

## **VIRTUAL PERSONNEL COMMISSION MEETING**

March 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](mailto:jhatch@smmusd.org)

- Requests must be submitted no later than 5:00 p.m. on Tuesday, March 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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION MEETING AGENDA

**March 9, 2022**

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

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

- G.06 Approval of Minutes for Regular Meeting on February 9, 2022

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

Approval of Minutes for Special Meeting on February 22, 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
- G.11 Personnel Commission Organization – Election of Personnel Commission Officers:  
Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)
  - a. Nomination of Chair
  - b. Nomination of Vice-Chair



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

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

Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the March 9 Personnel Commission meeting will be held virtually.

**March 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, March 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](mailto:jhatch@smmUSD.org) no later than 5:00 p.m. on Tuesday, March 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 March 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 February 9, 2022
- Special Meeting on February 22, 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.

G.11 Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

- a. Nomination of Chair
- b. Nomination of Vice-Chair

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligible</u>
Cafeteria Worker I	2
Health Office Specialist	7
Instructional Assistant - Classroom	4
Paraeducator-1	2
Paraeducator-2	1
Paraeducator-3	1
Physical Activities Specialist	1
Physical Activities Specialist	4
Plant Supervisor	5

C.02 Advanced Step Placement:

Adianec Brooks in the classification of Paraeducator-3 at Range A-28 Step B

C.03 Advanced Step Placement:

Kim Gayler in the classification of Instructional Assistant - Classroom at Range A-20 Step E

C.04 Advanced Step Placement:

Jessica Hernandez in the classification of Bilingual Community Liaison at Range A-31 Step D

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Classification Revision:

Technology Support Assistant within the operations support 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)
  - February 17, 2022
  - March 3, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - February 17, 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
Adoption of Budget - Fiscal Year 2022-2023	First Reading	April 20, 2022

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, April 20, 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 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 was held on **Wednesday, February 9**, at **4:33 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](mailto: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: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:33 p.m.**

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

**G.03 Pledge of Allegiance: Commissioner 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: February 9, 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 Regular Meeting Minutes: January 12, 2022**

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

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

#### **Motion to Approve Special Meeting Minutes: February 1, 2022**

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

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

#### **G.07 Report from the Director of Classified Personnel:**

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

- General Comments and Updates
  - **Director Kahn informed the Personnel Commission about decreasing rates of Covid-19 cases among staff and students and changes for contact tracing process as well as the quarantine protocols.**
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on January 12, 2022.**
  - **The Personnel Commission staff held written exams for Administrative Assistant, Technology Support Assistant, and Campus Monitor.**
  - **Oral exams were administered for Instructional Assistant – Classroom, the Paraeducator series, and Technology Support Assistant.**
  - **A performance exam was conducted for Administrative Assistant.**

- Final selection interviews were held for Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Administrative Assistant from the previous Eligibility List, and Health Office Specialist.
- Director Kahn congratulated Ms. Angela Lavin, Senior Office Specialist, who promoted to Administrative Assistant at her school, Will Rogers Learning Community. He also recognized Ms. Amanda Gaylor, a Senior Office Specialist substitute, who accepted a permanent Health Office Specialist assignment.
- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in January. As a point of comparison, there were 13 EDD claims in January 2021. There were 5 claims in January 2020.
- Director Kahn updated the Personnel Commission on the classification and compensation study progress. He will share his findings regarding benefits with the committee this week.
- Director Kahn informed the Personnel Commission about his meeting with Mr. Mock to discuss challenges and opportunities related to working out of class assignments.

#### **G.08 Personnel Commissioner Comments/Reports:**

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

- None

#### **G.09 Communications:**

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

- SEIU Report
  - Mr. Mock, Chief Steward, updated the Personnel Commission on the working out of class assignment discussions with director Kahn.
  - Mr. Mock informed the Personnel Commission about the Union meeting with an independent contractor to discuss a thorough time and motion study regarding the District's new buildings. The study will evaluate the specific space and recommend staffing levels needed to properly maintain and clean the areas.
  - Mr. Mock communicated to the Personnel Commission about the SEIU bargaining team sending a survey to its membership to identify issues which need to be prioritized in future negotiations with the District.
  - Mr. Mock acknowledged the Black History Month to honor African-American leaders and activists.

#### **Board of Education Report**

- Dr. Kelly informed the Personnel Commission about the Student Achievement Lead Data Review presented to the Board of Education at the regular February 3, 2022 meeting.
- Dr. Kelly updated the Personnel Commission on the Los Angeles County Office of Education Committee on School Organization receiving a Malibu

Unification progress report from their staff regarding to a new state legislation about district-based voting. Community members filed a petition to enact their own map dividing the District into trustee voting districts.

- Dr. Kelly notified the Personnel Commission about the District's planning for the upcoming school year.
- Commissioner Tate inquired about the community members' petition regarding trustee district voting.  
Dr. Kelly clarified that the petition submitted to the LACOE committee actually includes proposed trustee voting areas.
- Commissioner Tarazi inquired about classified employees' status if Malibu becomes its own district.  
Dr. Kelly stated that the classified staff at the Malibu school sites would continue working there. Certificated staff would have the right to request a teaching position in the Santa Monica district based on their permanency and seniority.

#### **G.10 Public Comments:**

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

- **None**

## **II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Monitor	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  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-05. 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:  
Systems Analyst within the office, technical and business service 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 brief background for the revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that specific duties from a lower-level classification, Educational Data Specialist, are incorporated into this higher-level classification of System Analyst. Since both work with information systems, these revisions were an opportunity to clarify and elaborate on responsibilities related to information systems rather than the data itself.
- Job Requirements were updated to clarify Knowledge and to replace Abilities with Core Competencies.
- In addition, the Minimum Qualifications were revised in the Experience category reducing it from three to two years. Further clarifications were

made in the areas of technical assistance and database management as required experience.

**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)
  - 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 the closed session.

- **None**

**X. CLOSED SESSION:**

The Commission adjourned to closed session at **5:01 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE  
Employee #: TQ7792494

The Commission reconvened into open session at **6:32 p.m.** and reported on the following action taken in closed session:

- **No report. An additional special meeting will be scheduled.**

**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: 6:33 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 22 special Personnel Commission meeting will be held virtually.

**February 22, 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 22, 2022**, at **4:30 p.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 4:30 p.m.

**G.02 Roll Call:** Commissioners Robinson, Tarazi, and Tate 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 **4:31 p.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 **5:54 p.m.** and reported on the following action taken in closed session:

- **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 prior to the next regular Personnel Commission meeting on March 9, 2022.**

**IV. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, March 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: 5:54 p.m.**

Submitted by:

\_\_\_\_\_  
Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel



## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 9, 2022

#### **AGENDA ITEM NO: G.11**

SUBJECT: Personnel Commission Election of Officers

#### **BACKGROUND INFORMATION:**

Personnel Commission Rule § 2.1.5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

#### **DIRECTOR'S RECOMMENDATION**

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from March 9, 2022 through December 31, 2022.

##### a. Nomination of Chair

Nomination: \_\_\_\_\_

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

##### b. Nomination of Vice-Chair

Nomination: \_\_\_\_\_

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

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 9, 2022

#### **AGENDA ITEM NO: II.C.02**

SUBJECT: Advanced Step Placement – Adianec Brooks

Hire Date: 2/7/2022

ASP Request Submitted: 2/20/2022

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Adianec Brooks	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Must have a high school diploma or its recognized equivalent <u>and</u> <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning; OR</li> <li>Obtained an Associate's (or higher) degree; OR</li> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>Adianec Brooks has a Bachelor's Degree in Special Education.</li> </ul>	1 level of education above the required level = <b>1 Step Advance</b>
<b><u>EXPERIENCE:</u></b> 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"> <li>Adianec Brooks meets the minimum experience requirements.</li> </ul>	0 (2-year periods) of experience above the required level = <b>0 Step Advance</b> (max allowed)
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>		

#### **DIRECTOR'S COMMENTS:**

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

#### **DIRECTOR'S RECOMMENDATION:**

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

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 9, 2022

#### **AGENDA ITEM NO: II.C.03**

SUBJECT: Advanced Step Placement – Kim Gayler

Hire Date: 8/18/2021

ASP Request Submitted: 9/7/2021

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Instructional Assistant - Classroom	<b>Employee:</b> Kim Gayler	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>• Must have a high school diploma or its recognized equivalent AND</li> <li>• Completed 48 units at an institution of higher learning; OR</li> <li>• Obtained an Associate's (or higher) degree; OR</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Kim Gayler has a Bachelor of Arts in Psychology</li> </ul>	<b>1 level of education above the required level</b> <b>= 1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>• Experience is a preferred qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Kim Gayler has over (8) eight years of experience teaching at the pre-school and elementary levels.</li> </ul>	<b>4 (2-year periods) of experience above the required level</b> <b>= 2 Step Advance</b> (Max. allowed)
<b>Total Advanced Steps: Starting Step: B (Accelerated Rate) + 1 (Education) +2 (Experience) = 3</b> <b>Advanced Steps = STEP E</b>		

#### **DIRECTOR'S COMMENTS:**

This classification has an accelerated rate and starts at Step B on the salary schedule. Ms. Gayler's professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step E is \$17.68/hour.

#### **DIRECTOR'S RECOMMENDATION:**

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

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, March 9, 2022

#### **AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Jessica Hernandez

Hire Date: 12/08/2021

ASP Request Submitted: 01/07/2022

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Bilingual Community Liaison	<b>Employee:</b> Jessica Hernandez	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> <ul style="list-style-type: none"> <li>A high school diploma or recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Jessica has a Bachelor's Degree in Humanities</li> </ul>	1 level of education above the required level = <span style="border: 1px solid black; padding: 2px;">1 Step Advance</span> (Max. allowed)
<b><u>Experience:</u></b> <ul style="list-style-type: none"> <li>One (1) year of experience maintaining records and directly supporting individuals or families within an educational or community resource setting AND one (1) year of experience composing, editing, and translating written materials and providing consecutive interpretation in English and the designated non-English language.</li> </ul>	<ul style="list-style-type: none"> <li>Jessica has 5+ years of directly related experience supporting individuals and families within an educational setting AND composing, editing, and translating written material/providing consecutive interpretation in English and Spanish</li> </ul>	2 (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span> (Max. allowed)
<b><u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</b>		

#### **DIRECTOR'S COMMENTS:**

Jessica's education and experience exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-31, Step A is \$3,140 monthly, at Step D is \$3,634 monthly.

#### **DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Jessica Hernandez 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
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.

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**V. Action Items:**

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





## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, March 09, 2022**

#### **AGENDA ITEM NO: III.A.01**

Classification Specification Revision: Technology Support Assistant

#### **BACKGROUND INFORMATION:**

Vacancies currently exist within the Technology Support Assistant classification and staff recommended a review of the class specification before opening up for recruitment.

#### **METHODOLOGY:**

Staff conducted the following activities:

- Reviewed the existing class spec
- Provided proposed revisions to the Director, Educational Technology, Bertha Roman for review and feedback
- Integrated feedback from the Director

#### **ANALYSIS & FINDINGS:**

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

- Revised Basic Function for clarity
- Revised Minimum Qualifications to place emphasis on experience troubleshooting and providing technical support
- Streamlined Minimum Qualifications by reducing required years of experience and establishing a single set of Education and Experience criteria
- Replaced 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 Technology Support Assistant classification specification as provided.

<b>Commissioner</b>	<b>M</b>	<b>S</b>		<b>Yes</b>	<b>No</b>	<b>Abstain</b>	<b>ABSENT</b>
Lauren Robinson							
Mahshid Tarazi							
Phillip Tate							



PERSONNEL COMMISSION KEY STATS	
<b>JOB FAMILY</b>	Information Services
<b>JOB TITLE</b>	Technology Support Assistant
<b>SALARY RANGE</b>	A38

**CLASSIFICATION DESCRIPTION**  
**BARGAINING UNIT: SEIU LOCAL 99**  
**CLASS CODE: 540319**

## TECHNOLOGY SUPPORT ASSISTANT

### BASIC FUNCTION:

Under general supervision, ~~performs a variety of technical duties related to the support~~ **provides technical support, troubleshooting, and repair** of technology in the school environment **throughout the district.**

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

**A high school diploma or recognized equivalent.**

#### **EXPERIENCE:**

**One (1) year of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices.**

#### **ADDITIONAL REQUIREMENTS/OTHER INFORMATION:**

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

*~~Note: The statements herein 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.~~*

### REPRESENTATIVE DUTIES

Task Statement	Code
Perform installation, configuration, trouble-shooting, and repair for computer, computer peripherals, and application software.	TSA-1
Perform setup and administration of file, mail, and client services.	TSA-2
Perform setup and administration of network and computer-based security provisions, policies, ongoing monitoring, and maintenance for virus Internet content protection and removal of malware.	TSA-3
Perform setup and administration of individual access accounts.	TSA-4
Install cables necessary for computer systems and network equipment throughout the District; assist with the setup, configuration and maintenance of local area networks (LANs) and wide area networks (WANs).	TSA-5

Assist personnel and related clientele in the operation of computers, local and network printers, file services and other related peripheral equipment (mobile devices, tablets, Smart Boards, projector, scanner, etc.).	TSA-6
Prepare and maintain records of Help Desk Tickets and work performed.	TSA-7
Perform security and virus monitoring and appropriate corrective maintenance.	TSA-8
Recover systems from hard disk failures with minimal data loss; retrieve lost data from hard or floppy media after deletion or disk crash utilizing appropriate solutions.	TSA-9
Assist personnel and related clientele with manufacturers' technology support and warranty issues.	TSA-10
Perform operating system installation and upgrades, particularly with OS-X and Windows servers.	TSA-11
Assist in coordinating technology support for all district and state testing needs.	TSA-12
Perform summer and off-schedule maintenance and upkeep of technology equipment.	TSA-13
Maintain site technology inventory for all computers and computer peripherals.	TSA-14
Construct or reconstruct computer equipment; align, adjust, and calibrate equipment in accordance with specifications; test and replace defective components.	TSA-15
Provide reconfiguration and imaging of equipment at the open and close of the school year or when necessary.	TSA-16
Coordinate donated equipment, organize technology resources, and assist in district projects.	TSA-17
Attend all required training sessions and meetings, and successfully interact with teachers, administrators, and students.	TSA-18
Perform related duties as assigned.	GEN-1

**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 MATRIX:**

<b>Supervision:</b>	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Director of Information Services
Given to:	None
<b>Work Direction:</b>	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Director of Information Services or Network Engineer
Given to:	None

<b>Work Evaluation:</b>	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Director of Information Services with input from department and site personnel
Given to:	None

**General supervision is received from higher level management within Information Services. No supervision is exercised.**

## **KNOWLEDGE AND ABILITIES JOB REQUIREMENTS**

### **KNOWLEDGE OF:**

- Equipment, procedures, supplies, materials, and general principles related to personal computers
- Windows and Macintosh client and server operating systems
- Major software applications such as Microsoft Office Suite, Adobe, Read180, Lexia, etc.
- Major web-based applications such as Google Drive, Google Docs, GoToMeeting, etc.
- General District and department operating procedures
- Record-keeping and filing techniques
- File backup and recovery of storage systems
- Software licenses management and copyright laws
- Installation of applications and operating system software
- Web based applications
- Active/Open directory
- Projectors and interactive boards
- Basic networking and wireless knowledge

### **ABILITY TO:**

- ~~Assist staff in the operation of variety of personal computers, peripherals and application software~~
- ~~Maintain accurate inventory records of supplies and equipment~~
- ~~Solve abstract reasoning problems~~
- ~~Perform detailed work rapidly and accurately~~
- ~~Follow clear oral and written instructions~~
- ~~Work independently and with general supervision~~
- ~~Establish and maintain cooperative and effective working relationships with others~~
- ~~Troubleshoot and repair basic system malfunctions, and maintain system~~

### **CORE COMPETENCIES:**

- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Oral Communication – Engaging effectively in dialogue**
- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Teamwork – Collaborating with others to achieve shared goals**
- **Using Technology – Working with electronic hardware and software applications**

## **MINIMUM QUALIFICATIONS**

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### **~~EDUCATION and EXPERIENCE:~~**

~~Must have a high school diploma or its recognized equivalent supplemented by:~~

~~OPTION 1: Fifteen (15) units of college coursework in computer science or related subject area AND two (2) years of experience supporting a variety of personal computers and peripheral devices in a professional work setting.~~

**OR**

~~OPTION 2: Three (3) or more years of experience supporting a variety of personal computers and peripheral devices in a professional work setting~~

### **~~LICENSES AND OTHER REQUIREMENTS:~~**

~~Possession of a valid California Driver License, have the use of personal transportation and remain insurable.~~

~~Desirable: A+ Certification, Microsoft Professional Certification~~

## **WORKING CONDITIONS:**

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### **~~ENVIRONMENT:~~**

~~Incumbent will work on school campus (classroom, offices, labs, and libraries) with constant interruption.~~

### **~~PHYSICAL DEMANDS:~~**

~~Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; lifting and moving moderately heavy equipment; bending at the waist, kneeling or crouching. Will view computer monitor for extended periods of time.~~

## **PERSONNEL COMMISSION ACTIONS**

~~Revised March 10, 2015~~

## **CLASSIFICATION ESTABLISHED:**

***May 18, 2004***

## **REVISED:**

***April 18, 2006***

***June 11, 2014***

***March 10, 2015***

***Proposed: March 09, 2022***



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 540319

## **TECHNOLOGY SUPPORT ASSISTANT**

### **BASIC FUNCTION**

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Under general supervision, provides technical support, troubleshooting, and repair of technology throughout the district.

### **MINIMUM QUALIFICATIONS**

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**EDUCATION:**

A high school diploma or recognized equivalent.

**EXPERIENCE:**

One (1) year of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices.

**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**

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- Perform installation, configuration, trouble-shooting, and repair for computer, computer peripherals, and application software.
- Perform setup and administration of file, mail, and client services.
- Perform setup and administration of network and computer-based security provisions, policies, ongoing monitoring, and maintenance for virus Internet content protection and removal of malware.
- Perform setup and administration of individual access accounts.
- Install cables necessary for computer systems and network equipment throughout the District; assist with the setup, configuration and maintenance of local area networks (LANs) and wide area networks (WANs).
- Assist personnel and related clientele in the operation of computers, local and network printers, file services and other related peripheral equipment (mobile devices, tablets, Smart Boards, projector, scanner, etc.).
- Prepare and maintain records of Help Desk Tickets and work performed.
- Perform security and virus monitoring and appropriate corrective maintenance.
- Recover systems from hard disk failures with minimal data loss; retrieve lost data from hard or floppy media after deletion or disk crash utilizing appropriate solutions.
- Assist personnel and related clientele with manufacturers' technology support and warranty issues.

- Perform operating system installation and upgrades, particularly with OS-X and Windows servers.
- Assist in coordinating technology support for all district and state testing needs.
- Perform summer and off-schedule maintenance and upkeep of technology equipment.
- Maintain site technology inventory for all computers and computer peripherals.
- Construct or reconstruct computer equipment; align, adjust, and calibrate equipment in accordance with specifications; test and replace defective components.
- Provide reconfiguration and imaging of equipment at the open and close of the school year or when necessary.
- Coordinate donated equipment, organize technology resources, and assist in district projects.
- Attend all required training sessions and meetings, and successfully interact with teachers, administrators, and students.
- 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 supervision is received from higher level management within Information Services. No supervision is exercised.

## **JOB REQUIREMENTS**

### **KNOWLEDGE:**

- Equipment, procedures, supplies, materials, and general principles related to personal computers
- Windows and Macintosh client and server operating systems
- Major software applications such as Microsoft Office Suite, Adobe, Read180, Lexia, etc.
- Major web-based applications such as Google Drive, Google Docs, GoToMeeting, etc.
- General District and department operating procedures
- Record-keeping and filing techniques
- File backup and recovery of storage systems
- Software licenses management and copyright laws
- Installation of applications and operating system software
- Web based applications
- Active/Open directory
- Projectors and interactive boards
- Basic networking and wireless knowledge

### **CORE COMPETENCIES:**

- Attention to Detail – Focusing on the details of work content, work steps, and final work products

- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Customer Focus – Attending to the needs and expectation of customers
- Oral Communication – Engaging effectively in dialogue
- Professional & Technical Expertise – Applying technical subject matter to the job
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals
- Using Technology – Working with electronic hardware and software applications

## **WORKING CONDITIONS**

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### ***ENVIRONMENT:***

Incumbent will work on school campus (classroom, offices, labs, and libraries) with constant interruption.

### ***PHYSICAL DEMANDS:***

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; lifting and moving moderately heavy equipment; bending at the waist, kneeling or crouching. Will view computer monitor for extended periods of time.

### **CLASSIFICATION ESTABLISHED:**

***May 18, 2004***

### **REVISED:**

***April 18, 2006***

***June 11, 2014***

***March 10, 2015***

***Proposed: March 09, 2022***



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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (3/4/2022)

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
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-045	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
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
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
22-011	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
22-202	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
22-223	CUSTODIAN	GRANT ELEMENTARY SCHOOL	Vac	100
22-224	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100
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
22-220	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY 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
22-134	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
22-180	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
22-221	PARAEDUCATOR-1	LINCOLN MIDDLE 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
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-184	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
22-186	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
22-222	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
22-225	PARAEDUCATOR-3	ROOSEVELT 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
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
22-226	SYSTEMS ANALYST	EDUCATIONAL SERVICES	New	100
22-193	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100

**Filled Requisitions (3/4/2022)**

Req Number	Req Title	Department	Date of Accepted Job Offer
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	2/9/2022
22-116	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	2/11/2022
22-216	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	2/11/2022
22-070	CUSTODIAN	OPERATIONS	2/16/2022
22-131	CUSTODIAN	LINCOLN MIDDLE SCHOOL	2/16/2022
22-201	CUSTODIAN	LINCOLN MIDDLE SCHOOL	2/16/2022
22-203	CUSTODIAN	SANTA MONICA HIGH SCHOOL	2/16/2022
22-217	ELEMENTARY LIBRARY COORDINATOR	MALIBU ELEMENTARY SCHOOL	2/11/2022
22-133	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	2/1/2022
22-179	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	2/17/2022
22-185	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	2/8/2022
22-187	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	2/7/2022
22-209	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	2/8/2022
22-213	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	2/25/2022
22-218	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	2/9/2022
22-191	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	2/18/2022



**Classified Personnel – Merit  
2/17/22**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Alcantar, Mirna Grant ES	Campus Monitor 0.91 Hrs/SY/Range: 13 Step: F	1/20/22
Benton, Vanessa Grant ES	Campus Monitor 0.75 Hrs/SY/Range: 13 Step: F	2/1/22
Hayes, Michael Adams MS	Campus Monitor 3 Hrs/SY/Range: 13 Step: F	1/5/22
Wicker, Keith Adams MS	Campus Monitor 3 Hrs/SY/Range: 13 Step: F	1/24/22

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Barnes, Brian Muir ES	Physical Activities Specialist 4 Hrs/SY/Range: 28 Step: A	11/8/21-6/9/22
Hayes, Michael Adams MS	Campus Monitor 3 Hrs/SY/Range: 13 Step: F	1/5/22-6/9/22
Mesrobian, Varso Franklin ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: F	2/1/22-6/30/22

**PROVISIONAL ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Reyes, Fabian Educational Services	Physical Activities Specialist 6 Hrs/Day	1/21/22-6/9/22
Reynolds, Brian Educational Services	Physical Activities Specialist 6 Hrs/Day	1/26/22-6/9/22

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Aguilar, Mark Operations-Edison LA	Custodian [overtime; school events support]	12/1/21-6/9/22
Alvarez, Maryke Special Ed-Lincoln MS	Paraeducator-3 [additional hours; bus supervision]	1/4/22-6/9/22
Brown, Shawn Operations-Lincoln MS	Custodian [overtime; night time school events support]	8/19/21-6/9/22
Dawson, Kiva Special Ed-Franklin ES	Paraeducator-1 [additional hours; ASL training]	9/1/21-12/31/21
Flores, Victoria Special Ed-Webster ES	Paraeducator-3 [additional hours; classroom support]	1/6/22
Gonzalez, Maya Special Ed-Malibu HS	Paraeducator-3 [additional hours; student support]	12/1/21-6/9/22
Homami, Christina Franklin ES	Senior Office Specialist [overtime; AERIES training]	9/1/21-6/10/22
Mesrobian, Varso Franklin ES	Senior Office Specialist [overtime; AERIES training]	9/1/21-6/10/22

Rogers, Rodney Special Ed-Malibu HS	Paraeducator-2 [additional hours; student support]	12/1/21-6/9/22
Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 [additional hours; student support-drama program]	12/1/21-1/24/22
Wilson, Walter Special Ed-Malibu HS	Paraeducator-3 [additional hours; student support]	12/1/21-6/9/22

#### **SUBSTITUTES**

Gavin, Valencia Child Development Services	Children's Center Assistant-2	<b><u>EFFECTIVE DATE</u></b> 1/21/22-6/9/22
Jones, Jennifer Human Resources	Senior Office Specialist	1/12/22-6/30/22
Villegas, Bibiana Student Services	Health Office Specialist	1/22/22-6/10/22

#### **PROFESSIONAL GROWTH**

Nelli, Maria Special Ed-Santa Monica HS	Paraeducator-1	<b><u>EFFECTIVE DATE</u></b> 2/1/22
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#### **INVOLUNTARY TRANSFER**

Dawson, Kiva Special Ed-Franklin ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	<b><u>EFFECTIVE DATE</u></b> 1/3/22
Diaz, Delfina CDS-Rogers ES Preschool	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/CDS-Adams MS Preschool	12/13/21

#### **LEAVE OF ABSENCE (PAID)**

Bracey, Kendra Special Ed-Malibu ES	Paraeducator-1 Medical Maternity/FMLA	<b><u>EFFECTIVE DATE</u></b> 1/24/22-2/13/22
Dorn, Heidi Roosevelt ES	Health Office Specialist Medical/FMLA/CFRA	12/15/21-6/14/22
Gonzalez, Maya Special Ed-Malibu HS	Paraeducator-3 Medical/FMLA/CFRA	1/3/22-1/28/22
Higgins, Shaun Special Ed-Lincoln MS	Paraeducator-3 SPSL	1/4/22 -1/14/22
Homami, Christina Franklin ES	Senior Office Specialist Medical/FMLA/CFRA	1/10/22-7/1/22
Reilly, Sami Roosevelt ES	Senior Office Specialist Medical	1/10/22-3/31/22
Roller, Yolanda Special Ed-Santa Monica HS	Paraeducator-2 SPSL	1/11/22 -1/20/21
Wang, Jingbo Special Ed-Malibu MS	Paraeducator-1 Medical	2/1/22-2/23/22

Yamamoto, Mikiko Special Ed-Roosevelt ES	Paraeducator-3 Medical/FMLA	11/16/21-12/24/21
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Yamamoto, Mikiko Special Ed-Roosevelt ES	Paraeducator-3 Medical Maternity	1/14/22-3/25/22
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**WORKING OUT OF CLASS**

Moreno, Rosa  
FNS-Santa Monica HS

Cafeteria Worker II  
From: Cafeteria Worker I

**EFFECTIVE DATE**

10/1/21-6/9/22

**RESIGNATION**

Arzola, Maria  
Special Ed-LCDC

Paraeducator-3

**EFFECTIVE DATE**

1/31/22

Atkins, Michael  
Malibu ES

Elementary Library Coordinator

1/20/22

Brooks, Victor  
Special Ed-Franklin ES

Paraeducator-1

1/3/22

Jones, Jasmine  
Santa Monica HS

Instructional Assistant – Physical Education

1/25/22

Russian, April  
Special Ed-Adams MS

Paraeducator-3

2/8/22

**RETIREMENT**

Davidson, Diane  
Malibu ES

Instructional Assistant - Classroom

**EFFECTIVE DATE**

1/3/22

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

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Anaya, Michelle Santa Monica HS	Administrative Assistant 8 Hrs/12 Mo/Range: 33 Step: A	2/1/22
Brooks, Adianec Special Ed-SMASH	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	2/7/22
Gallegos, Katherine Santa Monica HS	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 22 Step: A	2/8/22
Gaylor, Amanda Student Services	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	2/1/22
Vazquez, Jacqueline Santa Monica HS	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 22 Step: A	2/16/22

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Landaverde, Elmer Grant ES	Physical Activities Specialist 2 Hrs/SY/Range: 28 Step: F	8/18/21-6/22/22
Morales, Stephany Special Education	Special Education Data Technician 8 Hrs/SY/Range: 29 Step: F	1/3/22-4/1/22
Webster, Ryan Operations	Custodian 2 Hrs/SY/Range: 26 Step: C	8/19/21-6/30/22
Wicker, Keith Adams MS	Campus Monitor 3 Hrs/SY/Range: 13 Step: F	1/24/22-6/9/22

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Lavin, Angela Rogers ES	Administrative Assistant 8 Hrs/10 Mo + 10 Days/Range: 33 Step: C From: Senior Office Specialist: 8 Hrs/10 Mo	2/1/22

**RE-INSTATEMENT**

		<b><u>EFFECTIVE DATE</u></b>
Adams, Melissa Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: F	1/3/22

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 [additional hours; after school library assistance]	8/19/21-6/30/22
Gutierrez, Corina Special Ed-McKinley ES	Paraeducator-1 [additional hours; classroom support]	1/3/22-1/31/22
Vargas, Patricia Olympic HS	Administrative Assistant [overtime; independent study program support]	8/18/21-6/30/22

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Duran, Veronica Operations	Custodian	2/7/22-6/9/22

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Jelks, Curtis Special Ed-Lincoln MS	Campus Security Officer	3/1/22
Magee, Bianca Santa Monica HS	Senior Office Specialist	3/1/22
Price, Lohren Santa Monica HS	Library Assistant	3/1/22
Uliantzef, Elena Muir ES	Bilingual Community Liaison	3/1/22

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Davis, Lisa Rogers ES	Senior Office Specialist 8 Hrs/10 Mo From: 4 Hrs/10 Mo/Rogers ES	2/1/22

**INVOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Ramirez, Sandra Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	1/3/22

**LEAVE OF ABSENCE (PAID)**

		<b><u>EFFECTIVE DATE</u></b>
Azzariti, Annie McKinley ES	Instructional Assistant - Classroom Medical/FMLA/CFRA	1/3/22-2/14/22
Bracey, Kendra Special Ed-Malibu ES	Paraeducator-1 CFRA	2/14/22-5/6/22
Burgess, Alan Special Ed-Santa Monica HS	Paraeducator-1 Medical	11/30/21-3/8/22
Isaac, Arthur Operations	Custodian SPSL-1	1/17/22-1/28/22
Patterson, Pete Education Technology Services	Technology Support Assistant SPSL-1	8/4/21-8/13/21
Patterson, Pete Education Technology Services	Technology Support Assistant SPSL-5	10/14/21-10/15/21
Patterson, Pete Education Technology Services	Technology Support Assistant SPSL-3	1/31/22-2/4/22
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk Medical/FMLA/CFRA	2/8/22-4/8/22

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Gil, Moises Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker I	9/1/21-11/30/21

**RESIGNATION**

Arzola, Maria  
Special Ed-LCDC

Paraeducator-3

**EFFECTIVE DATE**

2/11/22

Wang, Jingbo  
Special Ed-Malibu HS

Paraeducator-1

2/23/22

**RETIREMENT**

Thobe, James  
Franklin ES

Instructional Assistant - Classroom

**EFFECTIVE DATE**

11/15/21

Zweig, Marie  
Malibu HS

Athletic Trainer

6/9/22

**Classified Personnel – Non-Merit**  
**2/17/22**

**AVID TUTOR**

Ruvolo, Morgan

Adams MS

1/3/22-6/9/22

**COACHING ASSISTANT**

Campbell, Leigh

Santa Monica HS

8/19/21-6/30/22

Fearon, Jamen

Santa Monica HS

8/19/21-6/30/22

Fearon, Michael

Santa Monica HS

1/7/22-6/30/22

Gonzalez, Fabiola

Santa Monica HS

8/19/21-6/30/22

Heller, Nicholas

Santa Monica HS

8/19/21-6/30/22

**TECHNICAL SPECIALIST – LEVEL II**

Engfer, Mark

Santa Monica HS

10/1/21-3/15/22

[Theater Instructor-SMAPA]

- Funding: SMEF – Teacher Grant

**TECHNICAL SPECIALIST – LEVEL III**

Rescigno, Anthony

Santa Monica HS

1/26/22-6/9/22

[Head Visual Instructor-SMAPA Band]

- Funding: Santa Monica Arts Parents Association

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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2021</b>			
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	
<b>2022</b>			
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 <b>Moved to 4/20/22 due to Spring Break</b>
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)

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## VII. Personnel Commission Business:

### B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2022-2023	First Reading	April 20, 2022

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**VIII. Next Regular Personnel Commission Meeting:**

Wednesday, April 20, 2022, at 4:30 pm, *via Zoom*

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**IX. Public Comments for Closed Session Items Only:**

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## **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:

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**XI. Adjournment:**