



## PERSONNEL COMMISSION MEETING AGENDA

**March 8, 2023**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, March 8, 2023**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4<sup>th</sup> 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 March 8, 2023

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

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

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

**April 19, 2023**

### **PERSONNEL COMMISSIONERS:**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 19, 2023, at 4:30 p.m.**, in the **District Administrative Offices:**

1717 4<sup>th</sup> Street, Santa Monica, CA.

**Note About Parking:** Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **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 April 19, 2023

G.06 Approval of Minutes for:

- Regular Meeting on March 21, 2023

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

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

## II. **CONSENT CALENDAR:**

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

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

| <u>Classification</u>               | <u># Eligible</u> |
|-------------------------------------|-------------------|
| Cafeteria Worker I                  | 1                 |
| Gardener                            | 2                 |
| Instructional Assistant - Classroom | 3                 |
| Paraeducator 1                      | 1                 |
| Paraeducator 3                      | 3                 |

- C.02 Advanced Step Placement:  
Gina Arujo-McLendon in the classification of Instructional Assistant – Classroom at Range A-20, Step B

- C.03 Advanced Step Placement:  
Matthew Paris in the classification of Instructional Assistant – Classroom at Range A-20, Step B
- C.04 Advanced Step Placement:  
Michael Thompson in the classification of Physical Activities Specialist at Range A-28, Step C

**III. ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Classification Revision:  
Human Resources Technician within the office, technical and business services 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.

- D.01 Proposed Budget – Personnel Commission Fiscal Year 2023/24 - First Reading

**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 16, 2023
  - March 2, 2023
  - March 15, 2023
  - April 20, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- February 16, 2023
  - March 2, 2023
  - March 15, 2023
  - April 20, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2022 - 2023

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

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

| Subject                                       | Action Steps   | Tentative Date |
|---|----------------|----------------|
| Adoption of Budget - Fiscal Year 2023-2024    | Second Reading | May 10, 2023   |
| Classified School Employees Appreciation Week |                | May 10, 2023   |

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

Wednesday, May 10, 2023, at 4:30 p.m. – *District Office Board Room*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

**X. CLOSED SESSION:**

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)

March 21, 2023

### PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, March 21, 2023**, at **9:06 a.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4<sup>th</sup> Street, Santa Monica, CA 90401.

- ❖ **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 9:06 a.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    |   | ✓ |  | ✓   |    |         |        |

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

**G.04 Report from Closed Session:**

- None

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

**G.05 Motion to Approve Agenda: March 21, 2023**

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

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

**G.06 Motion to Approve Regular Meeting Minutes: February 8, 2023**

**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 23, 2023**

**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: March 2, 2023**

**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 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># Eligible</u> |
|-------------------------------------|-------------------|
| Cafeteria Worker I                  | 8                 |
| Campus Monitor                      | 1                 |
| Campus Security Officer             | 1                 |
| Instructional Assistant - Classroom | 5                 |
| Paraeducator 1                      | 1                 |
| Paraeducator 3                      | 1                 |

### C.02 Advanced Step Placement:

Vanessa Aleman in the classification of Campus Monitor at Range A-13, Step F

### C.03 Advanced Step Placement:

Metta Borghese in the classification of Instructional Assistant – Classroom at Range A-20, Step B

### C.04 Advanced Step Placement:

Kimberly Retts in the classification of Laboratory Technician at Range A-28, Step C

### C.05 Advanced Step Placement:

Alejandro Sandoval-Perez in the classification of Custodian at Range A-26, Step C

**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. **HEARING:**

### H.01 Public Employee Disciplinary Hearing Conference

Employee #: TQ7792494

- **Commissioner Robinson opened the hearing and continued proceedings.**
- **The District was being represented by counsel, Ms. Elizabeth Zamora-Mejia.**



- The Appellant, Mr. Daniel Guerrero, was being represented by SEIU Chief Steward, Mr. Chris Mock, and was also joined by SEIU Union Steward, Ms. Julie Bechtloff.
- The Appellant continued to provide testimony followed by cross examination and redirect.
- Joint witness, Mr. Chris Mock, provided testimony followed by cross examination.
- The District provided closing statements followed by the Appellant.
- The hearing was closed at 12:09 with deliberations to take place in closed session.

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

Wednesday, April 19, 2023, at 4:30 p.m. - *District Office Board Room*

**V. 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.

- None

**VI. CLOSED SESSION:**

The Commission adjourned to closed session at **12:10 p.m.** pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION**

Employee #: TQ7792494

The Commission reconvened into open session at **2:30 p.m.** and reported on the following action taken in closed session:

- **No action was taken. 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 March 21, 2022 hearing at the May 10, 2023 regular Personnel Commission meeting.**

**VII. 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: 2:31 p.m.**

Submitted by:

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Joshua Kahn  
Secretary to the Personnel Commission  
Director, Classified Personnel

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 19, 2023

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

SUBJECT: Advanced Step Placement – Gina Arujo-McLendon

Hire Date: 01/23/2023

ASP Request Submitted: 02/23/2023

#### **BACKGROUND INFORMATION:**

| <b>Classification Title:</b><br>Instructional Assistant - Classroom  | <b>Employee:</b><br>Gina Arujo-McLendon   | <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>• Gina Arujo-McLendon has a Bachelor's degree in Early Childhood Studies.</li> </ul> | <b>1</b> level of education above the required level<br>= <b>1 Step Advance</b><br>(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>• Gina meets the minimum experience requirements.</li> </ul>                         | <b>0</b> (2-year periods) of experience above the required level<br>= <b>0 Step Advance</b>       |
| <b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</b>  |   |   |

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

Gina Arujo-McLendon's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step B is \$16.81/hour.

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

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 19, 2023

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

SUBJECT: Advanced Step Placement – Matthew Paris

Hire Date: 03/08/2023

ASP Request Submitted: 03/08/2023

#### **BACKGROUND INFORMATION:**

| <b>Classification Title:</b><br>Instructional Assistant - Classroom  | <b>Employee:</b><br>Matthew Paris  | <b>Calculation of<br/>Advanced Step<br/>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>• Matthew Paris has a Bachelor's degree in Religious Studies</li> </ul> | <b>1</b> level of education above the required level<br>= <b>1 Step Advance</b><br>(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>• Matthew meets the minimum experience requirements.</li> </ul>         | <b>0</b> (2-year periods) of experience above the required level<br>= <b>0 Step Advance</b>       |
| <b><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</b>  |  |   |

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

Matthew Paris's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step B is \$16.81/hour.

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

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, April 19, 2023

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

SUBJECT: Advanced Step Placement – Michael Thompson

Hire Date: 12/1/2022

ASP Request Submitted: 1/4/2023

#### **BACKGROUND INFORMATION:**

| <b>Classification Title:</b><br>Physical Activities Specialist   | <b>Employee:</b><br>Michael Thompson   | <b>Calculation of<br/>Advanced Step<br/>Recommendation</b>  |
|--|--|---|
| <b><u>Education:</u></b><br>Graduation from high school or equivalent.   | <ul style="list-style-type: none"><li>Michael meets the minimum education requirements.</li></ul>  | <b>0</b> level of education above the required level<br>= <b>0</b> Step Advance                               |
| <b><u>Experience:</u></b><br>One (1) year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. | <ul style="list-style-type: none"><li>Michael has over nine (9) years of experience working with school aged children or young people in organized group activities.</li></ul> | <b>4</b> (2-year periods) of experience above the required level<br>= <b>2</b> Step Advance<br>(Max. allowed) |
| <b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>  |  |   |

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

Michael Thompson's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step C is \$21.47/hour.

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

It is recommended that the Personnel Commission approve Advanced Step Placement for Michael Thompson at Range A-28, Step C 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        |          |          |  |            |           |                |               |

#### 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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### III. Action Items:

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



## **PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, April 19, 2023**

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

Classification Specification Revision: Human Resources Technician

### **BACKGROUND INFORMATION:**

A vacancy currently exists within the Human Resources Technician 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 Assistant Superintendent, Human Resources, Dr. Mark Kelly, and current Human Resources Technicians, Christine Garrett, Cindy Johnston, and Julie Younan for review and feedback

### **ANALYSIS & FINDINGS:**

The recommended changes are summarized as follows:

- Revised Experience requirements to place emphasis on working with records and providing support to the public
- Reduced Experience requirements from three years to two years
- Added requirement to have a Driver License and/or ability to provide transportation between job sites
- Clarified level of supervision received
- Replaced Abilities with Core Competencies

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

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Human Resources Technician 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        |          |          |  |            |           |                |               |



## **CLASSIFICATION DESCRIPTION**

BARGAINING UNIT: SEIU LOCAL 99

CLASS CODE: 541130

SALARY RANGE: A-31

## **HUMAN RESOURCES TECHNICIAN**

### **BASIC FUNCTION:**

Under general supervision, organizes, coordinates and administers employment related activities in support of certificated and/or classified personnel. Performs a variety of technical and clerical duties related to recruitment and selection, employment processing, position allocation, database maintenance and special department projects.

### **MINIMUM QUALIFICATIONS:**

#### ***EDUCATION:***

High school diploma or recognized equivalent. ~~College-level coursework and/or certification in human resources, public administration, or office management is desirable.~~

#### ***EXPERIENCE:***

~~Three (3) years of progressively responsible experience performing technical and clerical support duties, preferably in a human resources or personnel office.~~ **Two (2) years of experience performing clerical functions that include entering, maintaining, and reconciling records within an electronic database and two (2) years of experience interacting with the public to provide direction and support. Experience with the public may be, but need not be, acquired concurrently.**

### **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:**

- Coordinates and administers all stages of the employment selection and/or onboarding process.
- Prepares, revises and modifies job postings; screens applications according to minimum qualifications; organizes and schedules examinations; obtains qualified subject matter experts to serve on rating panels.
- Manages substitute assignments for school sites; maintains substitute databases; reconciles discrepancies between substitute time sheets and payroll reports.
- Processes new employees; enters personal data in system, fingerprints individuals and sends notification of clearance.
- Proctors examinations and participates in briefing and debriefing rating panels.
- Prepares and sends internal and external correspondence; responds to inquiries on basic personnel procedure; assists employees and candidates at department front counter.
- Monitors and maintains active eligibility lists; maintains and updates re-instatement, re-employment, transfer, seniority, and other department forms and lists.
- Completes employment verifications and responds to claims of unemployment.

- Participates in the planning, coordination and accomplishment of department events, activities and special projects-
- Trains and provides technical direction to substitute clerical staff and temporary student workers or interns-
- 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:**

Direct **General** supervision is received from a ~~certificated or classified manager~~ **higher level management**. Work direction may be given to substitute clerical staff, temporary student workers, and/or interns. **No supervision of other staff is exercised.**

#### **~~KNOWLEDGE AND ABILITIES~~ JOB REQUIREMENTS:**

##### ~~KNOWLEDGE OF:~~

- Personnel and office administration practices-
- Fair employment and testing practices-
- Merit system principles and/or teacher credential requirements-
- Proper English language usage including grammar and punctuation-
- Customer service principles and best practices-
- Office filing and record keeping techniques-

##### ~~ABILITY TO:~~

- ~~Operate a computer and utilize word processing and spreadsheet applications.~~
- ~~Research and request information from internal and external sources.~~
- ~~Compile, organize and integrate data from multiple sources.~~
- ~~Work independently with minimal supervision.~~
- ~~Prioritize workload and meet competing deadlines.~~
- ~~Perform routine mathematical calculations with speed and accuracy.~~
- ~~Train and/or provide technical direction to others.~~
- ~~Maintain confidentiality of personnel information.~~
- ~~Communicate effectively both orally and in writing.~~
- ~~Work cooperatively with others.~~

#### **CORE COMPETENCIES:**

- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Cultural Proficiency - Model communication and interaction that respect and include all individuals and their languages, abilities, religions and cultures**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity**
- **Informing – Proactively obtaining and sharing information**

- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Professional Integrity & Ethics – Maintaining trust through honesty, adherence to principles, and personal accountability**
- **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:*

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

### *PHYSICAL DEMANDS:*

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.



## **HUMAN RESOURCES TECHNICIAN**

### **BASIC FUNCTION**

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Under general supervision, organizes, coordinates and administers employment related activities in support of certificated and/or classified personnel. Performs a variety of technical and clerical duties related to recruitment and selection, employment processing, position allocation, database maintenance and special department projects.

### **MINIMUM QUALIFICATIONS**

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#### **EDUCATION:**

High school diploma or recognized equivalent.

#### **EXPERIENCE:**

Two (2) years of experience performing clerical functions that include entering, maintaining, and reconciling records within an electronic database and two (2) years of experience interacting with the public to provide direction and support. Experience with the public may be, but need not be, acquired concurrently.

#### **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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- Coordinates and administers all stages of the employment selection and/or onboarding process.
- Prepares, revises and modifies job postings; screens applications according to minimum qualifications; organizes and schedules examinations; obtains qualified subject matter experts to serve on rating panels
- Manages substitute assignments for school sites; maintains substitute databases; reconciles discrepancies between substitute time sheets and payroll reports
- Processes new employees; enters personal data in system, fingerprints individuals and sends notification of clearance
- Proctors examinations and participates in briefing and debriefing rating panels
- Prepares and sends internal and external correspondence; responds to inquiries on basic personnel procedure; assists employees and candidates at department front counter
- Monitors and maintains active eligibility lists; maintains and updates re-instatement, re-employment, transfer, seniority, and other department forms and lists
- Completes employment verifications and responds to claims of unemployment
- Participates in the planning, coordination and accomplishment of department events, activities and special projects
- Trains and provides technical direction to substitute clerical staff and temporary student workers or interns
- 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**

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General supervision is received from higher level management. Work direction may be given to clerical staff, temporary student workers, and/or interns. No supervision of other staff is exercised.

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

- Personnel and office administration practices
- Fair employment and testing practices
- Merit system principles and/or teacher credential requirements
- Proper English language usage including grammar and punctuation
- Customer service principles and best practices
- Office filing and record keeping techniques

### **CORE COMPETENCIES:**

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Cultural Proficiency - Model communication and interaction that respect and include all individuals and their languages, abilities, religions and cultures
- Customer Focus – Attending to the needs and expectation of customers
- Handling Stress – Maintaining emotional stability and self-control under pressure, challenge, or adversity
- Informing – Proactively obtaining and sharing information
- Professional & Technical Expertise – Applying technical subject matter to the job
- Professional Integrity & Ethics – Maintaining trust through honesty, adherence to principles, and personal accountability
- 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:**

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

### **PHYSICAL DEMANDS:**

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than 20 pounds.

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**IV. Commissioner Training/Briefing:**



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**V. Discussion Items:**



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, April 19, 2023**

#### **AGENDA ITEM NO: V.D.01**

SUBJECT: Proposed Budget – Personnel Commission FY 2023-2024 – First Reading

#### **BACKGROUND INFORMATION:**

Attached is the Personnel Commission's FY 2023-2024 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2023.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 10, 2023.

Attached to this item is a document that contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.

## 2023-2024 Personnel Commission Proposed Budget

| Object Code                                | Expenditure by Object              | 2021-2022             |                        | 2022-2023             |                       | 2023-2024               | Change from 22-23 to Proposed |
|--|------------------------------------|-----------------------|------------------------|-----------------------|-----------------------|-------------------------|-------------------------------|
|  |                                    | Budget (dollars only) | Actuals (dollars only) | Budget (dollars only) | Actuals as of 4/17/23 | Proposed (dollars only) | \$+/-                         |
| <b>2000</b>                                | <b>Classified Salaries</b>         | <b>444,451</b>        | <b>431,528</b>         | <b>529,899</b>        | <b>399,243</b>        | <b>494,696</b>          | <b>(35,203)</b>               |
| 2314                                       | Director                           | 129,149               | 129,149                | 162,273               | 124,782               | 149,964                 | (12,309)                      |
| 2317                                       | Supervisors (Analyst)              | 89,367                | 89,366                 | 107,252               | 82,674                | 87,108                  | (20,144)                      |
| 2319                                       | Commission Members (3)             | 1,800                 | 1,900                  | 1,800                 | 1,050                 | 1,800                   | 0                             |
| 2410                                       | HR Technicians/Admin. Assistant    | 223,635               | 227,565                | 258,574               | 199,603               | 255,624                 | (2,950)                       |
| 2430                                       | Clerical Hourly                    | 500                   | 0                      | 0                     | 0                     | 200                     | 200                           |
| 2460                                       | Clerical Sub                       | 0                     | (16,452)               | 0                     | (8,866)               | 0                       | 0                             |
| <b>3000</b>                                | <b>Employee Benefits</b>           | <b>244,064</b>        | <b>243,049</b>         | <b>288,246</b>        | <b>222,450</b>        | <b>306,047</b>          | <b>17,801</b>                 |
| 3212                                       | Public Employee Retirement System  | 101,411               | 101,370                | 134,042               | 102,072               | 133,082                 | (960)                         |
| 3312                                       | Social Security                    | 27,445                | 26,166                 | 32,758                | 24,021                | 30,560                  | (2,198)                       |
| 3332                                       | Medicare                           | 6,445                 | 6,119                  | 7,688                 | 5,688                 | 7,173                   | (515)                         |
| 3412                                       | Health/Welfare                     | 83,072                | 83,552                 | 83,698                | 67,568                | 108,668                 | 24,970                        |
| 3512                                       | Unemployment Insurance             | 2,223                 | 2,188                  | 2,651                 | 2,002                 | 989                     | (1,662)                       |
| 3612                                       | Workers Compensation               | 17,912                | 18,054                 | 20,782                | 15,998                | 19,392                  | (1,390)                       |
| 3712                                       | Other Post-Employment Benefits     | 5,556                 | 5,600                  | 6,627                 | 5,101                 | 6,184                   | (443)                         |
| 3912                                       | Cash in Lieu                       | 0                     | 0                      | 0                     | 0                     | 0                       | 0                             |
| <b>4000</b>                                | <b>Supplies and Equipment</b>      | <b>8,500</b>          | <b>173</b>             | <b>9,000</b>          | <b>0</b>              | <b>6,000</b>            | <b>(3,000)</b>                |
| 4310                                       | General Supplies and Materials     | 5,000                 | 173                    | 5,000                 | 0                     | 3,000                   | (2,000)                       |
| 4400                                       | Non-Capitalized Equipment          | 3,500                 | 0                      | 4,000                 | 0                     | 3,000                   | (1,000)                       |
| <b>5000</b>                                | <b>Operating Expenses</b>          | <b>36,167</b>         | <b>34,769</b>          | <b>40,500</b>         | <b>23,475</b>         | <b>40,700</b>           | <b>200</b>                    |
| 5210                                       | Mileage Reimbursement              | 200                   | 0                      | 100                   | 0                     | 100                     | 0                             |
| 5220                                       | Conference/Travel Expense          | 500                   | 0                      | 1,500                 | 0                     | 1,500                   | 0                             |
| 5300                                       | Dues and Memberships               | 1,500                 | 1,200                  | 1,500                 | 1,200                 | 1,500                   | 0                             |
| 5640                                       | Repair by Vendor                   | 0                     | 0                      | 0                     | 0                     | 0                       | 0                             |
| 5650                                       | Maintenance Agreement              | 1,200                 | 475                    | 1,200                 | 183                   | 2,000                   | 800                           |
| 5710                                       | Direct Cost Transfer-Intrafund     | 250                   | 196                    | 200                   | 27                    | 100                     | (100)                         |
| 5802                                       | Independent Contractors/Consultant | 0                     | 0                      | 0                     | 0                     | 0                       | 0                             |
| 5810                                       | Advertising                        | 1,000                 | 0                      | 1,000                 | 0                     | 500                     | (500)                         |
| 5820                                       | Legal                              | 12,071                | 12,658                 | 10,000                | 1,231                 | 10,000                  | 0                             |
| 5890                                       | Other Operating Expenses           | 19,446                | 20,239                 | 25,000                | 20,834                | 25,000                  | 0                             |
| 5910                                       | Postage for Mail                   | 0                     | 0                      | 0                     | 0                     | 0                       | 0                             |
| <b>6000</b>                                | <b>Equipment</b>                   | <b>0</b>              | <b>0</b>               | <b>13,000</b>         | <b>7,425</b>          | <b>5,000</b>            | <b>(8,000)</b>                |
| 6400                                       | New Equipment                      |                       |                        | 13,000                | 7,425                 | 5,000                   | (8,000)                       |
| <b>2000-3000 Subtotal</b>                  |                                    | <b>688,515</b>        | <b>674,577</b>         | <b>818,145</b>        | <b>621,693</b>        | <b>800,743</b>          | <b>(17,402)</b>               |
| <b>4000-6000 Subtotal</b>                  |                                    | <b>44,667</b>         | <b>34,941</b>          | <b>62,500</b>         | <b>30,900</b>         | <b>51,700</b>           | <b>(10,800)</b>               |
| <b>TOTAL</b>                               |                                    | <b>733,182</b>        | <b>709,519</b>         | <b>880,645</b>        | <b>652,593</b>        | <b>852,443</b>          | <b>(28,202)</b>               |
| Approx. % Change In Budget From Prior Year |                                    | 5.49%                 |                        | 16.74%                |                       | -3.20%                  |                               |

# PERSONNEL COMMISSION

## *Merit System Workshop*

| TOPIC      | PC Budget Authority and Process  |
|------------|--|
| THE BASICS | <ul style="list-style-type: none"> <li>The PC shall prepare a proposed budget for approval by the County Superintendent</li> <li>The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal</li> <li>If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount</li> </ul> |
| REFERENCES | 1) Education Code - 45253<br>2) Merit Rules - 2.4.1  |

### Procedure for PC Budget Approval at SMMUSD

- The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
- The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
- The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
- The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
  - The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
  - Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
- Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
- After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
- The County Superintendent approves or rejects the proposed budget.
  - If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
  - If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

*SEE LEGAL BREAKDOWN ON FOLLOWING PAGE*

| LEGAL VERBIAGE  | PRACTICAL INTERPRETATION   |
|---|--|
| <p><b>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</b></p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p> | <ul style="list-style-type: none"> <li>• The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent.</li> <li>• The PC budget may include funding for staff development</li> <li>• The PC shall conduct a public hearing regarding its budget by May 30<sup>th</sup> each year.</li> <li>• The PC shall invite Board members and District administrators to express feedback on the budget.</li> <li>• The PC shall approve and submit its proposed budget to the county superintendent.</li> <li>• If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission.</li> <li>• After the public hearing, he/she shall either reject or amend the proposed budget.</li> <li>• If there is no agreement, the budget of the previous year will serve as the proposed budget.</li> </ul> |

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**VI. Information Items:**

## Open Requisitions (4/14/2023)

| Req Number | Req Title                     | Department                   | Position Type | FTE   |
|------------|-------------------------------|------------------------------|---------------|-------|
| 22-231     | ATHLETIC TRAINER              | MALIBU HIGH SCHOOL           | New           | 87.5  |
| 21-099     | BUS DRIVER                    | TRANSPORTATION               | Vac           | 87.5  |
| 22-115     | BUS DRIVER                    | TRANSPORTATION               | Vac           | 87.5  |
| 22-174     | BUS DRIVER                    | TRANSPORTATION               | Vac           | 87.5  |
| 22-207     | BUS DRIVER                    | TRANSPORTATION               | Vac           | 87.5  |
| 23-089     | BUS DRIVER                    | TRANSPORTATION               | Vac           | 87.5  |
| 20-147     | CAFETERIA WORKER I            | FOOD & NUTRITION SERVICES    | Vac           | 37.5  |
| 23-128     | CAFETERIA WORKER I            | FOOD & NUTRITION SERVICES    | Vac           | 37.5  |
| 19-152     | CAMPUS MONITOR                | JOHN MUIR ELEMENTARY SCHOOL  | Vac           | 18.75 |
| 21-034     | CAMPUS MONITOR                | JOHN MUIR ELEMENTARY SCHOOL  | Vac           | 18.75 |
| 22-175     | CAMPUS MONITOR                | JOHN MUIR ELEMENTARY SCHOOL  | Vac           | 18.75 |
| 22-215     | CAMPUS MONITOR                | WEBSTER ELEMENTARY SCHOOL    | Vac           | 18.75 |
| 22-283     | CAMPUS MONITOR                | FRANKLIN ELEMENTARY SCHOOL   | Vac           | 25    |
| 23-063     | CAMPUS MONITOR                | ROOSEVELT ELEMENTARY SCHOOL  | Vac           | 0.1   |
| 23-140     | CAMPUS MONITOR                | WILL ROGERS LEARNING ACADEMY | Vac           | 12.5  |
| 23-141     | CAMPUS MONITOR                | ROOSEVELT ELEMENTARY SCHOOL  | Vac           | 25    |
| 23-143     | CAMPUS MONITOR                | ROOSEVELT ELEMENTARY SCHOOL  | Vac           | 25    |
| 23-160     | CAMPUS MONITOR                | ROOSEVELT ELEMENTARY SCHOOL  | Vac           | 25    |
| 23-161     | CAMPUS MONITOR                | WILL ROGERS LEARNING ACADEMY | New           | 22    |
| 23-162     | CAMPUS MONITOR                | WILL ROGERS LEARNING ACADEMY | New           | 0.09  |
| 22-113     | CAMPUS SECURITY OFFICER       | FACILITY USE DEPARTMENT      | Vac           | 25    |
| 22-200     | CAMPUS SECURITY OFFICER       | FACILITY USE DEPARTMENT      | Vac           | 50    |
| 22-011     | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES   | New           | 43.75 |
| 22-038     | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES   | New           | 43.75 |
| 22-039     | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES   | New           | 43.75 |

|        |  |                             |     |       |
|--------|--|-----------------------------|-----|-------|
| 22-163 | CHILDREN'S CENTER ASSISTANT-2              | CDS - GRANT                 | Vac | 43.75 |
| 22-170 | CHILDREN'S CENTER ASSISTANT-2              | CDS - EDISON                | Vac | 43.75 |
| 23-041 | CHILDREN'S CENTER ASSISTANT-2              | CDS - GRANT                 | Vac | 43.75 |
| 23-042 | CHILDREN'S CENTER ASSISTANT-2              | CDS - GRANT                 | Vac | 43.75 |
| 23-043 | CHILDREN'S CENTER ASSISTANT-2              | CDS - FRANKLIN              | Vac | 43.75 |
| 23-066 | CHILDREN'S CENTER ASSISTANT-2              | CHILD DEVELOPMENT SERVICES  | Vac | 43.75 |
| 23-145 | CONSTRUCTION SUPERVISOR                    | MAINTENANCE                 | Vac | 100   |
| 23-136 | ELECTRICIAN                                | MAINTENANCE                 | Vac | 100   |
| 22-244 | INSTRUCTIONAL ASSISTANT-CLASSROOM          | FRANKLIN ELEMENTARY SCHOOL  | Vac | 40    |
| 22-249 | INSTRUCTIONAL ASSISTANT-CLASSROOM          | ADULT EDUCATION CENTER      | New | 42.5  |
| 23-044 | INSTRUCTIONAL ASSISTANT-CLASSROOM          | GRANT ELEMENTARY SCHOOL     | Vac | 43.75 |
| 23-046 | INSTRUCTIONAL ASSISTANT-CLASSROOM          | GRANT ELEMENTARY SCHOOL     | Vac | 37.5  |
| 23-065 | INSTRUCTIONAL ASSISTANT-CLASSROOM          | GRANT ELEMENTARY SCHOOL     | Vac | 37.5  |
| 23-164 | INSTRUCTIONAL ASSISTANT-CLASSROOM          | SMASH (ALTERNATIVE) SCHOOL  | New | 37.5  |
| 22-177 | INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION | SANTA MONICA HIGH SCHOOL    | Vac | 50    |
| 22-055 | LICENSED VOCATIONAL NURSE (LVN)            | SPECIAL EDUCATION           | New | 100   |
| 23-011 | LICENSED VOCATIONAL NURSE (LVN)            | MCKINLEY ELEMENTARY SCHOOL  | New | 75    |
| 22-125 | PARAEDUCATOR-1                             | WEBSTER ELEMENTARY SCHOOL   | Vac | 75    |
| 22-147 | PARAEDUCATOR-1                             | ROOSEVELT ELEMENTARY SCHOOL | Vac | 75    |
| 22-167 | PARAEDUCATOR-1                             | MALIBU HIGH SCHOOL          | Vac | 75    |
| 22-183 | PARAEDUCATOR-1                             | SANTA MONICA HIGH SCHOOL    | Vac | 75    |



|        |                |                             |     |       |
|--------|----------------|-----------------------------|-----|-------|
| 22-195 | PARAEDUCATOR-1 | SANTA MONICA HIGH SCHOOL    | Vac | 81.25 |
| 22-237 | PARAEDUCATOR-1 | MALIBU HIGH SCHOOL          | Vac | 75    |
| 22-272 | PARAEDUCATOR-1 | CDS - LINCOLN               | Vac | 50    |
| 22-287 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL       | Vac | 75    |
| 23-024 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL       | Vac | 75    |
| 23-026 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL       | Vac | 75    |
| 23-035 | PARAEDUCATOR-1 | MALIBU HIGH SCHOOL          | Vac | 75    |
| 23-039 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL       | New | 75    |
| 23-068 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL       | Vac | 75    |
| 23-080 | PARAEDUCATOR-1 | EDISON LANGUAGE ACADEMY     | Vac | 75    |
| 23-085 | PARAEDUCATOR-1 | ROOSEVELT ELEMENTARY SCHOOL | Vac | 75    |
| 23-086 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL       | Vac | 75    |
| 23-087 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL       | Vac | 75    |
| 23-099 | PARAEDUCATOR-1 | FRANKLIN ELEMENTARY SCHOOL  | Vac | 75    |
| 23-106 | PARAEDUCATOR-1 | WEBSTER ELEMENTARY SCHOOL   | New | 75    |
| 23-114 | PARAEDUCATOR-1 | FRANKLIN ELEMENTARY SCHOOL  | New | 75    |
| 23-115 | PARAEDUCATOR-1 | FRANKLIN ELEMENTARY SCHOOL  | New | 75    |
| 23-121 | PARAEDUCATOR-1 | SMASH (ALTERNATIVE) SCHOOL  | Vac | 75    |
| 23-126 | PARAEDUCATOR-1 | FRANKLIN ELEMENTARY SCHOOL  | Vac | 75    |
| 23-131 | PARAEDUCATOR-1 | FRANKLIN ELEMENTARY SCHOOL  | New | 75    |
| 23-132 | PARAEDUCATOR-1 | MCKINLEY ELEMENTARY SCHOOL  | New | 75    |
| 23-133 | PARAEDUCATOR-1 | MCKINLEY ELEMENTARY SCHOOL  | Vac | 75    |
| 23-148 | PARAEDUCATOR-1 | MCKINLEY ELEMENTARY SCHOOL  | Vac | 75    |
| 23-154 | PARAEDUCATOR-1 | MALIBU ELEMENTARY SCHOOL    | Vac | 75    |
| 23-158 | PARAEDUCATOR-1 | SANTA MONICA HIGH SCHOOL    | Vac | 81.25 |
| 23-081 | PARAEDUCATOR-2 | OLYMPIC HIGH SCHOOL         | Vac | 96.63 |
| 22-117 | PARAEDUCATOR-3 | WEBSTER ELEMENTARY SCHOOL   | Vac | 75    |
| 22-141 | PARAEDUCATOR-3 | MALIBU ELEMENTARY SCHOOL    | Vac | 75    |

|        |   |                              |     |       |
|--------|---|------------------------------|-----|-------|
| 22-168 | PARAEDUCATOR-3                                    | ROOSEVELT ELEMENTARY SCHOOL  | New | 75    |
| 22-186 | PARAEDUCATOR-3                                    | MALIBU ELEMENTARY SCHOOL     | Vac | 75    |
| 22-198 | PARAEDUCATOR-3                                    | MALIBU ELEMENTARY SCHOOL     | New | 75    |
| 22-238 | PARAEDUCATOR-3                                    | SMASH (ALTERNATIVE) SCHOOL   | Vac | 75    |
| 22-250 | PARAEDUCATOR-3                                    | SMASH (ALTERNATIVE) SCHOOL   | Vac | 75    |
| 23-017 | PARAEDUCATOR-3                                    | CDS - LINCOLN                | Vac | 56.25 |
| 23-037 | PARAEDUCATOR-3                                    | MALIBU ELEMENTARY SCHOOL     | Vac | 75    |
| 23-040 | PARAEDUCATOR-3                                    | LINCOLN MIDDLE SCHOOL        | Vac | 75    |
| 23-048 | PARAEDUCATOR-3                                    | MALIBU ELEMENTARY SCHOOL     | New | 75    |
| 23-069 | PARAEDUCATOR-3                                    | LINCOLN MIDDLE SCHOOL        | Vac | 75    |
| 23-101 | PARAEDUCATOR-3                                    | WILL ROGERS LEARNING ACADEMY | New | 75    |
| 23-107 | PARAEDUCATOR-3                                    | MCKINLEY ELEMENTARY SCHOOL   | Vac | 75    |
| 23-116 | PARAEDUCATOR-3                                    | MCKINLEY ELEMENTARY SCHOOL   | New | 75    |
| 23-155 | PARAEDUCATOR-3                                    | WILL ROGERS LEARNING ACADEMY | New | 75    |
| 23-159 | PARAEDUCATOR-3                                    | MALIBU HIGH SCHOOL           | Vac | 75    |
| 23-165 | PHYSICAL ACTIVITIES<br>SPECIALIST                 | GRANT ELEMENTARY SCHOOL      | Vac | 62.5  |
| 23-156 | SENIOR ADMINISTRATIVE<br>ASSISTANT (Confidential) | EDUCATIONAL SERVICES         | Vac | 100   |
| 23-166 | SENIOR OFFICE SPECIALIST                          | JOHN ADAMS MIDDLE SCHOOL     | Vac | 100   |
| 23-102 | SPEECH LANGUAGE<br>PATHOLOGY ASSISTANT            | SPECIAL EDUCATION            | New | 81.25 |
| 22-169 | SPORTS FACILITY ATTENDANT                         | FACILITY USE DEPARTMENT      | Vac | 37.5  |
| 23-127 | SWIMMING<br>INSTRUCTOR/LIFEGUARD                  | MALIBU HIGH SCHOOL           | Vac | 37.5  |
| 23-139 | TECHNICAL THEATER<br>TECHNICIAN                   | FACILITY USE DEPARTMENT      | Vac | 100   |
| 23-088 | VEHICLE AND EQUIPMENT<br>MECHANIC                 | TRANSPORTATION               | Vac | 100   |

**Filled Requisitions (2/2/2023 - 4/14/2023)**

| Req Number | Req Title                                   | Department                   | Date of Accepted Job Offer |
|------------|---|------------------------------|----------------------------|
| 22-129     | ADMINISTRATIVE ASSISTANT                    | EDUCATIONAL SERVICES         | 3/2/2023                   |
| 23-142     | ADMINISTRATIVE ASSISTANT                    | WILL ROGERS LEARNING ACADEMY | 3/13/2023                  |
| 23-149     | ADMINISTRATIVE ASSISTANT                    | OPERATIONS                   | 3/1/2023                   |
| 20-037     | CAFETERIA WORKER I                          | FOOD & NUTRITION SERVICES    | 3/3/2023                   |
| 21-109     | CAFETERIA WORKER I                          | FS - MALIBU HIGH SCHOOL      | 3/3/2023                   |
| 22-252     | CAFETERIA WORKER I                          | FS - JOHN ADAMS              | 3/3/2023                   |
| 23-117     | CAFETERIA WORKER I                          | SANTA MONICA HIGH SCHOOL     | 3/3/2023                   |
| 23-123     | CAFETERIA WORKER I                          | FOOD & NUTRITION SERVICES    | 3/3/2023                   |
| 23-031     | CAMPUS MONITOR                              | WEBSTER ELEMENTARY SCHOOL    | 2/24/2023                  |
| 23-112     | CAMPUS MONITOR                              | WILL ROGERS LEARNING ACADEMY | 2/17/2023                  |
| 23-129     | CAMPUS MONITOR                              | ROOSEVELT ELEMENTARY SCHOOL  | 2/23/2023                  |
| 23-135     | CAMPUS MONITOR                              | SMASH (ALTERNATIVE) SCHOOL   | 3/14/2023                  |
| 23-146     | CUSTODIAN                                   | OLYMPIC HIGH SCHOOL          | 2/16/2023                  |
| 23-153     | CUSTODIAN                                   | MAINTENANCE                  | 3/28/2023                  |
| 23-157     | CUSTODIAN                                   | MALIBU ELEMENTARY SCHOOL     | 4/3/2023                   |
| 23-163     | CUSTODIAN                                   | MALIBU HIGH SCHOOL           | 3/31/2023                  |
| 23-021     | ELEMENTARY LIBRARY COORDINATOR              | MCKINLEY ELEMENTARY SCHOOL   | 2/8/2023                   |
| 23-144     | GARDENER                                    | GROUND                       | 4/13/2023                  |
| 23-147     | HEALTH OFFICE SPECIALIST                    | JOHN ADAMS MIDDLE SCHOOL     | 2/9/2023                   |
| 22-243     | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | SANTA MONICA HIGH SCHOOL     | 2/14/2023                  |
| 22-281     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | WEBSTER ELEMENTARY SCHOOL    | 2/15/2023                  |
| 23-083     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | MCKINLEY ELEMENTARY SCHOOL   | 2/10/2023                  |
| 23-113     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | MCKINLEY ELEMENTARY SCHOOL   | 2/10/2023                  |
| 23-130     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | GRANT ELEMENTARY SCHOOL      | 3/20/2023                  |
| 23-137     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | ROOSEVELT ELEMENTARY SCHOOL  | 3/6/2023                   |
| 23-138     | INSTRUCTIONAL ASSISTANT-CLASSROOM           | MALIBU ELEMENTARY SCHOOL     | 2/10/2023                  |
| 23-098     | LIBRARY ASSISTANT                           | MALIBU HIGH SCHOOL           | 3/30/2023                  |
| 23-078     | PARAEDUCATOR-1                              | EDISON LANGUAGE ACADEMY      | 3/31/2023                  |
| 23-018     | PARAEDUCATOR-3                              | ROOSEVELT ELEMENTARY SCHOOL  | 2/22/2023                  |
| 22-262     | SENIOR BUYER                                | PURCHASING/WAREHOUSE         | 2/15/2023                  |
| 22-247     | SENIOR OFFICE SPECIALIST                    | WILL ROGERS LEARNING ACADEMY | 3/7/2023                   |
| 23-073     | SENIOR OFFICE SPECIALIST                    | ADULT EDUCATION CENTER       | 2/14/2023                  |
| 23-150     | SENIOR OFFICE SPECIALIST                    | MALIBU HIGH SCHOOL           | 3/8/2023                   |
| 23-092     | SKILLED MAINTENANCE WORKER                  | MAINTENANCE                  | 2/6/2023                   |
| 23-151     | SYSTEMS ANALYST                             | INFORMATION SERVICES         | 3/10/2023                  |
| 23-118     | TECHNOLOGY SUPPORT ASSISTANT                | INFORMATION SERVICES         | 2/13/2023                  |

**Classified Personnel – Merit  
2/16/23**

**NEW HIRES**

|  |   | <b><u>EFFECTIVE DATE</u></b> |
|--|---|------------------------------|
| Chandler, Maya<br>McKinley ES            | Instructional Assistant-Classroom<br>3 Hrs/SY/Range: 20 Step: A | 1/25/23                      |
| Molina, Carla<br>Operations-Malibu MS/HS | Custodian<br>8 Hrs/12 Mo/Range: 26 Step: A                      | 1/5/23                       |
| Vila, Angelo<br>Educational Services     | Systems Analyst<br>8 Hrs/12 Mo/Range: 53 Step: A                | 2/2/23                       |

**ADDITIONAL ASSIGNMENT**

|                             |   | <b><u>EFFECTIVE DATE</u></b> |
|-----------------------------|---|------------------------------|
| McLendon, Gina<br>Rogers LC | Instructional Assistant-Classroom<br>2.5 Hrs/SY/Range: 20 Step: A | 1/23/23-6/12/23              |

**TEMP/ADDITIONAL ASSIGNMENTS**

|                                   |   | <b><u>EFFECTIVE DATE</u></b> |
|-----------------------------------|---|------------------------------|
| Ford, Nedra<br>Human Resources    | Human Resources Specialist<br>[overtime; HR projects] | 1/3/23-6/30/23               |
| Villasenor, Cindy<br>Facility Use | Custodian<br>[overtime; Facility Use events support]  | 11/1/22-6/30/23              |

**SUBSTITUTES**

|                                       |                                | <b><u>EFFECTIVE DATE</u></b> |
|---------------------------------------|--------------------------------|------------------------------|
| Milburn, Toya<br>Educational Services | Physical Activities Specialist | 1/19/23-6/12/23              |
| Soria, Michelle<br>Special Education  | Paraeducator 1                 | 1/30/23-6/12/23              |

**PROFESSIONAL GROWTH**

|                               |         | <b><u>EFFECTIVE DATE</u></b> |
|-------------------------------|---------|------------------------------|
| Gonzalez, Gary<br>Maintenance | Plumber | 2/1/23                       |

**CHANGE IN ASSIGNMENT**

|                                |  | <b><u>EFFECTIVE DATE</u></b> |
|--------------------------------|--|------------------------------|
| Fausto, Victoria<br>Rogers LC  | Instructional Assistant-Classroom<br>6 Hr/SY/Range: 20 Step: E<br>From: 3 Hr/SY/Rogers LC      | 8/18/22                      |
| Field, Larissa<br>Roosevelt ES | Instructional Assistant-Classroom<br>3.6 Hr/SY/Range: 20 Step: F<br>From: 3 Hr/SY/Roosevelt ES | 10/3/22                      |

**VOLUNTARY DEMOTION**

|                                  |   | <b><u>EFFECTIVE DATE</u></b> |
|----------------------------------|---|------------------------------|
| Goldberg, Hayden<br>Malibu MS/HS | Instructional Assistant-Physical Education<br>6 Hrs/SY<br>From: Swimming Instructor/Lifeguard/3 Hrs/SY/Malibu MS/HS | 1/17/23                      |

**LEAVE OF ABSENCE (PAID)**

|   |   | <b><u>EFFECTIVE DATE</u></b> |
|---|---|------------------------------|
| Beam, Carley<br>Education Technology Services | Technology Support Assistant<br>Medical | 1/24/23-1/31/23              |

|   |   |                  |
|---|---|------------------|
| Bracey, Kendra<br>Special Ed-Malibu ES    | Paraeducator 1<br>Medical                   | 1/13/23-2/21/23  |
| Flores, Francisco<br>Operations-Malibu HS | Custodian<br>Medical                        | 12/14/22-2/10/23 |
| Holloway, Shirlene<br>FNS-Santa Monica HS | Cafeteria Worker I<br>Medical/FMLA/CFRA     | 9/2/22-1/6/23    |
| Kretin, Dennis<br>Maintenance             | Maintenance Supervisor<br>Medical/FMLA/CFRA | 12/21/22-1/15/23 |
| Moore, Terence<br>Special Ed-Malibu HS    | Paraeducator 1<br>Medical/FMLA/CFRA         | 1/3/23-3/12/23   |
| Polk, Carlesha<br>Special Ed-SMASH        | Paraeducator 3<br>Medical Maternity/FMLA    | 2/4/23-4/14/23   |

**LEAVE OF ABSENCE (UNPAID)**

|                            |   |   |
|----------------------------|---|---|
| Bersche, Haley<br>Grant ES | Instructional Assistant-Classroom<br>Personal | <b><u>EFFECTIVE DATE</u></b><br>1/23/23-6/12/23 |
|----------------------------|---|---|

**WORKING OUT OF CLASS**

|                            |  |  |
|----------------------------|--|--|
| Fuentes, Mario<br>Grounds  | Equipment Operator/Sports Facilities<br>From: Gardener     | <b><u>EFFECTIVE DATE</u></b><br>11/12/22-1/16/23 |
| Suezo, Aida<br>Maintenance | Administrative Assistant<br>From: Senior Office Specialist | 12/19/22-12/31/22                                |

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**  
(39-MONTH MEDICAL REEMPLOYMENT LIST)

|                                |                |   |
|--------------------------------|----------------|---|
| CH4894321<br>Special Education | Paraeducator 1 | <b><u>EFFECTIVE DATE</u></b><br>2/23/23 |
|--------------------------------|----------------|---|

**RESIGNATION**

|   |                                   |   |
|---|-----------------------------------|---|
| Kluft, Julianne<br>Grant ES               | Instructional Assistant-Classroom | <b><u>EFFECTIVE DATE</u></b><br>1/27/23 |
| Soria, Michelle<br>Special Ed-McKinley ES | Paraeducator 1                    | 1/27/23                                 |
| Wicker, Keith<br>Roosevelt ES             | Campus Monitor                    | 1/17/23                                 |

**Classified Personnel – Merit**  
**3/2/23**

**PROMOTION**

Esquivias, Rene  
Maintenance

Facilities Technician  
8 Hrs/12 Mo/Range: 47 Step: D  
From: Electrician: 8 Hrs/12 Mo

**EFFECTIVE DATE**

2/1/23

**TEMP/ADDITIONAL ASSIGNMENTS**

Avina, Fernando  
Facility Use

Lead Grounds Person  
[overtime; Facility Use events support]

**EFFECTIVE DATE**

12/1/22-6/30/23

Dominguez-Morales, Yanet  
Facility Use

Senior Technology Support Assistant  
[overtime; Facility Use events support]

12/1/22-6/30/23

Patterson, Pete  
Facility Use

Technology Support Assistant  
[overtime; Facility Use events support]

1/16/23-6/30/23

Price, Christopher  
Facility Use

Audio-Visual Technician  
[overtime; Facility Use events support]

12/1/22-6/30/23

Quiroz, Timothy  
Facility Use

Production Kitchen Coordinator  
[overtime; Facility Use events support]

12/1/22-6/30/23

Villa, Paola  
FNS-Malibu HS

Cafeteria Worker I  
[additional hours; cafeteria support]

11/10/22-6/12/23

**SUBSTITUTES**

Garibay, Jaden  
Educational Services

Physical Activities Specialist

**EFFECTIVE DATE**

1/30/23-6/12/23

**PROFESSIONAL GROWTH**

Miller, Melvyn  
Adams MS

Campus Security Officer

**EFFECTIVE DATE**

3/1/23

**VOLUNTARY TRANSFER**

Lavin, Angela  
Lincoln MS

Administrative Assistant  
8 Hrs/12 Mo  
From: 8 Hrs/10 Mo+10/Rogers LC

**EFFECTIVE DATE**

2/13/23

**LEAVE OF ABSENCE (PAID)**

Morales Mendez, Prisma  
Roosevelt ES

Instructional Assistant-Classroom  
FMLA

**EFFECTIVE DATE**

1/4/23-2/24/23

Moya, Kimberly  
Transportation

Bus Driver  
Catastrophic

2/9/23-3/9/23

**LEAVE OF ABSENCE (UNPAID)**

Amaya, Janene  
CDS-Adams Preschool

Children's Center Assistant 2  
Personal

**EFFECTIVE DATE**

2/1/23-3/9/23

**DISQUALIFICATION FROM PROBATION**

BU8786139  
Operations

Custodian

**EFFECTIVE DATE**

3/3/23

**RESIGNATION**

Finnell, Kearia  
Adams MS

Senior Office Specialist

**EFFECTIVE DATE**

2/17/23

Madsen, Kaitlin  
Educational Services-Adams MS

Health Office Specialist

2/17/23

Westbrook, Carey  
Franklin ES

Campus Monitor

1/27/23

**Classified Personnel – Merit  
3/15/23**

**NEW HIRES**

|   |   | <b><u>EFFECTIVE DATE</u></b> |
|---|---|------------------------------|
| Dicristofaro, Alvaro<br>Special Ed-Santa Monica HS      | Paraeducator 3<br>6.5 Hrs/SY/Range: 28 Step: A                    | 2/13/23                      |
| Larkin, Amy<br>McKinley ES                              | Instructional Assistant-Classroom<br>3.5 Hrs/SY/Range: 20 Step: A | 2/13/23                      |
| Lerner, Judy<br>Santa Monica HS                         | Instructional Assistant-Bilingual<br>3.5 Hrs/SY/Range: 22 Step: A | 2/27/23                      |
| Rusk-Kosa, Matthew<br>Roosevelt ES                      | Physical Activities Specialist<br>6 Hrs/SY/Range: 28 Step: A      | 2/2/23                       |
| Sandoval-Perez, Alejandro<br>Operations-Santa Monica HS | Custodian<br>8 Hrs/12 Mo/Range: 26 Step: A                        | 2/21/23                      |

**PROMOTION**

|                               |  | <b><u>EFFECTIVE DATE</u></b> |
|-------------------------------|--|------------------------------|
| Fuentes, Mario<br>Maintenance | Skilled Maintenance Worker<br>8 Hrs/12 Mo/Range: 35 Step: D<br>From: Gardener: 8 Hrs/12 Mo | 2/21/23                      |
| Jackson, Donte<br>Operations  | Lead Custodian<br>8 Hrs/12 Mo/Range: 31 Step: E<br>From: Custodian: 8 Hrs/12 Mo            | 2/14/23                      |

**RE-INSTATEMENT**

|                             |   | <b><u>EFFECTIVE DATE</u></b> |
|-----------------------------|---|------------------------------|
| Ramirez, David<br>Edison LA | Instructional Assistant-Bilingual<br>3.5 Hrs/SY/Range: 22 Step: A | 2/8/23                       |

**TEMP/ADDITIONAL ASSIGNMENTS**

|  |  | <b><u>EFFECTIVE DATE</u></b> |
|--|--|------------------------------|
| Alvarez, Maryke<br>Special Ed-Lincoln MS | Paraeducator 3<br>[additional hours; bus supervision]                  | 8/18/22-6/12/23              |
| Butler, Kenny<br>Special Ed-Franklin ES  | Paraeducator 3<br>[additional hours; overnight field trip supervision] | 2/27/23-3/1/23               |
| Butler, Kenny<br>Special Ed-Franklin ES  | Paraeducator 3<br>[overtime; overnight field trip supervision]         | 2/27/23-3/1/23               |
| Ford, Nedra<br>Human Resources           | Human Resources Specialist<br>[overtime; HR projects]                  | 1/3/23-6/30/23               |
| Villasenor, Cindy<br>Facility Use        | Custodian<br>[overtime; Facility Use events support]                   | 11/1/22-6/30/23              |

**INVOLUNTARY TRANSFER**

|  |  | <b><u>EFFECTIVE DATE</u></b> |
|--|--|------------------------------|
| Wooden, Chris<br>Operations-Olympic HS | Custodian<br>8 Hrs/12 Mo<br>From: 8 Hrs/12 Mo/Operations | 2/21/23                      |



**LEAVE OF ABSENCE (PAID)**

|   |  | <b><u>EFFECTIVE DATE</u></b> |
|---|--|------------------------------|
| Bechtloff, Julie<br>Fiscal Services       | Accounting Technician<br>Medical/FMLA/CFRA | 2/2/23-2/15/23               |
| Durham, Michael<br>Operations-Malibu HS   | Custodian<br>Medical/FMLA/CFRA             | 12/15/22-2/20/23             |
| Flores, Francisco<br>Operations-Malibu HS | Custodian<br>Medical                       | 12/14/22-3/8/23              |
| Iverson, Ocea<br>Special Ed-Franklin ES   | Paraeducator 1<br>Intermittent FMLA        | 9/27/22-3/17/23              |

**LEAVE OF ABSENCE (UNPAID)**

|  |   | <b><u>EFFECTIVE DATE</u></b> |
|--|---|------------------------------|
| Chapman, Vance<br>Special Ed-Rogers LC | Paraeducator 1<br>Personal                    | 2/10/23-5/15/23              |
| Cortez, Maria<br>FNS-Edison LA         | Campus Monitor/Cafeteria Worker I<br>Personal | 2/17/23-3/3/23               |

**WORKING OUT OF CLASS**

|                                |   | <b><u>EFFECTIVE DATE</u></b> |
|--------------------------------|---|------------------------------|
| Frazier, Jeffrey<br>Operations | Manager of Buildings and Grounds Operations<br>From: Plant Supervisor | 9/19/22-2/1/23               |
| Jackson, Donte<br>Operations   | Lead Custodian<br>From: Custodian                                     | 1/27/23-2/13/23              |

**ABOLISHMENT OF POSITION**

|   | <b><u>EFFECTIVE DATE</u></b> |
|---|------------------------------|
| Health Office Specialist<br>6 Hrs/SY/Student Services-McKinley ES | 1/20/23                      |
| Senior Office Specialist<br>8 Hrs/12 Mo/Operations & Grounds      | 2/21/23                      |

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

|   | <b><u>EFFECTIVE DATE</u></b> |
|---|------------------------------|
| (39-MONTH MEDICAL REEMPLOYMENT LIST)<br>XD7930506<br>Operations | Custodian<br>3/3/23          |

**RESIGNATION**

|   |                              | <b><u>EFFECTIVE DATE</u></b> |
|---|------------------------------|------------------------------|
| Araya, Karla<br>Special Ed-Adams MS             | Paraeducator 3               | 3/3/23                       |
| Hayes, Michael<br>Adams MS                      | Campus Monitor               | 3/3/23                       |
| Lopez, Francisco<br>FNS-Santa Monica HS         | Cafeteria Worker I           | 2/15/23                      |
| Putzier, Sean<br>Facility Use                   | Technical Theater Technician | 1/30/23                      |
| Ratliff, Sheleita<br>Special Ed-Santa Monica HS | Paraeducator 1               | 2/28/23                      |

**RETIREMENT**  
Anderson, Sally  
Malibu HS

Senior Office Specialist

**EFFECTIVE DATE**  
4/14/23

**Classified Personnel – Merit  
4/20/23**

**NEW HIRES**

|   |   |  |
|---|---|--|
| Einhorn, Blake<br>Education Technology Services | Technology Support Assistant<br>8 Hrs/12 Mo/Range: 40 Step: A   | <b><u>EFFECTIVE DATE</u></b><br>3/7/23 |
| Ryan, Kathleen<br>McKinley ES                   | Elementary Library Coordinator<br>7 Hrs/10 Mo/Range: 28 Step: A | 3/6/23                                 |

**PROMOTION**

|                                     |  |  |
|-------------------------------------|--|--|
| Kyle, Yvonne<br>Purchasing          | Senior Buyer<br>8 Hrs/12 Mo/Range: 43 Step: E<br>From: Senior Administrative Assistant: 8 Hrs/12 Mo      | <b><u>EFFECTIVE DATE</u></b><br>3/1/23 |
| Suezo, Aida<br>Operations & Grounds | Administrative Assistant<br>8 Hrs/12 Mo/Range: 33 Step: C<br>From: Senior Office Specialist: 8 Hrs/12 Mo | 3/2/23                                 |

**RE-INSTATEMENT**

|                             |   |   |
|-----------------------------|---|---|
| Martinez, Aida<br>Rogers LC | Campus Monitor<br>0.75 Hrs/SY/Range: 13 Step: F | <b><u>EFFECTIVE DATE</u></b><br>2/21/23 |
|-----------------------------|---|---|

**TEMP/ADDITIONAL ASSIGNMENTS**

|   |   |   |
|---|---|---|
| Burton, Tiffany<br>Rogers LC                    | Campus Monitor<br>[additional hours; student supervision]             | <b><u>EFFECTIVE DATE</u></b><br>8/18/22-6/12/23 |
| Bustamante, Angelica<br>Facility Use            | Cafeteria Cook/Baker<br>[overtime; Facility Use events support]       | 2/13/23-6/30/23                                 |
| Daniels, Adriana<br>Rogers LC                   | Campus Monitor<br>[additional hours; student supervision]             | 8/18/22-6/12/23                                 |
| Davis, Jaylynn<br>Human Resources               | Senior Office Specialist<br>[overtime; packing HR department files]   | 2/1/23  |
| Garrett, Christine<br>Human Resources           | Human Resources Technician<br>[overtime; packing HR department files] | 2/1/23  |
| Haker, Lorenzo<br>Food and Nutrition Services   | Cafeteria Worker I<br>[additional hours; cafeteria support]           | 1/1/23-6/12/23                                  |
| Haker, Lorenzo<br>Food and Nutrition Services   | Cafeteria Worker I<br>[overtime; cafeteria support]                   | 1/1/23-6/12/23                                  |
| Heiderman, Daniel<br>Facility Use               | Custodian<br>[overtime; Facility Use events support]                  | 1/1/23-6/30/23                                  |
| Holsome, Dorothy<br>Food and Nutrition Services | Cafeteria Worker I<br>[additional hours; cafeteria support]           | 2/1/23-6/12/23                                  |
| Holsome, Dorothy<br>Food and Nutrition Services | Cafeteria Worker I<br>[overtime; cafeteria support]                   | 2/1/23-6/12/23                                  |
| Islas, Gloria<br>Food and Nutrition Services    | Cafeteria Worker I<br>[additional hours; cafeteria support]           | 1/1/23-6/12/23                                  |

|   |  |                 |
|---|--|-----------------|
| Islas, Gloria<br>Food and Nutrition Services            | Cafeteria Worker I<br>[overtime; cafeteria support]                      | 1/1/23-6/12/23  |
| Kachurka, Sabrina<br>Facility Use                       | Cafeteria Worker II<br>[overtime; Facility Use events support]           | 2/13/23-6/30/23 |
| Llosa, Silvia<br>Rogers LC                              | Campus Monitor<br>[additional hours; student supervision]                | 8/18/22-6/12/23 |
| Martinez, Santiago<br>Facility Use                      | Technology Support Assistant<br>[overtime; Facility Use events support]  | 2/1/23-6/30/23  |
| Oliva, Refugio<br>Rogers LC                             | Campus Monitor<br>[additional hours; student supervision]                | 8/18/22-6/12/23 |
| Qureshi, Katherine<br>Human Resources                   | Credential Analyst<br>[overtime; packing HR department files]            | 2/1/23          |
| Reyes-Jimenez, Roxana<br>Rogers LC                      | Campus Monitor<br>[additional hours; student supervision]                | 8/18/22-6/12/23 |
| Sandoval-Perez, Alejandro<br>Operations-Santa Monica HS | Custodian<br>[overtime; custodial support]                               | 2/18/23-6/30/23 |
| Trejo-Ramirez, Jane<br>Rogers LC                        | Campus Monitor<br>[additional hours; student supervision]                | 8/18/22-6/12/23 |
| Walker, Christine<br>Special Ed-Malibu MS               | Paraeducator 1<br>[additional hours; student support in theater program] | 2/1/23-2/28/23  |

#### **SUBSTITUTES**

|  |                                   |  |
|--|-----------------------------------|--|
| Borghese, Metta<br>Grant ES                    | Instructional Assistant-Classroom | <b><u>EFFECTIVE DATE</u></b><br>1/3/23-1/23/23 |
| Delgadillo, Cristina<br>Human Resources        | Senior Office Specialist          | 3/3/23-6/30/23                                 |
| Tchigashamwa, Benjamin<br>Personnel Commission | Campus Security Officer           | 3/14/23-6/12/23                                |

#### **PROFESSIONAL GROWTH**

|                                       |                           |  |
|---------------------------------------|---------------------------|--|
| Lopez, Luis<br>Facility Use           | Sports Facility Attendant | <b><u>EFFECTIVE DATE</u></b><br>4/1/23 |
| O'Brian, Diane<br>Santa Monica HS     | Administrative Assistant  | 3/1/23                                 |
| Qureshi, Katherine<br>Human Resources | Credential Analyst        | 3/1/23                                 |

#### **INVOLUNTARY TRANSFER**

|                             |  |   |
|-----------------------------|--|---|
| Avalos, Marlen<br>Rogers LC | Senior Office Specialist<br>4 Hrs/10 Mo<br>From: 4 Hrs/10 Mo/Muir ES | <b><u>EFFECTIVE DATE</u></b><br>8/11/22 |
|-----------------------------|--|---|

**VOLUNTARY TRANSFER**Lavin, Angela  
Lincoln MSAdministrative Assistant  
8 Hrs/12 Mo  
From: 8 Hrs/10 Mo+10/Rogers LC  
(Information Revised from BOE 3-2-2023)**EFFECTIVE DATE**~~2/13/23~~  
3/6/23**LEAVE OF ABSENCE (PAID)**Bilotti, Alfred  
Special Ed-Malibu HSParaeducator 1  
FMLA/CFRA**EFFECTIVE DATE**

2/9/23-5/19/23

Bilotti, Alfred  
Special Ed-Malibu HSParaeducator 1  
Medical

2/9/23-6/12/23

Brown, Shawn  
Operations-Lincoln MSCustodian  
FMLA/CFRA

1/4/23-4/2/23

Brown, Shawn  
Operations-Lincoln MSCustodian  
Medical

1/4/23-4/3/23

Cornejo, Ana  
FNS-Adams MSCafeteria Worker I  
Medical/FMLA/CFRA

2/1/23-3/19/23

Payton, Tawny  
Special Ed-Roosevelt ESParaeducator 3  
Catastrophic

3/1/23-3/23/23

Roller, Yolanda  
Special Ed-Santa Monica HSParaeducator 2  
FMLA/CFRA

12/15/22-3/29/23

Roller, Yolanda  
Special Ed-Santa Monica HSParaeducator 2  
Medical

12/15/22-6/12/23

Watts, Anne  
Special Ed-Adams MSParaeducator 1  
FMLA

1/12/23-3/31/23

**WORKING OUT OF CLASS**Villa, Paola  
OperationsCustodian  
From: Cafeteria Worker I**EFFECTIVE DATE**

2/1/23-6/9/23

Villa, Paola  
Food and Nutrition ServicesProduction Kitchen Coordinator  
From: Cafeteria Worker I

2/3/23

Villa, Paola  
Food and Nutrition ServicesCafeteria Worker II  
From: Cafeteria Worker I

2/17/23-2/28/23

**DISQUALIFICATION FROM PROBATION**YB3394796  
Adams MS**EFFECTIVE DATE**

3/31/23

**TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES**

(39-MONTH MEDICAL REEMPLOYMENT LIST)

VG0947405  
Child Development Services

Children's Center Assistant 2

3/10/23

EV5890443  
District

3/17/23

GS2878907  
Operations

Custodian

3/8/23

**RESIGNATION**

Beaver, Dorian  
Special Ed-Roosevelt ES

Paraeducator 1

**EFFECTIVE DATE**

3/2/23

Flores, Ardis  
Special Ed-Santa Monica HS

Paraeducator 1

3/31/23

Smith, Dylon  
Grant ES

Physical Activities Specialist

4/21/23

**RETIREMENT**

Giroux, Sharon  
Edison LA

Campus Monitor

**EFFECTIVE DATE**

6/9/23

**Classified Personnel – Non-Merit  
2/16/23**

**COACHING ASSISTANT**

|                    |                 |                 |
|--------------------|-----------------|-----------------|
| Arreola, Anthony   | Santa Monica HS | 8/18/22-6/30/23 |
| Kennedy, Donald    | Santa Monica HS | 8/18/22-6/30/23 |
| Poon, Stanford     | Santa Monica HS | 8/18/22-6/30/23 |
| Smith, Christopher | Santa Monica HS | 8/23/22-6/30/23 |
| Stevenson, Shanna  | Santa Monica HS | 8/18/22-6/30/23 |

**TECHNICAL SPECIALIST – LEVEL II**

|                 |   |                 |
|-----------------|---|-----------------|
| DeNeri, Phillip | Educational Services<br>[Percussion Instructor:<br>4 <sup>th</sup> of July Parade preparations]<br>- Funding: Measure “R” | 1/19/23-6/30/23 |
|-----------------|---|-----------------|

**TECHNICAL SPECIALIST – LEVEL III**

|                 |   |                 |
|-----------------|---|-----------------|
| DeNeri, Phillip | Santa Monica HS<br>[Percussion Instructor-SMAPA Band]<br>- Funding: Santa Monica Arts Parents Association | 1/19/23-6/30/23 |
| Gonzalez, Juan  | Santa Monica HS<br>[Color Guard Instructor-SITE FUNDS Band]<br>- Funding: Formula & Old Tier III          | 8/1/22-6/12/23  |

**STUDENT WORKER – WORKABILITY**

|                  |                   |                  |
|------------------|-------------------|------------------|
| Doshi, Jaya      | Special Education | 12/1/22-6/30/23  |
| Harris, Helen    | Special Education | 12/1/22-6/30/25  |
| Hubbard, Aidan   | Special Education | 12/1/22-12/31/24 |
| Umanzor, Ariella | Special Education | 12/1/22-6/30/26  |

**Classified Personnel – Non-Merit**  
**3/2/23**

**COACHING ASSISTANT**

|                |                 |                 |
|----------------|-----------------|-----------------|
| Jones, Eugene  | Santa Monica HS | 8/18/22-6/30/23 |
| Smith, Stanton | Santa Monica HS | 8/18/22-6/30/23 |

**TECHNICAL SPECIALIST – LEVEL II**

|                     |  |                 |
|---------------------|--|-----------------|
| Leon Mazorra, Maria | Educational Services<br>[Choir Instructor – Stairway Concerts]<br>- Funding: Gifts | 12/1/22-3/18/23 |
|---------------------|--|-----------------|

|               |  |                 |
|---------------|--|-----------------|
| Reis, Stephen | Educational Services<br>[Music Instructor – Stairway Concerts]<br>- Funding: Gifts | 12/1/22-3/18/23 |
|---------------|--|-----------------|

**STUDENT WORKER – WORKABILITY**

|              |                   |                 |
|--------------|-------------------|-----------------|
| Derro, Ronan | Special Education | 12/1/22-6/30/25 |
|--------------|-------------------|-----------------|



**Classified Personnel – Non-Merit**  
**3/15/23**

**COACHING ASSISTANT**

Escalera, Daniel  
Heller, Nicholas

Santa Monica HS  
Santa Monica HS

7/1/22-6/30/23  
8/18/22-6/30/23

**Classified Personnel – Non-Merit**  
**4/20/23**

**COACHING ASSISTANT**

Heller, Nicholas

Santa Monica HS

8/18/22-6/30/23

**TECHNICAL SPECIALIST – LEVEL II**

Loyd, Allen

Educational Services

[Band Instructor – Stairway Concerts]

- Funding: Gifts

1/25/23-3/18/23

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

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

## SMMUSD Board of Education Meeting Schedule 2022-23

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

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

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

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

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.

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

### **Meeting Format Structures:**

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

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

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## **VII. Personnel Commission Business:**

### **A. Future Items:**

| <b>Subject</b>                                | <b>Action Steps</b> | <b>Tentative Date</b> |
|---|---------------------|-----------------------|
| Adoption of Budget - Fiscal Year 2023-2024    | Second Reading      | May 10, 2023          |
| Classified School Employees Appreciation Week |                     | May 10, 2023          |

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**VIII. Next Regular Personnel Commission Meeting:**  
Wednesday, May 10, 2023, at 4:30 p.m. – *District Office Board Room*

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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:**