



PERSONNEL COMMISSION MEETING AGENDA

February 12, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, February 12, 2020**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

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 12, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

- G.06 Approval of Minutes for Regular Meeting on January 8, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

Approval of Minutes for Special Meeting on January 23, 2020

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

- 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)

February 12, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, February 12, 2020**, at **4:30 p.m.**, in the **District Administrative Offices**: 1651 16th Street, Santa Monica, CA.

- ❖ **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:
- 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 12, 2020
- G.06 Approval of Minutes for Regular Meetings on January 8, 2020 & Special Meeting on January 23, 2020
- 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

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.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

Eligibles

Administrative Assistant	1
Campus Monitor	5
Instructional Assistant - Classroom	16
Paraeducator-1	2
Paraeducator-3	4

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Director of Purchasing	7
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C.02 Advanced Step Placement:

Luzviminda Dela Paz in the classification of Accounting Technician at Range A-31 Step D

- C.03 Advanced Step Placement:
Shamshi Espana in the classification of Paraeducator-3 at Range A-26 Step D
- C.04 Advanced Step Placement:
Alondra Ortiz in the classification of Health Office Specialist at Range A-25 Step C
- C.05 Advanced Step Placement:
Blair Russo in the classification of Paraeducator-1 at Range A-20 Step C
- C.06 Advanced Step Placement:
Kevin Tran in the classification of Instructional Assistant - Music at Range A-20 Step C
- C.07 Advanced Step Placement:
Kendall N. Woods in the classification of Paraeducator-1 at Range A-20 Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Elementary Library Coordinator within the Student Services job family

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.

- No Discussion Items

VI. INFORMATION ITEMS:

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

- I.01 2019-2020 First Interim Fiscal Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
- January 16, 2020
- Classified Personnel - Merit Report No. VIII.D.2 (for SMMUSD School Board Agenda)
- February 6, 2020

- I.05 Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - January 16, 2020
- Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - February 6, 2020
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.07 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	3/11/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, March 11, 2020, 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:

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

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: HQ8371288

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)

January 8, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, January 8, 2020**, at **4:35 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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 Regular Meeting of the Personnel Commission was called to order at 4:35 p.m.

G.02 Roll Call: Commissioners Robinson, Stewart, and Waterstone were present.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart		✓		✓			
Julie Waterstone				✓			

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: January 8, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.

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.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart		✓		✓			
Julie Waterstone				✓			

G.06 Motion to Approve Minutes: December 11, 2019

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart		✓				✓	
Julie Waterstone				✓			

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 the current recruitments and examinations including the Director of Purchasing and Senior Network Engineer.**
 - **Director Kahn also informed the Personnel Commission about the new Personnel Commissioner recruitment that closed on January 3, 2020. Selection interviews will be scheduled in near future based on raters' availability.**

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.

- **On behalf of the Personnel Commission, Commissioner Waterstone wished everyone a happy new year.**

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, notified the Personnel Commission about SEIU negotiations with the District that will take place on January 9, 2020.**
 - **Mr. Mock informed the Personnel Commission about conducting a classification and compensation study in the new year.**
 - **On behalf of the SEIU leadership team and Union members, Mr. Mock wished the Personnel Commission a happy new year.**
- Board of Education Report
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, also informed the Personnel Commission about the negotiations with SEIU that will close on January 9, 2020**

- Dr. Kelly wished the Personnel Commission a happy new year.
- Dr. Kelly informed the Personnel Commission about the District's planning and projected staffing for the 2020-2021 school year.
- Dr. Kelly introduced new administrators, Ms. Cynthia McGregory, Principal of Franklin Elementary School, Ms. Lila Daruty, Webster Elementary School, and Ms. Nicole Nicodemus, Assistant Principal of Personalized Project Learning Program at Olympic High School, who have attended this meeting in order to learn more about the Personnel Commission and its functions 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>
Cafeteria Worker I	6
Campus Security Officer	3
Children's Center Assistant-1	2
Health Office Specialist	2
Paraeducator-1	3
Paraeducator-3	2

C.02 Advanced Step Placement:
Eleazar Anzoleaga in the classification of Paraeducator-3 at Range A-26 Step D

C.03 Advanced Step Placement:
Lauren Coroy in the classification of Instructional Assistant-Classroom at Range A-18 Step F

C.04 Advanced Step Placement:
Gregory Dixon, Jr. in the classification of Paraeducator-3 at Range A-26 Step B

- C.05 Advanced Step Placement:
Jacqlene Lopez in the classification of Instructional Assistant-Classroom at Range A-18 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.05. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Job Development and Placement Specialist within the Student Services job family
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	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- **Director Kahn provided a brief background for the revisions.**
- **In anticipation of an upcoming recruitment, the Personnel Commission staff reviewed the classification specification and significantly revised the duties and responsibilities in order to more accurately reflect the classification's scope of responsibility.**
- **Minimum qualifications were broadened to include candidates with experience outside of job development, placement and coaching high school students.**

- A.02 Classification Revision:
Technical Theater Technician within the Facilities job family
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson	✓		✓			
Maria Stewart		✓	✓			
Julie Waterstone			✓			

REPORT AND DISCUSSION

- Director Kahn stated that current revisions were rather minor. More extensive modifications are anticipated as the classification specification will be reviewed within the context of this job series including Technical Theater Coordinator and Theater Operations Supervisor.
- In anticipation of an upcoming recruitment, the Personnel Commission staff wanted to review the classification specification in order to ensure that the minimum qualifications, most notably the Experience and Driver License requirements, were appropriate. Abilities were replaced with Core Competencies.

IV. COMMISSIONER TRAINING/BRIEFING:

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

CT.01 Position Study - Overview

REPORT AND DISCUSSION

- Director Kahn conducted an overview of Position Study procedures for the Personnel Commissioners.
- Director Kahn defined and described the qualifying criteria and the complexities of these procedures for Working Out of Class versus Reclassification, illustrating the concepts on specific examples.
- Commissioner Robinson inquired about specific employee appeals' documentation presented to the Personnel Commission.
- Director Kahn informed the Personnel Commission about his practice of providing a comprehensive report that would include duties comparison, relevant employee and supervisor comments, analysis, and fact finding.
- Commissioner Stewart inquired about specific factors to support Working Out of Class compensation followed by Reclassification.
- Director Kahn replied that a key factor in Reclassification is the gradual accretion of duties. If the higher level duties are essential for the department, a recommendation to create a new higher level position may be provided to the department's administration.

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 Position Study - Overview

REPORT AND DISCUSSION

- 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. VIII.D.2 (for SMMUSD School Board Agenda)
 - December 12, 2019
- I.04 Classified Personnel - Non-Merit Report - No.VIII.D.3 (for SMMUSD School Board Agenda)
 - December 12, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2019 - 2020
- I.06 Board of Education Meeting Schedule
 - 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	2/12/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 12, 2020, 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 the closed session.

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:25 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at **5:58 p.m.** and reported on the following action taken in closed session:

- **No report**

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	✓			✓			
Maria Stewart		✓		✓			
Julie Waterstone				✓			

TIME ADJOURNED: 5:59 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)

January 23, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, January 23, 2020**, at **8:57 a.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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 8:57 a.m.

G.02 Roll Call: Commissioners Robinson, Stewart, and Waterstone were present.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson	✓			✓			
Maria Stewart		✓		✓			
Julie Waterstone				✓			

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**

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.

III. CLOSED SESSION:

The Commission adjourned to closed session at **8:58 a.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: HQ8371288

The Commission reconvened into open session at **2:05 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 12, 2020.**

IV. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, February 12, 2020, at 4:30 p.m. - *District Office Board Room*

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	✓			✓			
Maria Stewart		✓		✓			
Julie Waterstone				✓			

TIME ADJOURNED: 2:06 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							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 12, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Luzviminda Dela Paz

Hire Date: 12/02/2019

ASP Request Submitted: 01/08/2020

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Luzviminda Dela Paz	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Luzviminda Dela Paz has a Bachelor's Degree in Accounting. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Three (3) years of clerical accounting experience, one year of which MUST be in a paid capacity. 	<ul style="list-style-type: none"> Luzviminda Dela Paz has sixteen (16) years of clerical accounting experience. 	4 (3-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Luzviminda Dela Paz's education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59 per hour, while Step D is \$21.53 per hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Luzviminda Dela Paz's at Range A-31, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 12, 2020

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Shamshi Espana

Hire Date: 12/11/2019

ASP Request Submitted: 01/07/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Shamshi Espana	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> Shamshi Espana has a Bachelor's Degree in Interdisciplinary Studies. Shamshi Espana has a Master's degree in Special Education. 	2 level of education above the required level = 1 Step Advance (Max. allowed)
<u>EXPERIENCE:</u> At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years	<ul style="list-style-type: none"> Shamshi Espana has over twelve (12) years of experience working with students with special needs. 	6 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Shamshi Espana's educational and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step D is \$19.06/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Shamshi Espana at Range A-26, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 12, 2020

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Alondra Ortiz

Hire Date: 01/13/2020

ASP Request Submitted: 01/24/2020

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Alondra Ortiz	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Alondra Ortiz meets education standards 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year of clerical support experience and some experience or certificate in a medically-related field. 	<ul style="list-style-type: none"> Alondra Ortiz has fifteen (15) years of clerical and medical office experience. 	6 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Alondra Ortiz's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07 per hour, while Step C is \$17.71 per hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alondra Ortiz's at Range A-25, 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							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 12, 2020

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Kevin Tran

Hire Date: 12/13/2019

ASP Request Submitted: 01/15/2020

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Music	Employee: Kevin Tran	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and <ul style="list-style-type: none"> completed 48 units at an institution of higher learning (with some college coursework related to music); OR Obtained an Associate's (or higher) degree, with some college coursework related to music; AND Must pass the district's qualifying written examination. 	<ul style="list-style-type: none"> Kevin Tran 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"> Some experience working with children in an organized setting and some experience working in an organized music setting. 	<ul style="list-style-type: none"> Kevin Tran meets experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
Total Advanced Steps: Starting Step: B (Living Wage) + 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Kevin Tran's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94 per hour, while Step C is \$15.69 per hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kevin Tran's 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
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 12, 2020

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Kendall Woods

Hire Date: 11/18/2019

ASP Request Submitted: 01/17/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Kendall Woods	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; 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 Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> Kendall Wood meets education standards. Kendall Wood has over eleven (11) years of experience working with individuals with special needs. 	<p>0 level of education above the required level =0 Step Advance</p> <p>5 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<u>Total Advanced Steps: Starting Step: B (Living Wage) +2 (Experience) = 2 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Woods' experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$14.94/hour, while Step D is \$16.47/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kendall Wood at Range A-20, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Julie Waterstone						

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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 Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

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.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, February 12, 2020

AGENDA ITEM NO: III.A.01

Classification Description Revision: Elementary Library Coordinator

BACKGROUND INFORMATION:

Historically, Elementary Library Coordinator (ELC) recruitments have resulted in having less than three (3) ranks. In anticipation of an upcoming recruitment for Elementary Library Coordinator, Personnel Commission staff reviewed the classification specification to ensure the minimum qualifications were appropriate as the current requirement that candidates have experience in a library setting may be too restrictive.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Principal with the current vacancy to review the current class spec
- Discussed proposed changes to minimum qualifications with current incumbents
- Staff distributed proposed revisions of the current class specification to all elementary Principals for review and feedback

ANALYSIS & FINDINGS:

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

- Revise minimum qualifications by specifying areas of clerical experience required
- Clarify that experience in a library is highly desirable but not required
- Revise duty statements by removing outdated responsibilities and consolidating redundant duties
- Replace Abilities with Core Competencies

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Elementary Library Coordinator classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

ELEMENTARY LIBRARY COORDINATOR

BASIC FUNCTION:

Under the direction of the school Principal and in coordination with district programmatic activities through the Assistant Superintendent, Educational Services **general supervision**, oversee the daily operation of an elementary school library; order, process, store, maintain and circulate a wide variety of library materials, including books, textbooks, audio-visual equipment and software, and related instructional materials; assist **teachers** in the supervision of students using the library.

MINIMUM QUALIFICATIONS

EDUCATION:

~~Two (2) years of college-level coursework.~~ **A high school diploma or recognized equivalent.**

EXPERIENCE:

Two (2) years of **clerical** experience performing a wide variety of responsible clerical duties in a library **including electronic recordkeeping, inventory management, and data collection.**

~~PREFERRED QUALIFICATIONS~~ **ADDITIONAL REQUIREMENTS/INFORMATION:**

~~Paid or volunteer~~ **eExperience** working with groups of elementary age children in an academic or structured setting is highly desirable. Experience working in a library is highly desirable.

REPRESENTATIVE DUTIES:

- ~~Prepare and read stories to groups of students as assigned; discuss books with groups of students; introduce children to good literature and encourage reading.~~ **Select, read, and discuss books with groups of students**
- ~~Prepare and deliver instruction to elementary students for the development and use of library skills; reinforce teacher lesson plans by preparing a selection of relevant books and materials; make oral presentations and prepare other learning activities for classes visiting the library.~~ **Responds to inquiries from students and staff in the selection and retrieval of library material**
- ~~Assist students and staff with research, class projects, and book selections; e~~**Explain** library policies and procedures as needed; monitor and maintain appropriate student behavior within the library.
- ~~Train~~ **Assist** students and staff in the operation of the on-line computer system, software programs, online applications, and other library-related computer uses. **the use of computers, software, and online resources to retrieve material and information**
- ~~Train and oversee student and volunteer assistants; develop work schedules, assign and review work.~~
- ~~Perform on-line circulation and related procedures on the computer; operate other office equipment as assigned.~~
- ~~Weed the library of obsolete books and materials based on literary quality, age, and informational content; shelve, mend and discard materials as appropriate; arrange for the repair and/or disposal of library materials.~~ **Evaluates instructional materials for maintenance, replacement, retention or disposal**

- ~~Select books for purchase that meet state standards and other curriculum requirements by reading book reviews and communicating with teachers, site administrators and librarians.~~ **Recommends the acquisition of library materials in accordance with state standards, curriculum requirements, and student interest**
- Prepare and place orders for a wide variety of instructional materials for use in elementary curriculum, including library books, textbooks, and audio-visual materials and software.
- ~~Receive, process, catalog and circulate library and related instructional materials; monitor and control materials; record usage and location of curriculum items; level library books as requested.~~ **Enters, updates, audits, and maintains various data, logs, records, and reports using databases and spreadsheets in order to track library materials**
- Receive, process, stamp, and distribute new textbooks and supplementary instructional materials; collect textbooks and materials from teachers and students at year-end.
- Maintain applicable budgets; maintain inventory of materials.
- ~~Collect and account for money from lost or damaged books and texts; maintain related records.~~
- Prepare written reports related to circulation statistics and other usage indicators; maintain library files, including computer on-line card catalogs, shelf lists and others; update materials as needed.
- Conduct annual inventory; prepare and maintain a variety of records and reports related to the inventory and distribution of textbooks and other library and media materials.
- Prepare annual and seasonal library displays and bulletin boards; ~~rearrange and organize books and resources according to standards of the American Library Association;~~ **and maintains** library in a neat and orderly fashion.
- ~~Schedule class use of the library and assist in planning special literacy events.~~
- ~~Oversee the maintenance and circulation of audio-visual equipment.~~
- Performs related duties as assigned.

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

SUPERVISION:

General ~~Supervision is received from the school Principal. Work direction may be given to student or volunteer assistants. No supervision is exercised over other staff.~~

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- ~~Basic principles and practices of library management, including the processing, cataloguing and circulation of a wide variety of instructional materials~~
- ~~Interpersonal skills using tact, patience and courtesy~~
- ~~Oral and written communication skills~~
- ~~Correct English usage, grammar, spelling, punctuation and vocabulary~~
- ~~Research methods~~
- ~~Dewey Decimal System~~
- ~~Children's literature~~
- ~~Operation of a computer and applicable software~~
- **Principles and practices of recordkeeping and maintaining documentation**
- **Principles and practices of inventory management**
- **Principles and practices of data collection and entry**
- **Principles, practices, and techniques of information gathering**
- **Practices of public speaking**

- **Word processing and spreadsheet software**

ABILITY TO:

- ~~Oversee the activities and operations of an elementary school library.~~
- ~~Work cooperatively and effectively with classroom teachers, students, and school and District administrative personnel.~~
- ~~Organize and maintain basic budget control records.~~
- ~~Organize and prepare presentations on library skills and library orientation for students.~~
- ~~Prepare library displays and bulletin boards.~~
- ~~Enter data and information into library management software with accuracy and adherence to prescribed formats.~~
- ~~Train and oversee student and adult assistants.~~
- ~~Prioritize and schedule work.~~
- ~~Prepare written reports.~~
- ~~Operate a variety of audio-visual and equipment.~~
- ~~Work with students in a library setting.~~
- ~~Operate computer and other office equipment.~~
- ~~Utilize computer keyboard skills with accuracy and adherence to prescribed formats.~~

CORE COMPETENCIES:

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data**
- **Learning Agility – Seeking learning opportunities and applying the lessons to one's work**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work product**
- **Relationship Building – Establishing rapport and maintaining mutually productive relationships**
- **Oral Communication – Engaging effectively in dialogue**

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Dexterity of hands and fingers to operate a computer keyboard.

Lifting and carrying moderately heavy objects.

Pushing or pulling book carts

Reaching overhead, above the shoulders horizontally.

Bending at the waist, kneeling or crouching.

REVISED:

February 1997

February 13, 2018
Proposed February 12, 2020

ELEMENTARY LIBRARY COORDINATOR

BASIC FUNCTION

Under general supervision, oversee the daily operation of an elementary school library; order, process, store, maintain and circulate a wide variety of library materials, including books, textbooks, audio-visual equipment and software, and related instructional materials; assist teachers in the supervision of students using the library.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.

ADDITIONAL REQUIREMENTS/INFORMATION:

Experience working with groups of elementary age children in an academic or structured setting is highly desirable. Experience working in a library is highly desirable.

REPRESENTATIVE DUTIES

- Select, read, and discuss books with groups of students
- Responds to inquiries from students and staff in the selection and retrieval of library material
- Explain library policies and procedures as needed
- Assist students and staff in the use of computers, software, and online resources to retrieve material and information
- Perform on-line circulation and related procedures on the computer
- Evaluates instructional materials for maintenance, replacement, retention or disposal
- Recommends the acquisition of library materials in accordance with state standards, curriculum requirements, and student interest
- Prepare and place orders for a wide variety of instructional materials for use in elementary curriculum, including library books, textbooks, and audio-visual materials and software.
- Enters, updates, audits, and maintains various data, logs, records, and reports using databases and spreadsheets in order to track library materials
- Receive, process, stamp, and distribute new textbooks and supplementary instructional materials; collect textbooks and materials from teachers and students at year-end.
- Maintain applicable budgets; maintain inventory of materials.

- Prepare written reports related to circulation statistics and other usage indicators; maintain library files, including computer on-line card catalogs, shelf lists and others; update materials as needed.
- Conduct annual inventory; prepare and maintain a variety of records and reports related to the inventory and distribution of textbooks and other library and media materials.
- Prepare annual and seasonal library displays and bulletin boards and maintains library in a neat and orderly fashion.
- Performs related duties as assigned.

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

SUPERVISION

General supervision is received from the school Principal. No supervision is exercised over staff.

JOB REQUIREMENTS

KNOWLEDGE:

- Principles and practices of recordkeeping and maintaining documentation
- Principles and practices of inventory management
- Principles and practices of data collection and entry
- Principles, practices, and techniques of information gathering
- Practices of public speaking
- Word processing and spreadsheet software

CORE COMPETENCIES:

- Professional & Technical Expertise – Applying technical subject matter to the job
- Analyzing & Interpreting Data – Drawing meaning and conclusions from quantitative or qualitative data
- Learning Agility – Seeking learning opportunities and applying the lessons to one's work
- Self-Management – Showing personal organization, self-discipline, and dependability
- Attention to Detail – Focusing on the details of work content, work steps, and final work product
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Oral Communication – Engaging effectively in dialogue

WORKING CONDITIONS

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Lifting and carrying moderately heavy objects.
Pushing or pulling book carts
Reaching overhead, above the shoulders horizontally.
Bending at the waist, kneeling or crouching.

REVISED:

February 1997

February 13, 2018

Proposed February 12, 2020

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (2/7/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-204	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5	Open
19-205	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
19-213	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	Open
20--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	48.75	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open
20-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	43.75	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	0.29	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-092	INSTRUCTIONAL ASSISTANT-CLASSROOM	SANTA MONICA HIGH SCHOOL	Vac	40	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100	Open
20-107	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75	Open
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open
20-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.25	Open

20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	New	87.5	Open
20-118	CARPENTER	M & O (Maintenance & Operations)	Vac	100	Open
20-122	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	62.5	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-136	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	Open
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-142	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	Open
20-144	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-146	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL	Vac	100	Open
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	Open
20-148	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	Open
20-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open
20-150	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open

Filled Requisitions (2/7/2020)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
20-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Filled	2/5/2020 12:00:00 AM
20-097	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	2/7/2020 12:00:00 AM
20-106	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Filled	1/10/2020 12:00:00 AM
20-109	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Filled	1/21/2020 12:00:00 AM
20-123	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	2/5/2020 12:00:00 AM
20-124	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Filled	2/7/2020 12:00:00 AM
20-129	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Filled	1/15/2020 12:00:00 AM
20-131	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Filled	1/3/2020 12:00:00 AM
20-134	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Filled	2/5/2020 12:00:00 AM
20-137	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Filled	2/7/2020 12:00:00 AM
20-138	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	Filled	2/5/2020 12:00:00 AM
20-139	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Filled	2/7/2020 12:00:00 AM

**Classified Personnel – Merit
1/16/20**

NEW HIRES

EFFECTIVE DATE

Alcantar, Mirna Franklin ES	Campus Monitor 2.3 Hrs/SY/Range: 11 Step: F	12/11/19
Dela Paz, Luzviminda Facility Improvement Projects	Accounting Technician 8 Hrs/12 Mo/Range: 31 Step: A	12/2/19
Dixon, Gregory Special Ed-Franklin ES	Paraeducator-3 5 Hrs/SY/Range: 26 Step: A	12/11/19
Espana, Shamshi Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY/Range: 26 Step: A	12/11/19
Lopez, Jacqlene Muir ES	Instructional Assistant - Classroom 3.5 Hrs/SY/Range: 18 Step: C	12/9/19
Pham, Nhi Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	12/10/19
Pipkin, Sandra Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	11/19/19
Robinson, Atiya Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	11/19/19
Russo, Blair Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	12/3/19
Sholomytska, Olena Roosevelt ES	Campus Monitor 1.2 Hrs/SY/Range: 11 Step: F	12/11/19
Tacusalme, Marjorie Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	12/16/19

RE-EMPLOYMENT

EFFECTIVE DATE

Rosales, Ana Edison ES	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 20 Step: C	12/11/19
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TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Jenson, Diane Special Ed-SMASH	Paraeducator-1 [additional hours; field trip]	10/24/19
Jenson, Diane Special Ed-SMASH	Paraeducator-1 [overtime; field trip]	10/24/19
Jones, Mashawnda Special Ed-Lincoln ES	Paraeducator-3 [additional hours; bus supervision]	10/1/19-6/10/20
Jones, Mashawnda Special Ed-Lincoln ES	Paraeducator-3 [overtime; student supervision]	11/1/19

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Cortez Griselda Child Development Services	Children's Center Assistant-2	11/12/19-6/30/20
De Leon, Freddie Educational Services	Instructional Assistant – Physical Education	12/8/19-6/10/20
Williams, Racheal Operations	Custodian	7/1/19-6/30/20
Williams, Racheal Special Education	Paraeducator-1	12/3/19-6/10/20

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Gomez, Jack Operations-Santa Monica HS	Custodian	12/1/19
Martino, Jesica Special Education	Occupational Therapist	1/1/20
Rodriguez, Maria Operations-Grant ES	Custodian	1/1/20

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Martinez, Melinda Special Ed-Roosevelt ES	Paraeducator-3 8 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	8/22/19

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Gibbons, Stephanie Special Ed-McKinley ES	Paraeducator-3 Personal	12/16/19-1/10/20
Gonzalez, Hector Grounds	Sprinkler Repair Technician Medical/FMLA/CFRA	12/18/19-1/14/20
Gonzalez, Ramona Grant ES	Instructional Assistant - Classroom FMLA/Pregnancy Disability	11/12/19-1/11/20
Hampton, Kizzie Special Ed-Muir ES	Paraeducator-1 Medical/FMLA/CFRA	10/2/19-2/1/20
Jackson, Sheralyn Special Ed-Santa Monica HS	Paraeducator-1 Medical/FMLA/CFRA (Revised date from BOE Agenda: 12/12/19)	11/18/19-12/13/19
Lacson, Andrew Fiscal Services	Payroll Specialist CFRA	12/19/19-1/31/20
Lo Greco, Vincent Special Ed-Webster ES	Paraeducator-3 Medical/FMLA/CFRA (Revised date from BOE Agenda: 12/12/19)	11/18/19-1/5/20
Thompson, Raquel Malibu ES	Health Office Specialist Medical/FMLA/CFRA	12/3/19-12/18/19
Uto, Rika Rogers ES	Physical Activities Specialist Intermittent FMLA	10/25/19-10/25/20

Willie, Kyrie Grant ES	Instructional Assistant - Classroom FMLA/Pregnancy Disability	12/16/19-2/23/20
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Yates-Lomax, Kathy Transportation	Bus Driver Medical/FMLA/CFRA	12/5/19-1/15/20
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LEAVE OF ABSENCE (UNPAID)

Jagoda, Katrina Special Ed-Franklin ES/Malibu HS	Occupational Therapist Child Care	<u>EFFECTIVE DATE</u> 11/13/19-12/13/19
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Larios, Carmen Fiscal Services	Fiscal Services Supervisor Partial Medical	11/4/19-12/31/19
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WORKING OUT OF CLASS

Ortiz Ortiz, Alma FNS-Lincoln MS	Site Food Services Coordinator From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 11/22/19
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RESIGNATION

MacKlin, Lindsay Special Ed-Webster ES	Paraeducator-3	<u>EFFECTIVE DATE</u> 11/24/19
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Torres, Victor Special Ed-McKinley ES	Paraeducator-1	11/15/19
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Yacob, Harina Special Ed-Lincoln MS	Paraeducator-2	12/13/19
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RETIREMENT

Hansberry, Felicia Special Ed-Malibu ES	Paraeducator-1	<u>EFFECTIVE DATE</u> 12/4/19
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**Classified Personnel – Merit
2/6/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Chamorro, Christian Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 35 Step: A	9/3/19
Cox, Helen Webster ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: C	1/8/20
Guevara Ticas, Ernesto Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	8/21/19
Hatcher, Crystal Special Ed-Rogers ES	Paraeducator-2 5 Hrs/SY/Range: 25 Step: A	8/21/19
Henderson, Mark Muir ES	Physical Activities Specialist 3 Hrs/SY/Range: 26 Step: A	8/21/19
Ortiz, Alondra Student Services-McKinley ES	Health Office Specialist 3.5 Hrs/10 Mo/Range: 25 Step: A	1/13/20
Zatolokin, Alexander Malibu MS/HS	Instructional Assistant - Music 2.5 Hrs/SY/Range: 20 Step: B	1/21/20

PROMOTION

		<u>EFFECTIVE DATE</u>
Colvin, Monica Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: D From: Instructional Assistant - Classroom: 3 Hrs/SY	1/6/20

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Ortiz, Alondra Special Education	Office Specialist 8 Hrs/12 Mo/Range: 22 Step: A	11/25/19-12/11/19

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Amaya, Janine Child Development Services	Children's Center Assistant-2 [additional hours; professional development]	12/7/19
Bechtloff, Julie Human Resources	Accounting Technician [overtime; health benefits committee]	10/1/19-6/30/20
Brewer, Ariana Special Ed-Malibu HS	Paraeducator-3 [overtime; transportation supervision]	11/1/19-6/12/20
Cornejo, Natalie Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Davis, Lisa Rogers ES	Senior Office Specialist [additional hours; clerical support]	1/6/20-1/17/20
Davis, Luke Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Harding, Stephanie Adams MS	Senior Office Specialist [overtime; field trip]	10/25/19-10/27/19

Hernandez, Steven Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Higgins, Shaun Special Ed-Lincoln ES	Paraeducator-3 [overtime; after school student supervision]	11/1/19
Jelks, Curtis Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Jones, Chancy Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Mangum, Don Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Martin, Eric Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/19-6/30/20
McAlpin, Michael Operations-Adams MS	Custodian [overtime; campus beautification]	11/23/19
Miller, Melvyn Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Mitchell, Alvin Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/19-6/30/20
Muhammed, Fatimah Student Services	Campus Security Officer [additional hours; address verification]	8/22/19-6/10/20
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2 [additional hours; bus supervision]	8/22/19-6/10/20
Niederberger-Beekman, Jenelle Adams MS	Senior Office Specialist [additional hours; attendance support]	11/25/19-12/9/19
Persinger, Lisa Operations	Administrative Assistant [overtime; clerical support]	7/1/19-6/30/20
Rodriguez, Frances Child Development Services	Children's Center Assistant-3 [additional hours; professional development]	12/7/19
Roller, Yolanda Special Ed-Lincoln ES	Paraeducator-2 [additional hours; after school student supervision]	11/1/19
Rugamas, Angel Grounds	Gardener [overtime; District projects]	8/13/19-6/30/20
Sena, Ashley Special Ed-SMASH	Paraeducator-3 [overtime; field trip]	10/24/19
Smith, Dunelle Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Suaste, Eduardo Facility Use	Lead Custodian [overtime; Facility Use events]	7/1/19-6/30/20
Taylor, Inelle Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20

Tirado, Leticia Facility Use	Cafeteria Worker II [overtime; Facility Use events]	7/1/19-6/30/20
Vasquez, Graciela Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Williams, Taneya Special Ed-Lincoln ES	Paraeducator-3 [overtime; after school student supervision]	11/1/19
Wilson, Stanley Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20
Wilson, Terry Student Services	Campus Security Officer [overtime; address verification]	8/22/19-6/10/20

SUBSTITUTES

EFFECTIVE DATE

Ballat, Nawal Child Development Services	Children's Center Assistant-1	12/7/19
Davis, Lisa Student Services	Health Office Specialist	9/1/19-6/20/20
Garcia, Norma Child Development Services	Children's Center Assistant-1	12/7/19
Gutierrez, Maryann McKinley ES	Instructional Assistant – Classroom	9/2/19-11/5/19 11/12/19-12/20/19
Harris, Andrew Operations	Custodian	7/1/19-6/30/20
Hunter-Sallustio, Dominique Grant ES	Instructional Assistant – Classroom	8/22/19-12/10/19
Jones, Bronden Grounds	Gardener	12/2/19-6/30/20
Munoz, Scarlet Grant ES	Instructional Assistant – Classroom	8/22/19-12/10/19
Vargas, Christopher District	Campus Security Officer	12/12/19-6/10/20

PROFESSIONAL GROWTH

EFFECTIVE DATE

Dao, Thong Information Services-Webster ES	Technology Support Assistant	2/1/20
DeNoya, Michael Special Ed-Roosevelt ES	Speech Language Pathology Assistant	1/1/20
Harris, Eddie Operations-Santa Monica HS	Custodian	2/1/20
Persaud, Brian McKinley ES	Instructional Assistant - Classroom	1/1/20

Serna, Maria Fiscal Services	Senior Administrative Assistant	2/1/20
Smith, Angelique Special Ed-Roosevelt ES	Occupational Therapist	1/1/20
Striff, Jill Special Education	Occupational Therapist	2/1/20

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Benjamin, Venecia FNS-Webster ES	Cafeteria Worker II 5 Hrs/SY From: 4 Hrs/SY/FNS-Webster ES	8/22/19
Cline, Wendy FNS-Malibu ES	Cafeteria Worker II 5.5 Hrs/SY From: 4 Hrs/SY/FNS-Malibu ES	8/22/19

INVOLUNTARY TRANSFER

EFFECTIVE DATE

Mitchell, Alvin Operations-Santa Monica HS	Lead Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-District Office	11/4/19
Suaste, Eduardo Operations-District Office	Lead Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	11/4/19

LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Colula Moncada, Anilu Special Ed-Santa Monica HS	Paraeducator-3 FMLA/Pregnancy Disability	1/6/20-2/17/20
Gonzalez, Hector Grounds	Sprinkler Repair Technician Medical/FMLA/CFRA	1/15/20-1/29/20
Gonzalez, Jessica CDS-Rogers ES	Children's Center Assistant-2 FMLA/Pregnancy Disability	12/13/19-1/16/20
Gudiel Ruano, Ana Special Ed-Roosevelt ES	Paraeducator-1 CFRA	1/8/20-2/1/20
Isaac, Arthur Operations	Custodian CFRA	1/6/20-4/3/20
Lazo, Noreen Special Ed-Olympic HS	Paraeducator-3 Medical/FMLA/CFRA	12/3/19-1/15/20
Lugo, Rebecca Rogers ES	Administrative Assistant Medical/FMLA/CFRA	12/26/19-1/21/20
Maender, Alaina Special Ed-Grant ES	Occupational Therapist FMLA/Pregnancy Disability	12/9/19-2/1/20
Maender, Alaina Special Ed-Grant ES	Occupational Therapist CFRA	2/4/20-4/22/20

McAlpin, Michael Operations-Adams MS	Custodian Medical/FMLA/CFRA	12/18/19-3/23/20
Norton, Tayah McKinley ES	Instructional Assistant - Classroom FMLA/Pregnancy Disability	12/2/19-1/5/20
Padilla, Sandra Human Resources	Credential Analyst FMLA/Pregnancy Disability	1/2/20-2/12/20
Quintana, Anthony Operations-Malibu ES	Custodian CFRA	1/3/20-3/27/20
Randolph, Tamara Malibu ES	Licensed Vocational Nurse Medical/FMLA/CFRA	1/15/20-1/23/20
Reed, Desiree Adams MS	Senior Office Specialist CFRA (Revised date from BOE Agenda: 10/3/19)	11/21/19-11/27/19 12/16/19-12/20/19
Rising, Robert Operations-Adams MS	Custodian FMLA/ Intermittent CFRA	11/1/19-5/1/20
Soto, Sara Grounds	Gardener FMLA/Pregnancy Disability	12/30/19-2/24/20
Viviani, Vhalia Adams MS	Campus Monitor Medical/FMLA/CFRA	11/19/19-2/19/20
Walker, Anthony Human Resources	Benefits Technician CFRA	12/23/19-1/6/20
Watts, Anne Special Ed-Adams MS	Paraeducator-1 Intermittent Medical	10/31/19-5/1/20

LEAVE OF ABSENCE (UNPAID)

Gudiel Ruano, Ana
Special Ed-Roosevelt ES

Paraeducator-1
Child Care

EFFECTIVE DATE

2/2/20-6/10/20

WORKING OUT OF CLASS

Burton, Lisa
Fiscal

Payroll Specialist: Higher Level Duties
From: Payroll Specialist

EFFECTIVE DATE

12/31/19

Campos, Joana
Santa Monica HS

Administrative Assistant
From: Office Specialist

10/21/19-4/3/20

Devis, Juanita
Special Ed-Santa Monica HS

Job Development and Placement Specialist
From: Bilingual Community Liaison

12/17/19-3/27/20

Hendler, Nanette
Special Ed-Lincoln MS

Paraeducator-3
From: Paraeducator-1

10/22/19

Lacson, Andrew
Fiscal

Payroll Specialist: Higher Level Duties
From: Payroll Specialist

12/31/19

Maldonado, Frederick
Special Ed-Lincoln MS

Paraeducator-3
From: Paraeducator-1

8/21/19-11/30/19

Rizk, Rizk
Fiscal

Payroll Specialist: Higher Level Duties
From: Payroll Specialist

12/31/19

DISQUALIFICATION FROM PROBATION

EFFECTIVE DATE

HN9848621 Administrative Assistant

2/7/20

TF6376453
Special Education

Paraeducator-1

2/7/20

RESIGNATION

EFFECTIVE DATE

Cooper Lauffer, Tsulan
Special Ed-McKinley ES

Paraeducator-3

11/11/19

Fabian, Sandra
Special Ed-Rogers ES

Paraeducator-1

11/21/19

Garrett, Keli
Grant ES

Instructional Assistant - Classroom

1/17/20

Guevara Ticas, Ernesto
Special Ed-Adams MS

Paraeducator-3

1/3/20

Kaddoura, Mariam
Santa Monica HS

Instructional Assistant - Music

12/13/19

Lewis, Emunah
Grant ES

Paraeducator-1

1/31/20

Pashazadeh Monajemi, Svetlana
Grant ES

Instructional Assistant - Classroom

1/3/20

Rivera, Michelle
Special Ed-Franklin ES

Paraeducator-3

1/17/20

Williams, Taneya
Special Ed-Lincoln MS

Paraeducator-3

1/10/20

RETIREMENT

EFFECTIVE DATE

Sanchez, Yolanda
Muir ES

Administrative Assistant

1/6/20

Classified Personnel – Non-Merit

1/16/20

COACHING ASSISTANT

Boland, Elizabeth	Malibu MS/HS	11/1/19-6/10/20
Diaz, Ignacio	Malibu MS/HS	11/1/19-6/10/20
Fearon, Michael	Santa Monica HS	12/5/19-6/10/20
Gray, Ryan	Santa Monica HS	11/22/19-6/10/20
Roh, Madalyn	Malibu MS/HS	12/5/19-6/30/20
Stickney, Joyce	Malibu MS/HS	11/26/19-6/10/20
Wyatt, Kahliel	Malibu MS/HS	11/13/19-6/10/20

TECHNICAL SPECIALIST – LEVEL I

Cortrite, Michelle	Student Services	8/22/19-6/10/20
	[MSW Intern]	
	- Funding: ESSA TITLE IN, PART A	

TECHNICAL SPECIALIST – LEVEL III

Chiang, Fuchou	Educational Services	12/6/19-5/29/20
	[Music Instructor]	
	- Funding: SMEF – Dream Winds	

Classified Personnel – Non-Merit
2/6/20

COACHING ASSISTANT

Alperin, Howard	Santa Monica HS	1/7/20-6/10/20
Bell, Eric	Santa Monica HS	8/22/19-6/10/20
Fearon, Michael	Santa Monica HS	12/9/19-6/10/20
Fletcher, Sakoiya	Santa Monica HS	7/1/19-8/22/19
Lawerence, Dominic	Santa Monica HS	7/1/19-8/22/19
Lovelace, Sydney	Santa Monica HS	2/10/20-6/10/20
Lupi, Paul	Santa Monica HS	12/9/19-6/10/20
McGrew, Joseph	Santa Monica HS	8/22/19-6/10/20
Pena, Omar	Santa Monica HS	1/8/20-6/10/20
Richards, James	Santa Monica HS	12/9/19-6/10/20
Saunders, Kathryn	Santa Monica HS	12/9/19-6/10/20
Tran, Daniel	Santa Monica HS	8/22/19-6/10/20
Williams, David	Santa Monica HS	12/9/19-6/10/20

TECHNICAL SPECIALIST – LEVEL II

Parise, Chris	Educational Services [Music Instructor] - Funding: Gifts – Stairway Fund	1/22/20-3/26/20
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TECHNICAL SPECIALIST – LEVEL III

Baker Newell, Elizabeth	Webster ES [Vocal Music Instructor] - Funding: Formula & Old Tier III	8/22/19-6/19/20
Flanagan Lysy, Margaret	Santa Monica HS [Violin Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	8/26/19-6/10/20
Shetzen, Eric	Santa Monica HS [Bass Instructor-Orchestra] - Funding: Santa Monica Arts Parents Association	8/26/19-6/10/20
Stout, Larry	Facility Use [Facility Use events] - Funding: Permits	7/1/19-6/30/20

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2019 – 2020**

Date	Time	Location	Notes
2019			
July 10, 2019	4:30 p.m.	Board Conference Room – District Office	
August 14, 2019	4:30 p.m.	Board Room – District Office	
September 11, 2019	4:30 p.m.	Board Room – District Office	
October 10, 2019	4:30 p.m.	Board Room – District Office	
November 13, 2019	4:30 p.m.	Board Room – District Office	
December 11, 2019	4:30 p.m.	Board Room – District Office	
2020			
January 8, 2020	4:30 p.m.	Board Room – District Office	
February 12, 2020	4:30 p.m.	Board Room – District Office	
February 20, 2020 – February 22, 2020	Daily Conference	San Francisco	CSPCA 2020 Annual Conference
March 11, 2020	4:30 p.m.	Board Room – District Office	
April 8, 2020	4:30 p.m.	Board Room – District Office	2020–21 Budget Discussion and Development,
May 13, 2020	4:30 p.m.	Board Room – District Office	2020-21 Budget Adoption
May 20, 2020	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 10, 2020	4:30 p.m.	Board Room – District Office	

Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

Meeting Date	Format	Location	Notes
7/18/19 (Th)	Hybrid	DO	
8/1/19 (Th)	A	DO	
8/15/19 (Th)	B	DO	
8/29/18 (W)	Special Mtg	DO	Special Meeting: Retreat (?)
9/5/19 (Th)	A	DO	
9/19/19 (Th)	B	DO	
10/3/19 (Th)	A	M	
10/17/19 (Th)	B	DO	
10/21 or 10/22? (tentative)	Special Mtg	SMC	Annual Joint Mtg w/ SMC
11/7/19 (Th)	A	M	
11/19/19 (T)	Special Mtg		Special Meeting: Present SPSAs
11/21/19 (Th)	B	DO	
12/12/19 (Th)	Hybrid	DO	
1/16/20 (Th)	Hybrid	DO	
2/6/20 (Th)	A	M	
2/14/20 (Th)	B	DO	
3/5/20 (Th)	A	DO	
3/19/20 (Th)	B	M	
4/2/20 (Th)	Special Mtg		Special Meeting: Retreat
4/23/20 (Th)	Hybrid	DO	
5/7/20 (Th)	A	M	
5/21/20 (Th)	B	DO	
6/4/20 (Th)	A	DO	
6/18/20 (Th)	Special Mtg	DO	Public Hearings: LCAP & Budget & Quarterly Retreat
6/25/20 (Th)	B	DO	

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	3/11/20

VIII. Next Regular Personnel Commission Meeting:

Wednesday, March 11, 2020, at 4:30 pm, *District Office Board Room*

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 #: HQ8371288

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

XI. Adjournment: