January 12, 2022

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: December 8, 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 informed the Personnel Commission about the department being open during winter break in order to screen applications and prepare exams for the new calendar year.
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on December 8, 2021.
 - Oral exams were administered for Senior Buyer, Administrative Assistant, Instructional Assistant – Classroom, and Health Office Specialist.
 - Performance exams were conducted for Custodian.
 - The Personnel Commission staff held written exams for Plant Supervisor and Campus Monitor.
 - Final selection interviews were held for the Paraeducator series, Health Office Specialist, Administrative Assistant, Instructional Assistant – Bilingual, and Senior Buyer.
 - Director Kahn congratulated Ms. Bianca Magee and Lisa Gaglione who accepted a promotion to Senior Office Specialists, to Ms. Jasmine Lozano promoting to Paraeducator-3, to Ms. Devon Boothby promoting to Senior Buyer, and Ms. Patricia Hughes Motoyama promoting to Special Education Specialist.
 - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 19 claims since the last regular Personnel

Commission meeting in December. As a point of comparison, there were 49 EDD claims in December 2020. There were 3 claims in December 2019.

- Director Kahn expressed his gratitude to the Personnel Commission staff for their dedication as they assume more recruitments and administer more exams than typical at this time of the year.

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 expressed her gratitude to the District employees for their dedication to students' safety and education during these challenging times.

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, welcomed Commissioner Tarazi to the District.
 - Mr. Mock informed the Personnel Commission about the current high number of omicron cases and safety protocols implemented by the District.
 - Mr. Mock expressed his gratitude to health office staff for their outstanding job with tracing and managing of positive cases.
 - Mr. Mock informed the Personnel Commission about SEIU addressing staffing shortage across the District and their cooperation with the Director of Classified Personnel and the District administration on the comprehensive salary and classification study.
 - Mr. Mock acknowledged all of those who have suffered loss and a personal tragedy due to the pandemic.
 - Commissioner Tarazi expressed her appreciation of District staff's hard work and dedication during the pandemic.

Board of Education Report

- Dr. Kelly updated the Personnel Commission on the Covid-19 situation and corresponding staff's effort and hard work throughout the District in order to continue with in-person education.
- Dr. Kelly informed the Personnel Commission about the Board of Education meeting on January 13, 2022 where the Superintendent will present a comprehensive Covid-19 report.
- Dr. Kelly updated the Personnel Commission on the new county health department's safety protocols regarding masking, quarantine, and testing which many of them have already been implemented by the district for some time.
- Dr. Kelly informed the Personnel Commission that in addition to the PCR testing, there is an antigen testing site at John Adams Middle School.
- Dr. Kelly pointed out the revised Covid-19 dashboard on the District website reporting only positive cases on a weekly basis.

- Dr. Kelly informed the Personnel Commission that the Certification of Malibu Middle & High School – Campus Specific Plan Final Environmental Impact Report will be presented at the Board of Education meeting on January 13, 2022. Resolutions commemorating Dr. Martin Luther King, Jr., Day and honoring Fred Korematsu Day of Civil Liberties and the Constitutions will be also adopted during that meeting.
- Commissioners Tarazi and Tate inquired about student vaccination rates.
- Dr. Kelly stated that the Superintendent will present the data to the Board of Education on January 13, 2022.
- Commissioner Robinson inquired about the state legislators’ plan to add Covid-19 vaccine to the health and safety code.
- Dr. Kelly replied that there are debates about the Governor’s authority to make such statements.

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>
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
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-06. 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.

- A.01 Classification Specification Revision:
Health Office Specialist within the instructional assistant and paraprofessional unit
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a rationale for a minor revision. The only language being adjusted is in the "Additional Requirements/Information."
Health Office Specialist still must have first aid, CPR, and AED certification, but they can be obtained within 30 calendar days from the start date.
- Commissioner Robinson inquired about a possible state requirement that the employees cannot start in the position unless they already have these certifications.
- Director Kahn stated that they will not perform functions requiring these specific certifications until they obtain them. This process does not present a difficulty since there are a certificated nurse and another Health Office Specialist per a school site.

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 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 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: 5:20 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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SPECIAL 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 February 1 special Personnel Commission meeting will be held virtually.

February 1, 2022

PERSONNEL COMMISSIONERS:

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

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, February 1, 2022, at 9:00 a.m.**, via Zoom.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments Section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Special Meeting of the Personnel Commission was called to order at 9:07 a.m.

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

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

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.

II. 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**

III. CLOSED SESSION:

The Commission adjourned to closed session at **9:08 a.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: TQ7792494

The Commission reconvened into open session at **6:47 p.m.** and reported on the following action taken in closed session:

- **No report. Per Merit Rule 14.2.3.D, the Personnel Commissioners will render a final decision based on the oral and documentary evidence presented at the hearing at the next regular Personnel Commission meeting on February 9, 2022.**

IV. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

V. 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: 6:47 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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 9, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Kevin Needham

Hire Date: 12/06/2021

ASP Request Submitted: 02/02/2022

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant-Music	Employee: Kevin Needham	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent, AND • Must pass the District's Instructional Assistant examination, AND • Must have completed 48 units at an institution of higher learning (with some college coursework related to music); OR • Obtained an Associate's Degree (or higher), with some college coursework related to music 	<ul style="list-style-type: none"> • Kevin has a Bachelor's Degree in Music 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • Paid or verifiable volunteer experience working with children in an organized music setting. 	<ul style="list-style-type: none"> • Kevin meets the experience MQ 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Kevin's education exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-22, Step A is \$15.28 hourly, at Step B is \$16.04 hourly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Caitlin Smith at Range A-22, 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
Laura Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 9, 2022

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Caitlin Erienne Smith

Hire Date: 12/01/2021

ASP Request Submitted: 01/09/2022

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant-Music	Employee: Caitlin Erienne Smith	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent, AND • Must pass the District's Instructional Assistant examination, AND • Must have completed 48 units at an institution of higher learning (with some college coursework related to music); OR • Obtained an Associate's Degree (or higher), with some college coursework related to music 	<ul style="list-style-type: none"> • Caitlin has a Bachelor's Degree in Music. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • Paid or verifiable volunteer experience working with children in an organized music setting. 	<ul style="list-style-type: none"> • Caitlin meets the experience MQ 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Caitlin's education exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-22, Step A is \$15.28 hourly, at Step B is \$16.04 hourly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Caitlin Smith at Range A-22, 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
Laura Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 9, 2022

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Melat Tarekegn

Hire Date: 12/13/2021

ASP Request Submitted: 12/22/2021

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Melat Tarekegn	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • 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. 	<ul style="list-style-type: none"> • Melat Tarekegn has a Bachelor of Science in Biology. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Melat Tarekegn meets the minimum experience requirements. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> Starting Step: B (Accelerated Rate) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step B on the salary schedule. Ms. Tarekegn's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step C is \$16.04/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Melat Tarekegn at Range A-20, 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
Laura 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, February 09, 2022

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Systems Analyst

BACKGROUND INFORMATION:

Due to an Educational Data Specialist (Range 53 \$5,369 - \$6,852) vacancy, Personnel Commission staff received a request from the Assistant Superintendent, Human Resources, Dr. Mark Kelly, to integrate key duties into the higher-level classification, System Analyst (Range 55 \$5,638 - \$7,194) with the intent to open an additional Systems Analyst position in lieu of filling the Educational Data Specialist vacancy.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed the existing class spec
- Met with the Director, Assessment Research and Evaluation, Dr. Alicia Baillie, and Director, Educational Technology, Bertha Roman, to review the Educational Data Specialist and Systems Analyst class specs
- Integrated feedback from meeting with Directors into a revised class spec and presented draft to Directors for approval and further feedback

ANALYSIS & FINDINGS:

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

- Revised Basic Function to clarify providing technical assistance is included
- Revised Minimum Qualifications to reduce Experience from three (3) years to two (2) years and clarified technical assistance and managing databases as required experience
- Revised Representative Duties for clarity and to elaborate on responsibilities related to providing technical assistance, including providing training, updating guides, and composing communications to end users
- Revised Representative Duties to clarify analysis conducted is on the information systems and databases rather than the data itself
- Revised Job Requirements to clarify Knowledge and to replace Abilities with Core Competencies
- Updated formatting for consistency with other class specs

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Systems Analyst classification specification as provided.

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

PERSONNEL COMMISSION
SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

SYSTEMS ANALYST

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540370

Classified Employee's Salary Schedule: A-51

Job Summary BASIC FUNCTION

Under general supervision, of the Director of Information Services, analyzes, designs, implements, troubleshoots, and integrates major student based district level databases to meet school, district and state information requirements **information systems and databases while also providing technical assistance to District staff.**

MINIMUM QUALIFICATIONS

EDUCATION:

Associate's degree or equivalent units (60 semester or 90 quarter) in Computer Science, Information Technology or a field related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

EXPERIENCE:

Two (2) years of experience providing technical assistance and managing data within a business enterprise or student information system.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to provide transportation between District Sites is required.

Representative Duties REPRESENTATIVE DUTIES

- ~~1. Maintains the integrity, performance, reliability and security of the District's databases.~~ **Troubleshoots, configures, tests, manages, and maintains database systems**
- ~~2. Assists in the design, implementation and maintenance of the District's databases.~~ **Evaluates design of database systems to ensure integrity of data is maintained**
- ~~3. Analyzes District database requirements.~~ **Collects information from District staff to assess end-user requirements**
- ~~4. Assists with the analysis of database information.~~
- ~~5. Understands database tables to store District defined data; performs data analysis and creates queries and reports.~~ **Develops custom queries and runs reports based on local, state, and federal requirements**
- ~~6. Identifies potential security threats and resolves security issues in accordance with established standards and configurations~~
- ~~7. Maintains backup and archive copies of databases and restores databases from copies as appropriate.~~ **Performs data restoration and recovery**

- ~~8. Trains and assists system users on software applications.~~ **Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions**
- ~~9. Assists users with analysis and resolution of problems with databases.~~ **Plans, coordinates, prepares materials, and conducts workshops and training classes for District staff**
- ~~10.~~ **Makes presentations and provides system demonstrations to district staff**
- ~~11.~~ **Composes and distributes information bulletins and other communications to District staff including, but not limited to, systems status, scheduled downtime, and new and/or revised processes and procedures**
- ~~12.~~ **Serves as a liaison between District and outside agencies by providing requested material, addressing questions, and requesting clarification on matters related to data management and data reporting**
- ~~13.~~ **Assists with system migrations to newer web-based applications.** **Integrates data from multiple sources into a single, consistent database**
- ~~14.~~ **Modifies reports, records, and file layouts in accordance with established specifications**
- ~~15.~~ **Recommends technical policies and data collection improvements**
- ~~16.~~ **Reviews and revises user guides, manuals, and related technical documents**
- ~~17.~~ **Creates and updates records and logs related to errors, operational status, and corrective actions**
- ~~18.~~ **Participates in conferences, workshops, trainings, meetings, and committees**
- ~~19.~~ **Leads by guiding, training, and reviewing the work of staff**
- ~~20.~~ Performs **other** related duties as assigned.

~~Note: The statements herein are intended to describe the general nature and level of work performed by employees, and are not to be construed as an exhaustive list of responsibilities and qualifications of personnel so classified.~~

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-SUPERVISION

General supervision **direction** is received from the Director of Information Services **higher level management within Educational Services. Responsibilities include providing lead direction to professional and technical staff.** No supervision of other staff is exercised.

Job Related Qualifications JOB REQUIREMENTS

Knowledge of KNOWLEDGE:

- ~~• Systems analysis methods and procedures.~~
- ~~• Principles, practices and techniques of database structures within a web-based environment.~~
- ~~• Database management applied to web-based systems.~~

- ~~Computer hardware systems, software applications, databases and programming languages utilized by the District, such as SQL and Visual Basic and web-based systems.~~
- ~~User interface issues, navigation and computer software architecture.~~
- ~~Documentation methods for programs, files and databases.~~
- **Principles, practices, and techniques of database management**
- **Principles, practices, and techniques of database maintenance**
- **Principles, practices, and techniques of data processing**
- **Principles, practices, and techniques of training and development**
- **Principles, practices, and techniques of data integrity testing**
- **Principles and practices of disaster recovery**
- **Principles and practices of recordkeeping and maintaining documentation**
- **Principles and terminology of computer networking**
- **Excel functions and formulas**

Ability to:

- ~~Develop, modify, test and implement the District's student information software applications and related systems.~~
- ~~Transition to new database systems, including data conversions, training and full implementation.~~
- ~~Read, understand and interpret technical documentation.~~
- ~~Document technical information in writing.~~
- ~~Install software components and edit configuration data file systems and directories.~~
- ~~Train and support system users in use of database applications.~~
- ~~Analyze data by linking database tables and creating queries.~~
- ~~Work effectively with all levels of internal and external personnel.~~
- ~~Maintain confidentiality of sensitive and privileged information.~~
- ~~Communicate clearly and concisely, both orally and in writing.~~
- ~~Plan and organize work to meet schedules and timelines.~~
- ~~Work under limited supervision with a broad framework of standard policies and procedures.~~
- ~~Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.~~

CORE COMPETENCIES:

- **Action & Results Focus – Initiating tasks and focusing on accomplishment**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Business Process Analysis – Defining, assessing, and improving operational processes and workflow**
- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Informing – Proactively obtaining and sharing information**

- Leveraging Technology – Applying technology for improvements in organizational efficiency and effectiveness
- Presentation Skill – Formally delivering information to groups
- Professional & Technical Expertise – Applying technical subject matter to the job
- Teamwork – Collaborating with others to achieve shared goals

EMPLOYMENT STANDARDS

Any combination of:

Education

- ~~Educational attainment equivalent to a high school diploma or its recognized equivalent,~~
AND
- ~~An Associate's Degree (60 semester units or equivalent) from an accredited college/technical or trade school in computer science or a closely related field, including coursework in relational database management systems (RDBMS).~~

Experience

~~Three (3) years of professional information systems experience directly related to designing, implementing and maintaining large relational databases.~~

Licenses and Other Requirements

- ~~A valid California driver's license and availability of private transportation or ability to provide transportation between District sites may be required.~~

Special Information

~~None.~~

Working Conditions WORKING CONDITIONS (Environment)

ENVIRONMENT:

~~This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee may be required to work at varying heights and in restrictive areas. Note: Travel to various District sites may be required.~~

PHYSICAL DEMANDS:

~~Finger dexterity is needed to access, enter and retrieve data using a computer keyboard and to operate standard office equipment. Seeing is required to view a computer monitor and read a variety of materials. Physical demands may include climbing, bending and stooping and movement of objects requiring motions such as lifting and carrying to connect cables and equipment that typically weigh less than twenty (20) pounds.~~

DUTIES APPROVED

BOARD OF EDUCATION:

~~October 16, 2008~~

CLASSIFICATION ESTABLISHED:

February 10, 2009

CLASSIFICATION APPROVED

PERSONNEL COMMISSION:

~~February 10, 2009~~

~~Title Revision/Change from **Systems**~~

~~**Analyst**, March 10, 2009~~

Revised, April 14, 2009

REVISED:

March 10, 2009

April 14, 2009

February 09, 2010

March 09, 2010

Proposed Revisions: February 09, 2022

Revised, February 9, 2010

Title Revision/Change from **Database**
Administrator, March 9, 2010



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540370

SYSTEMS ANALYST

BASIC FUNCTION

Under general supervision, analyzes, designs, implements, troubleshoots, and integrates information systems and databases while also providing technical assistance to District staff.

MINIMUM QUALIFICATIONS

EDUCATION:

Associate's degree or equivalent units (60 semester or 90 quarter) in Computer Science, Information Technology or a field related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

EXPERIENCE:

Two (2) years of experience providing technical assistance and managing data within a business enterprise or student information system.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required.

REPRESENTATIVE DUTIES

- Troubleshoots, configures, tests, manages, and maintains database systems
- Evaluates design of database systems to ensure integrity of data is maintained
- Collects information from District staff to assess end-user requirements
- Develops custom queries and runs reports based on local, state, and federal requirements
- Identifies potential security threats and resolves security issues in accordance with established standards and configurations
- Performs data restoration and recovery
- Provides ongoing technical support to District staff by investigating, identifying, and documenting errors, answering questions, and recommending solutions
- Plans, coordinates, prepares materials, and conducts workshops and training classes for District staff
- Makes presentations and provides system demonstrations to district staff

- Composes and distributes information bulletins and other communications to District staff including, but not limited to, systems status, scheduled downtime, and new and/or revised processes and procedures
- Serves as a liaison between District and outside agencies by providing requested material, addressing questions, and requesting clarification on matters related to data management and data reporting
- Integrates data from multiple sources into a single, consistent database
- Modifies reports, records, and file layouts in accordance with established specifications
- Recommends technical policies and data collection improvements
- Reviews and revises user guides, manuals, and related technical documents
- Creates and updates records and logs related to errors, operational status, and corrective actions
- Participates in conferences, workshops, trainings, meetings, and committees
- Leads by guiding, training, and reviewing the work of staff
- Performs other 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 direction is received from higher level management within Educational Services. Responsibilities include providing lead direction to professional and technical staff. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles, practices, and techniques of database management
- Principles, practices, and techniques of database maintenance
- Principles, practices, and techniques of data processing
- Principles, practices, and techniques of training and development
- Principles, practices, and techniques of data integrity testing
- Principles and practices of disaster recovery
- Principles and practices of recordkeeping and maintaining documentation
- Principles and terminology of computer networking
- Excel functions and formulas

CORE COMPETENCIES:

- Action & Results Focus – Initiating tasks and focusing on accomplishment
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CLASSIFICATION ESTABLISHED:

February 10, 2009

REVISED:

March 10, 2009

April 14, 2009

February 09, 2010

March 09, 2010

Proposed Revisions: February 09, 2022

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (2/4/2022)

Req Number	Req Title	Department	Position Type	FTE
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
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
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	21.88
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
22-214	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	12.5
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-216	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	Vac	100

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
22-201	CUSTODIAN	LINCOLN MIDDLE SCHOOL	New	100
22-202	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
22-203	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
22-217	ELEMENTARY LIBRARY COORDINATOR	MALIBU ELEMENTARY SCHOOL	Vac	87.5
22-205	HEALTH OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5
21-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5

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
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
22-212	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	100
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	81.25
22-206	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	79.13
22-210	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
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
22-209	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-213	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
22-218	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	75
22-150	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	50

22-119	PLANT SUPERVISOR	OPERATIONS	Vac	100
22-219	SENIOR OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	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 (2/4/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	1/11/2022
22-197	CUSTODIAN	GRANT ELEMENTARY SCHOOL	1/27/2022
22-138	HEALTH OFFICE SPECIALIST	MALIBU ELEMENTARY SCHOOL	1/24/2022
22-204	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	1/21/2022
22-132	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	1/11/2022
22-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	1/11/2022
22-133	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	2/1/2022
22-189	PHYSICAL ACTIVITIES SPECIALIST	WEBSTER ELEMENTARY SCHOOL	1/31/2022
21-092	SENIOR BUYER	PURCHASING/WAREHOUSE	1/5/2022
22-151	SENIOR BUYER	PURCHASING/WAREHOUSE	1/10/2022

**Classified Personnel – Merit
1/13/22**

NEW HIRES

EFFECTIVE DATE

Ardon, Cristina McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	9/8/21
Barnes, Brian Muir ES	Physical Activities Specialist 4 Hrs/SY/Range: 28 Step: A	11/8/21
Garcia, Melina Edison LA	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: A	12/1/21
Hernandez, Jessica Edison LA	Bilingual Community Liaison 8 Hrs/10 Mo/Range: 31 Step: A	11/22/21
Johnson, Marc Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	11/17/21
Krishna, Priyanka Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	11/17/21
Needham, Kevin Malibu MS/HS	Instructional Assistant - Music 5.5 Hrs/SY/Range: 22 Step: A	12/6/21
Quintero Alvarado, Hector Facility Use	Technical Theater Technician 4 Hrs/12 Mo/Range: 37 Step: F	12/11/21
Ramirez, David Edison LA	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 22 Step: A	11/22/21
Satterfield, Jesse Rogers ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: A	11/8/21
Smith, Caitlin Lincoln MS	Instructional Assistant - Music 6 Hrs/SY/Range: 22 Step: A	12/1/21
Smith, Duncan Adams MS	Instructional Assistant - Music 6 Hrs/SY/Range: 22 Step: A	12/8/21
Tamte, Gilda Edison LA	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 22 Step: A	12/1/21
Tarekegn, Melat Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	12/13/21
Torres, Leslie Grant ES	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	11/29/21
Vila, Angel Maintenance	Facilities Technician 8 Hrs/12 Mo/Range: 47 Step: A	1/4/22
Villacorta, Celia Transportation	Bus Driver 7 Hrs/10 Mo/Range: 32 Step: F	11/29/21

LIMITED TERM

EFFECTIVE DATE

De La Rosa Isaac, Johanna Santa Monica HS	Instructional Assistant – Physical Education 8 Hrs/SY/Range: 22 Step: F	10/26/21-6/30/22
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Jelks, Curtis Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: F	10/4/21-6/9/22
Magee, Bianca Santa Monica HS	Instructional Assistant – Physical Education 8 Hrs/SY/Range: 22 Step: F	10/26/21-6/30/22
Padilla Lopez, Carolina Muir ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22

PROMOTION

Flores, Victoria Special Ed-Lincoln CDC	Paraeducator-3 4.5 Hrs/SY/Range: 28 Step: A From: Paraeducator-1: 4.5 Hrs/SY	<u>EFFECTIVE DATE</u> 11/16/21
Gaglione, Lisa Lincoln MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: D From: Instructional Assistant – Classroom: 3 Hrs/SY	12/1/21
Lozano, Jasmine Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY/Range: 28 Step: E From: Paraeducator-1: 6.5 Hrs/SY	12/6/21
Magee, Bianca Santa Monica HS	Senior Office Specialist 8 Hrs/12 Mo/Range: 27 Step: E From: Instructional Assistant – Physical Education: 4 Hrs/SY	12/1/21

TEMP/ADDITIONAL ASSIGNMENTS

Alvarez, Malissa Child Development Services	Children’s Center Assistant-2 [additional hours; student support]	<u>EFFECTIVE DATE</u> 8/18/21-6/9/22
Avalos, Mario Maintenance	Plumber [overtime; district projects]	7/1/21-6/30/22
Baghoomian, Edwin Maintenance	HVAC Mechanic [overtime; district projects]	7/1/21-6/30/22
Batmunh, Otgonbayar Maintenance	Electrician [overtime; district projects]	7/1/21-6/30/22
Carrillo, Rigoberto Maintenance	HVAC Mechanic [overtime; district projects]	7/1/21-6/30/22
Castillo, John Education Technology Services	Senior Network Engineer [overtime; technology support]	8/15/21-6/30/22
Diaz, Vicente Special Ed-McKinley ES	Paraeducator-3 [additional hours; coordinator meeting]	9/22/21
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 [additional hours; after school activities support]	9/20/21-6/9/22
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 [additional hours; student club activities support]	10/6/21-6/9/22
Esquivias, Rene Maintenance	Electrician [overtime; district projects]	7/1/21-6/30/22
Flores, Ana Maintenance	Administrative Assistant [overtime; clerical support]	7/1/21-6/30/22

Franco, Olivia Special Ed-Lincoln MS	Paraeducator-1 [additional hours; band concert support]	12/9/21
Goldenberg, Enid Special Ed-McKinley ES	Paraeducator-1 [additional hours; coordinator meeting]	9/22/21
Gonzalez, Gary Maintenance	Plumber [overtime; district projects]	7/1/21-6/30/22
Gonzalez, Maya Special Ed-Malibu HS	Paraeducator-3 [additional hours; bus supervision]	11/10/21
Gsell-Waldon, Jennifer Special Ed-Lincoln MS	Paraeducator-3 [additional hours; movie night support]	10/8/21
Gutierrez, Corina Special Ed-McKinley ES	Paraeducator-1 [additional hours; classroom coverage]	10/8/21
Gutierrez-Prada, Nancy Educational Services	Bilingual Community Liaison [overtime; simultaneous interpretation]	9/18/21
Herrera, Zenon Maintenance	Locksmith [overtime; District projects]	7/1/21-6/30/22
Johnson, Mayra Lincoln MS	Bilingual Community Liaison [additional hours; simultaneous interpretation]	10/7/21
Limon, Monica Educational Services	Translator/Interpreter [overtime; translation & interpretation]	8/1/21-6/30/22
Limon, Monica Santa Monica HS	Translator/Interpreter [overtime; simultaneous interpretation]	8/23/21-6/30/22
Limon, Monica Special Education	Translator/Interpreter [overtime; simultaneous interpretation-PRN meeting]	10/27/21
Marmolejo, David Education Technology Services	Network Engineer [overtime; technology support]	8/15/21-6/30/22
Monroe, Lisa Special Ed-Lincoln MS	Paraeducator-1 [additional hours; after school drama program support]	9/8/21-1/24/22
Morris, Terry Santa Monica HS	Administrative Assistant [overtime; clerical support-Covid-19 testing]	8/1/21-8/31/21
Perez, Graciela Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/21-6/30/22
Ramirez, Sandra Special Ed-McKinley ES	Paraeducator-1 [additional hours; coordinator meeting]	9/22/21
Reyes, Pedro Maintenance	Electrician [overtime; district projects]	7/1/21-6/30/22
Rivas, Jose Maintenance	Plumber [overtime; district projects]	7/1/21-6/30/22
Romero, Clara Rogers ES	Administrative Assistant [additional hours; clerical training support]	11/15/21-6/10/22
Shanley, Scott Santa Monica HS	Instructional Assistant – Physical Education [additional hours; physical education coverage]	10/26/21-6/30/22

Suezo, Aida Operations	Senior Office Specialist [overtime; clerical support]	8/23/21-6/30/22
Uliantzeff, Elena Educational Services	Bilingual Community Liaison [overtime; simultaneous interpretation]	9/18/21
Vila, Florinda Edison LA	Bilingual Community Liaison [overtime; DELAC minutes transcription]	9/1/21-6/10/22
Vila, Florinda Educational Services	Bilingual Community Liaison [overtime; special DELAC minutes transcription]	10/20/21-6/10/22
Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 [additional hours; after school drama program support]	10/14/21-1/24/22
Zalazar, Vanina Educational Services	Lead Translator/Interpreter [overtime; meetings & projects]	7/1/21-6/30/22
Zalazar, Vanina Special Education	Lead Translator/Interpreter [overtime; PRN meeting]	10/27/21
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Brackett, Kimberly Operations	Custodian	8/19/21-6/9/22
McClung, Vitty Santa Monica HS	Senior Office Specialist	9/1/21-6/30/22
McKean, Sean Facility Use	Audience Services Coordinator	12/13/21-6/30/22
Romero, Clara Rogers ES	Administrative Assistant	10/4/21-10/29/21
Shanley, Scott Educational Services	Instructional Assistant – Physical Education	8/19/21-6/9/22
Sturgis, Lynn Child Development Services	Children’s Center Assistant-2	12/9/21-6/30/22
Tyler, Antoine Operations	Custodian	12/17/21-6/9/22
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Ceron, Maria Fiscal Services	Accounting Technician	12/1/21
Dela Paz, Luzviminda Facility Improvement Projects	Accounting Technician	1/1/22
LeVeaux, Mele Santa Monica HS	Student Outreach Specialist	12/1/21
Martino, Jesica Special Education	Occupational Therapist	1/1/22

CHANGE IN ASSIGNMENT

Sheppard, Sean
Facility Use

Sports Facility Attendant
6 Hrs/12 Mo
From: 3 Hrs/12 Mo/Facility Use

EFFECTIVE DATE

11/1/21

INVOLUNTARY TRANSFER

Palmer, Justin
Operations-Grant ES

Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations-Santa Monica HS

EFFECTIVE DATE

11/12/21

LEAVE OF ABSENCE (PAID)

Azzariti, Annie
McKinley ES

Instructional Assistant - Classroom
Medical/FMLA/CFRA

EFFECTIVE DATE

10/1/21-10/17/21

Bernadou, Michelle
Malibu Pathway

Administrative Assistant
FMLA

10/22/21-1/14/22

Buchanan, Timothy
Operations-Santa Monica HS
Chavez, Luis
Rogers ES

Custodian
Medical/FMLA/CFRA
Campus Monitor
Medical/FMLA/CFRA

11/22/21-12/10/21

8/31/21-3/1/2022

Herrera, Zenon
Maintenance

Locksmith
FMLA

10/11/21-3/1/22

Jackson, Donte
Operations-Muir ES

Custodian
CFRA

11/30/21-2/11/22

Rogers, Ericka
Franklin ES

Instructional Assistant - Classroom
Medical/FMLA/CFRA

10/1/21-12/22/21

Russian, April
Special Ed-Adams MS

Paraeducator-3
Medical/FMLA/CFRA

11/15/21-12/1/21

Sernas, Angelica
McKinley ES

Campus Monitor
Personal

11/29/21-12/17/21

Soria, Michelle
Special Ed-Muir ES

Paraeducator-1
Medical/FMLA/CFRA

9/3/21-11/17/21

Thompson, Nichole
Special Ed-Muir ES

Paraeducator-3
Medical/FMLA/CFRA

9/22/21-12/27/21

Vargas, Marlyn
Special Ed-Webster ES

Paraeducator-3
Medical/FMLA/CFRA

11/10/21-11/24/21

Wang, Jingbo
Special Ed-Malibu MS

Paraeducator-1
Medical/FMLA/CFRA

11/1/21-1/31/22

Washington, Chanee
Transportation

Administrative Assistant
Medical/FMLA/CFRA

11/11/21-11/21/21

LEAVE OF ABSENCE (UNPAID)

Atkins, Michael
Malibu ES

Elementary Library Coordinator
Personal

EFFECTIVE DATE

11/1/21-11/30/21

Bonilla, Marizol
Special Ed-Franklin ES

Paraeducator-3
Personal

8/30/21-12/6/21

De Los Santos, Gabriela Muir ES	Instructional Assistant - Classroom Personal	10/20/21-1/2/22
Mulligan, Sara Special Ed-Muir ES	Paraeducator-1 Personal	1/3/22-6/9/22

WORKING OUT OF CLASS

EFFECTIVE DATE

Arriaga, Jennifer Operations	Custodian From: Children's Center Assistant-1	8/19/21-6/30/22
Griffis, Denise FNS-Malibu ES	Cafeteria Worker II From: Cafeteria Worker I	10/27/21-2/28/22
Mack, Taylor Operations	Custodian From: Paraeducator-3	8/19/21-6/30/22
Martin, Eric Operations	Plant Supervisor From: Lead Custodian	10/22/21-1/31/22
McGrath, Kathleen Adams MS	Administrative Assistant From: Senior Office Specialist	6/8/21-7/2/21
Morales, Stephany Special Education	Special Education Data Technician From: Paraeducator-3	11/24/21-2/23/22
Suaste, Eduardo Operations	Plant Supervisor From: Lead Custodian	10/1/21-10/19/21
Villa, Maria Food and Nutrition Services	Site Food Services Coordinator From: Cafeteria Worker I	8/18/21-2/28/22

APPOINTMENT OF COMISSIONER

EFFECTIVE DATE

Tarazi, Mahshid Personnel Commission	Personnel Commissioner	12/1/21-11/30/23
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APPOINTMENT OF COMISSIONER-RENEWAL

EFFECTIVE DATE

Robinson, Lauren Personnel Commission	Personnel Commissioner (pending approval by CDE)	12/1/21-11/30/24
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SUSPENSION WITHOUT PAY

EFFECTIVE DATE

CZ3153603 Operations	Custodian	1/19/22; 1/27/22; 2/1/22
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RESIGNATION

EFFECTIVE DATE

Evans, Stephenia Transportation	Bus Driver	12/7/21
Gonzalez, Martha Santa Monica HS	Instructional Assistant - Bilingual	9/17/21
Gutierrez, Melissa Santa Monica HS	Instructional Assistant - Bilingual	11/30/21
Mc Donough, Barbara Grant ES	Campus Monitor	11/19/21

Stern, Ellen Webster ES	Instructional Assistant - Classroom	12/10/21
Tate, Jarrell Operations	Custodian	12/10/21
Villegas, Bibiana Rogers ES	Health Office Specialist	1/21/22
Villegas, Lorena Special Ed-Edison LA	Paraeducator-1	1/21/22
Wedhas, Karu Grant ES	Instructional Assistant - Classroom	11/22/21

**Classified Personnel – Merit
2/3/22**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Gonzalez, Moises Rogers ES	Instructional Assistant - Classroom 3.5 Hrs/SY/Range: 20 Step: B	1/18/22
Karagyozyova, Olga Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	1/13/22
Smith, Joann Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	1/3/22
Webb, Kevin Facility Use	Sports Facility Attendant 2.4 Hrs/12 Mo/Range: 26 Step: A	1/8/22

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Amarasekara, Susan Roosevelt ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/18/21-6/9/22
Esquivel, Sandra Roosevelt ES	Campus Monitor 7.5 Hr/SY/Range: 13 Step: F	8/18/21-6/9/22
Ramirez, David Edison LA	Instructional Assistant – Bilingual 4.5 Hrs/SY/Range: 22 Step: A	11/22/21-6/9/22
Santin, Aura Roosevelt ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/18/21-6/9/22

PROMOTION

		<u>EFFECTIVE DATE</u>
Motoyama Hughes, Patricia Special Education	Special Education Specialist 8 Hrs/12 Mo/Range: 36 Step: C From: Administrative Assistant: 8 Hrs/12 Mo	1/3/22

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Gomez, Jose FNS-Santa Monica HS	Production Kitchen Coordinator Not to exceed: 8 Hrs	8/12/21-8/13/21

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Alvarez, Jose Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Ausman, Devon Facility Use	Technical Theater Coordinator [overtime; events support]	7/1/21-6/30/22
Avina, Fernando Grounds	Lead Grounds Person [overtime; district projects]	7/1/21-6/30/22
Bechtloff, Julie Human Resources	Accounting Technician [overtime; Health Benefits Committee]	8/2/21-6/30/22
Brown, Shawn Operations-Lincoln MS	Custodian [overtime; school events support]	8/19/21-6/9/22
Burdick, Barton Grounds	Equipment Operator/Sports Facilities [overtime; district projects]	6/1/21-6/30/22

Burkett, Deena Facility Use	Audience Services Coordinator [additional hours; events support]	7/1/21-6/30/22
Chamorro, Christian Facility Use	Technical Theater Technician [overtime; events support]	7/1/21-6/30/22
Davis, Jeffery Maintenance	Carpenter [overtime; district projects]	7/1/21-6/30/22
Davis, Luke Malibu MS/HS	Campus Security Officer [overtime; school events support]	7/1/21-6/30/22
Durham, Michael Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/21-6/30/22
Esquivias, Norma Facility Use	Audience Services Coordinator [additional hours; events support]	7/1/21-6/30/22
Finnell, Kearia Adams MS	Senior Office Specialist [overtime; clerical project]	11/29/21-12/2/21
Fuentes, Mario Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Fynn, Elliot Facility Use	Audience Services Coordinator [additional hours; events support]	7/1/21-6/30/22
Gomez, Jose FNS-Santa Monica HS	Production Kitchen Coordinator [overtime; cafeteria support]	8/16/21-6/9/22
Gonzalez, Hector Grounds	Sprinkler Repair Technician [overtime; district projects]	6/1/21-6/30/22
Hernandez, Hector Maintenance	Carpenter [overtime; district projects]	7/1/21-6/30/22
Hernandez, Steven Malibu MS/HS	Campus Security Officer [overtime; school events support]	7/1/21-6/30/22
Jackson, Michael Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Jala, Ariel Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/21-6/30/22
Jimenez, Paul Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Kyle, Yvonne Educational Services	Senior Administrative Assistant [overtime; management retreat support]	8/2/21-8/4/21
Lew, Shawn Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/21-6/30/22
Miranda, Cristy Facility Use	Administrative Assistant [overtime; events support]	7/1/21-6/30/22
Morales, Arturo Malibu MS/HS	Campus Security Officer [overtime; school events support]	7/1/21-6/30/22
Myles, Donald Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/21-6/30/22

Ochoa, Albert Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Orozco, Abel Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Patterson, Pete Human Resources	Technology Support Assistant [overtime; Health Benefits Committee]	8/2/21-6/30/22
Perez, Graciela Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/21-6/30/22
Ramirez, Pablo Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Sebastiani, Guido Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Sebastiani Pozu, Juan Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Sinai, Farimah Facility Use	Accounting Assistant II [additional hours; events support]	7/1/21-6/30/22
Sinai, Farimah Facility Use	Accounting Assistant II [overtime; events support]	7/1/21-6/30/22
Soto, Sara Grounds	Gardener [overtime; district projects]	7/1/21-6/30/22
Suaste, Eduardo Operations-Malibu MS/HS	Lead Custodian [overtime; school events support]	7/1/21-6/30/22
Taylor, Inelle Malibu MS/HS	Campus Security Officer [overtime; school events support]	7/1/21-6/30/22
Terry, Isaura Educational Services	Administrative Assistant [overtime; Aeries staff training]	7/1/21-8/31/22
Terry, Isaura Webster ES	Administrative Assistant [overtime; clerical support]	8/5/21-6/21/22
Tirado, Fortino Grounds	Equipment Operator/Tree Trimmer [overtime; district projects]	6/1/21-6/30/22
Watkins, Ernest Operations-Malibu MS/HS	Custodian [overtime; school events support]	7/1/21-6/30/22
Webb, Kevin Facility Use	Sports Facility Attendant [additional hours; events support]	1/8/22-6/30/22
White, Robert Facility Use	Sports Facility Coordinator [overtime; events support]	7/1/21-6/30/22
Whitesell, Lori Facility Use	Audience Services Coordinator [additional hours; events support]	7/1/21-6/30/22

SUBSTITUTES

Garcia Ramirez, Carol
Edison LA

Elementary Library Coordinator

EFFECTIVE DATE

11/29/21-6/9/22

PROFESSIONAL GROWTHAyala-Quintana, Magdalena
Roosevelt ES

Health Office Specialist

EFFECTIVE DATE

1/1/22

Dao, Thong
ETS-Webster ES

Technology Support Technician

2/1/22

Hall, Caryl
Fiscal Services

Accountant

1/1/22

Harris, Eddie
Operations-Santa Monica HS

Custodian

2/1/22

Taylor, Amariah
Malibu HS

Senior Office Specialist

2/1/22

LEAVE OF ABSENCE (PAID)Chawla, Simren
Special Ed-Franklin ESOccupational Therapist
SPSL**EFFECTIVE DATE**

11/29/21-11/30/21

Coleman, Daniel
Franklin ESPhysical Activities Specialist
Medical

1/4/22-3/31/2022

Doty, Joel
Special Ed-McKinley ESParaeducator-1
SPSL

12/7/21-12/8/21

Garcia, Melinda
Edison LASenior Office Specialist
SPSL

12/14/21-12/17/21

Gutierrez, Yoly
Edison LAElementary Library Coordinator
SPSL

1/3/22-1/7/22

Hernandez, Jessica
Edison LABilingual Community Liaison
SPSL

12/27/21-1/6/22

Martinez, Isabel
Special Ed-Santa Monica HSParaeducator-3
Medical/FMLA/CFRA

12/13/21-1/24/22

Nairouz, Dina
FNS-Adams MSCafeteria Worker I
FMLA

12/1/21-2/18/22

Padilla, Elizabeth
CDS-Grant ESChildren's Center Assistant-2
SPSL9/8/21-9/10/21
1/11/22-1/14/22Perez, Grace
Special Ed-Santa Monica HSParaeducator-1
SPSL

1/3/22-1/13/22

Thompson, Nichole
Special Ed-Muir ESParaeducator-3
Medical

12/28/21-1/31/22

Thrower, Lois
Santa Monica HSTextbook Coordinator
SPSL

11/10/21-11/22/21

LEAVE OF ABSENCE (UNPAID)Korduner, Justin
Special Ed-Santa Monica HSParaeducator-1
Personal**EFFECTIVE DATE**

1/3/22-3/12/22

WORKING OUT OF CLASS

Ballat, Nawal
FNS-Rogers ES

Cafeteria Worker II
From: Cafeteria Worker I

EFFECTIVE DATE

11/12/21-1/21/22

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

YB3692547
Special Education

Paraeducator-3

EFFECTIVE DATE

1/19/22

ABOLISHMENT OF POSITION

Paraeducator-1
6 Hrs/SY/Special Ed-Muir ES

EFFECTIVE DATE

8/19/21

Paraeducator-1
6 Hrs/SY/Special Ed-Muir ES

8/19/21

Paraeducator-1
6 Hrs/SY/Special Ed-Roosevelt ES

8/19/21

Paraeducator-2
6 Hrs/SY/Special Ed-Franklin ES

8/19/21

Paraeducator-3
6 Hrs/SY/Special Ed-Muir ES

8/19/21

Paraeducator-3
6 Hrs/SY/Special Ed-Roosevelt ES

8/19/21

Paraeducator-3
6 Hrs/SY/Special Ed-Adams MS

8/19/21

RESIGNATION

Simms, LaShann
Facility Use

Sports Facility Attendant

EFFECTIVE DATE

12/19/21

Vargas, Marlyn
Special Ed-Webster ES

Paraeducator-3

1/13/22

Classified Personnel – Non-Merit
1/13/22

AVID TUTOR

Bueno, Maggie	Adams MS	12/1/21-5/31/22
Martinez, Zuleika	Adams MS	10/14/21-5/31/22

COACHING ASSISTANT

Cox, Steven	Santa Monica HS	11/23/21-6/30/22
Fearon, Michael	Santa Monica HS	8/19/21-6/30/22
Norton, Sabrina	Santa Monica HS	12/17/21-6/30/22
Sakamoto, Raita	Santa Monica HS	12/17/21-6/9/22
Toro, Tanya	Santa Monica HS	10/19/21-6/30/22

TECHNICAL SPECIALIST – LEVEL II

Call, Emily	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
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Call, Emily	Adams MS [Strings Instructor] - Funding: Gifts	9/8/21-6/9/22
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TECHNICAL SPECIALIST – LEVEL III

Alfaro, Michelle	Educational Services [Lead Mariachi Instructor] - Funding: Measure “R”	8/18/21-6/10/22
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Call, Emily	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
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Classified Personnel – Non-Merit
2/3/22

COACHING ASSISTANT

Barnes, Thomas	Santa Monica HS	8/19/21-6/9/22
Detamore, Jason	Santa Monica HS	8/19/21-6/9/22
Dowler, Nathan	Malibu MS/HS	8/1/21-6/30/22
Fearon, Michael	Santa Monica HS	8/19/21-6/9/22
Goldberg, Hayden	Malibu MS/HS	6/14/21-6/30/22
Green, Cody	Santa Monica HS	8/19/21-6/9/22
Harper, Emily	Santa Monica HS	12/9/21-12/31/21
Hernandez, Steven	Malibu MS/HS	6/14/21-6/30/22
Little, Shelby	Malibu MS/HS	11/1/21-6/9/22
Part, Brian	Santa Monica HS	8/19/21-6/30/22
Saenz, Derek	Malibu MS/HS	8/1/21-6/30/22
Starks, Mark	Santa Monica HS	12/6/21-6/30/22
Stickney, Joyce	Malibu MS/HS	8/1/21-6/30/22
Trinh, Nguyen	Santa Monica HS	8/19/21-6/9/22
Wyatt, Kahliel	Malibu MS/HS	8/1/21-6/30/22
Zweig, Marie	Malibu MS/HS	7/1/21-6/30/22

TECHNICAL SPECIALIST – LEVEL II

Gerstmar, Morgan	Educational Services [Strings Instructor] - Funding: Gifts	8/18/21-6/1/22
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TECHNICAL SPECIALIST – LEVEL III

Dress, Stephen	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
Turner, Meghan	Educational Services [Strings Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22

**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
Personnel Commission Organization - Personnel Commission Election of Officers	General Functions	March 9, 2022

VIII. Next Regular Personnel Commission Meeting:

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

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING
CONFERENCE

Employee #: TQ7792494

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

XI. Adjournment: