



## PERSONNEL COMMISSION MEETING AGENDA

**May 11, 2022**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 11, 2022**, at **4:30 p.m.**, via Zoom.

### **I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on May 11, 2022

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

- G.06 Approval of Minutes for Regular Meeting on April 20, 2022

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

Approval of Minutes for Special Meeting on March 31, 2022

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

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



## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the May 11 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**May 11, 2022**

### **PERSONNEL COMMISSIONERS:**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 11, 2022, at 4:30 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

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

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on May 11, 2022

G.06 Approval of Minutes for:

- Regular Meeting on April 20, 2022
- Special Meeting on March 31, 2022

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

- G.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>
Campus Monitor	8
Instructional Assistant - Classroom	3
Paraeducator-1	3
Paraeducator-3	4
Systems Analyst	4
Technology Support Assistant	4

- C.02 Advanced Step Placement:  
Michelle Anaya in the classification of Administrative Assistant at Range A-33 Step D
- C.03 Advanced Step Placement:  
Melissa Luis in the classification of Administrative Assistant at Range A-33 Step B

- C.04 Advanced Step Placement:  
Karina Murcia in the classification of Paraeducator-1 at Range A-22 Step B
- C.05 Advanced Step Placement:  
Carla Myrieckes in the classification of Health Office Specialist at Range A-27 Step C
- C.06 Advanced Step Placement:  
Tischa Ridley in the classification of Site Food Services Coordinator at Range A-31 Step C
- C.07 Advanced Step Placement:  
Eric Taylor 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 Public Hearing: Fiscal Year 2022-2023 Proposed Personnel Commission Budget
- A.02 Adoption: Fiscal Year 2022-2023 Proposed Personnel Commission Budget
- A.03 Classification Description Revision:  
Laboratory Technician within the Instructional Assistant and Paraprofessional Job Unit

**IV. COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

**V. DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- None

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
- April 21, 2022
  - May 5, 2022

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- April 21, 2022
  - May 5, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2021 - 2022
- I.06 Board of Education Meeting Schedule
- 2021 – 2022

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date

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

Wednesday, June 8, 2022, at 4:30 p.m. – *via Zoom*

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

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

**X. CLOSED SESSION:**

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

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE  
Employee #: QF9617612

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.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the April 20 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**April 20, 2022**

### **PERSONNEL COMMISSIONERS:**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, April 20**, at **4:33 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

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

## **OPEN SESSION**

### **I. GENERAL FUNCTIONS:**

**G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:33 p.m.**

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

**G.03 Pledge of Allegiance: Commissioner 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: April 20, 2022**

It was moved and seconded to approve the agenda with an amendment – Agenda Item II.C.06 – Advanced Step Placement - was postponed till a future meeting. The motion passed.

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

**G.06 Motion to Approve Regular Meeting Minutes: March 9, 2022**

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

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

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

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

- General Comments and Updates
  - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on March 9, 2022.
  - The Personnel Commission staff held written exams for Campus Monitor and Technology Support Assistant.
  - Oral exams were administered for Instructional Assistant – Classroom, Instructional Assistant – Bilingual, and Bus Driver (a pre-recorded exam).
  - Final selection interviews were held for Administrative Assistant for Santa Monica High School and Educational Services, Instructional Assistant – Classroom for Grant ES, McKinley ES, and Franklin ES, and Instructional Assistant – Bilingual for Edison LA.
  - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in March. Director Kahn participated in one appeal hearing.
  - Director Kahn updated the Personnel Commission on the e-mail recruiting strategy. Additional 437 e-mails were sent across recruitments for Athletic Trainer, Technology Support Assistant, and Paraeducator series.
  - Director Kahn informed the Personnel Commission about staff's preparations for the Classified Employees Appreciation Week which takes place from May 15 to May 21, 2022. Thanks to generous donations from the District administrators and SEIU Local 99, the Personnel

Commission will be able to hold a raffle to acknowledge classified employees with various prizes.

- Director Kahn expressed his gratitude to Fiscal and Business Services for their assistance and support with creating the department's next fiscal year budget.

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

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

- None

**G.09 Communications:**

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

- SEIU Report
  - Mr. Mock, Chief Steward, informed the Personnel Commission about the SEIU local industry division meeting that took place on March 26, 2022.
  - Mr. Mock updated the Personnel Commission on SEIU's political involvement in Washington, D.C. supporting a couple different bills - AB1691 making a summer bridge a permanent program and SB830 switching funding from student attendance to enrollment.
  - Mr. Mock updated the Personnel Commission on initiatives of the Maintenance and Operations labor management team.
  - Mr. Mock informed the Personnel Commission about the Union meeting with an independent contractor to discuss a thorough time and motion study regarding the District's new buildings. The study will evaluate the specific space and recommend staffing levels needed to properly maintain and clean the areas.
  - Mr. Mock expressed his gratitude to Mrs. Johnston for her dedication and efficiency managing spring break assignments for less than 12 months classified employees.
- Board of Education Report
  - Dr. Kelly informed the Personnel Commission about the effective District antigen testing that was administered right after Spring Break.
  - Dr. Kelly notified the Personnel Commission about the District's planning for summer school and the upcoming school year.
  - Dr. Kelly informed the Personnel Commission that the District and the City of Santa Monica have filed a law suit against the Los Angeles County Office of Education Committee on School Organization challenging the constitutionality of SB422, a new state legislation about district-based voting.
  - Dr. Kelly updated the Personnel Commission on the upcoming Board of Education agenda regarding a report from the District career and technical education leaders on financial policies and management.
  - The District is ending the emergency resolution for purchasing supplies related to Covid-19.



## G.10 Public Comments:

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

- None

## II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	3
Cafeteria Worker II	3
Instructional Assistant - Bilingual	4
Paraeducator-1	1
Paraeducator-3	2
Site Food Services Worker	4

### C.02 Advanced Step Placement:

Katherine Cervera in the classification of Physical Activities Specialist at Range A-28 Step B

### C.03 Advanced Step Placement:

Angela Lavin in the classification of Administrative Assistant at Range A-33 Step E

### C.04 Advanced Step Placement:

Kirsten Gilkes in the classification of Paraeducator 3 at Range A-28 Step B

### C.05 Advanced Step Placement:

Carley Beam in the classification of Technology Support Assistant at Range A-40 Step D

### C.06 Advanced Step Placement:

Efraim Murphy in the classification of Plant Supervisor at Range M-43 Step B

**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-05. Agenda Item II.C.06 was postponed till a future meeting. The motion passed.**

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

### **REPORT AND DISCUSSION**

- None

### **III. ACTION ITEMS:**

These items are presented for ACTION at this time.

#### **A.01 Classification Specification Revision:**

Credential Analyst within the office, technical and business services support unit

**It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.**

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

### **REPORT AND DISCUSSION**

- Director Kahn provided a brief background for the revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that specific duties reflect the current credential evaluation process and include responsibilities related to assignment monitoring and providing guidance and support to site administrators and staff.
- In addition, supervisory responsibilities were removed; hence, the Credential Analyst's status as an exempt employee was also changed into a nonexempt status. It will be placed in the office, technical, and business services classified job unit under SEIU representation.
- Even though the supervisory responsibilities were removed, the newly added duties and their complexity require an adjusted placement on the salary schedule.

### **IV. COMMISSIONER TRAINING/BRIEFING:**

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

- None

## **V. DISCUSSION ITEMS:**

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

### **D.01 Proposed Budget – Personnel Commission Fiscal Year 2022/23 - First Reading**

- **Director Cruz provided a detailed overview of the 2021-2022 District Second Interim Report. The report contained the District's financial position as of January 31, 2022, displaying the Budget Reporting Periods, and the First Interim Budget and the Second Interim Budget with the changes between the two periods. It also included Current Actuals, and Projected Totals for each District fund as well as an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years. The Second Interim Report is submitted to the Los Angeles County Office of Education with a positive certification. The District will be able to meet its obligations in the current and next two fiscal years.**
- **Director Cruz presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as previous one. He provided specific data regarding salaries and benefits for all positions in the Personnel Commission and explained the reasons for increase in these categories.**
- **Director Cruz provided a rationale for specific changes in the "Supplies and Equipment" and "Operating Expenses" categories. There was an increase in the "Legal Costs" due to legal assistance with the Personnel Commissioner appointments and employee disciplinary hearings. A budget increase also occurred in the "Other Operating Expenses" category due to higher prices for Neogov-Biddle testing software.**

## **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)
  - March 17, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - None
- I.05 Personnel Commission's Twelve-Month Calendar of Events
  - 2021 - 2022
- I.06 Board of Education Meeting Schedule
  - 2021 – 2022

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
Adoption of Budget - Fiscal Year 2022-2023	Second Reading	May 11, 2022
Classified Employees Appreciation - Virtual		May 11, 2022

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

Wednesday, May 11, 2022, at 4:30 p.m. – *via Zoom*

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

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

- **None**

**X. CLOSED SESSION:**

The Commission adjourned to closed session at **5:34 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE  
Employee #: QF9617612

The Commission reconvened into open session at **6:16 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 31, 2022 hearing at the May 11, 2022 regular Personnel Commission meeting.**

**XI. ADJOURNMENT:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

**It was moved and seconded to adjourn the meeting.**

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

**TIME ADJOURNED: 6:17 p.m.**

Submitted by:

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

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## **SPECIAL PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

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

Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the March 31 special Personnel Commission meeting will be held virtually.

**March 31, 2022**

### **PERSONNEL COMMISSIONERS:**

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

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, March 31, 2022**, at **9:06 a.m.**, via Zoom.

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

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

**G.01 Call to Order: The Open Session of the Special Meeting of the Personnel Commission was called to order at 9:06 a.m.**

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

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

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

### **G.03 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 three (3) minutes. 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. HEARING:**

H.01 Public Employee Disciplinary Hearing Conference  
Employee #: QF9617612

- **Commissioner Robinson introduced herself as the Hearing Chair who would make all the procedural rulings on behalf of the Personnel Commission. She assured that an orderly and equitable hearing will occur so that all relevant facts and evidence bearing upon the case may be presented for the Commissioners' consideration.**
- **The District was being represented by counsel, Ms. Elizabeth Zamora-Mejia.**
- **The Appellant was being represented by himself, Mr. Joelym Agaton.**
- **The Witnesses were identified and sworn accordingly:**
- **Joint witness: Dr. Mark Kelly, Assistant Superintendent, Human Resources**
- **District witnesses: Mr. Chris Mock, SEIU Chief Steward and Ms. Bertha Roman, Director, Education Technology Services**
- **Appellant witnesses: Mr. Anthony Fuller, Principal of Olympic High School and Dr. Susan Samarge-Powell, Director, Early Learning**
- **Commissioner Robinson proceeded with a reading of the procedures that were followed in the hearing.**
- **The District and the Appellant presented their opening statements.**
- **Both parties presented their cases including cross-examination of the witnesses.**
- **The District and the Appellant presented their closing statements.**

**It was moved and seconded to close the hearing.**

<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	✓		✓			

**TIME: 2:00 p.m.**

**III. 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**

**IV. CLOSED SESSION:**

The Commission adjourned to closed session at **2:01 p.m.** pursuant to Government Code Section 54957 to discuss:

PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION  
Employee #: QF9617612

The Commission reconvened into open session at **2:43 p.m.** and reported on the following action taken in closed session:

- **No Action taken. Further deliberation will occur at the next PC meeting scheduled for April 2022.**

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

Wednesday, April 20, 2022, at 4:30 p.m. - *via Zoom*

**V. ADJOURNMENT:**

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

**It was moved and seconded to adjourn the meeting.**

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

**TIME ADJOURNED: 2:43 p.m.**

Submitted by:

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



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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, May 11, 2022**

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

SUBJECT: Advanced Step Placement – Michelle Anaya

Hire Date: 2/1/2022

ASP Request Submitted: 4/25/2022

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Administrative Assistant	<b>Employee:</b> Michelle Anaya	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Graduation from high school or evidence of equivalent educational proficiency.	<ul style="list-style-type: none"><li>Michelle has a Degree of Associate in Arts.</li></ul>	1 levels of education above the required level = <b>1 Step Advance</b> (max allowed)
<b><u>Experience:</u></b>  Three or more years of varied administrative, secretarial and clerical support experience	<ul style="list-style-type: none"><li>Michelle has over sixteen years of clerical support experience.</li></ul>	4 (3-year periods) of experience above the required level = <b>2Step Advance</b> (max allowed)
<b>Total Advanced Steps: 1 (Education) +2 (Experience) = 3 Advanced Step = STEP D</b>		

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

Michelle Anaya's education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-33 at Step A is \$19.97 while Step D is \$23.12.

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

It is recommended that the Personnel Commission approve Advanced Step Placement for Michelle Anaya at Range A-33, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION**

**Regular Meeting: Wednesday, May 11, 2022**

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

SUBJECT: Advanced Step Placement – Melissa Luis

Hire Date: 4/18/2022

ASP Request Submitted: 4/22/2022

### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Administrative Assistant	<b>Employee:</b> Melissa Luis	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Graduation from high school or evidence of equivalent educational proficiency.	<ul style="list-style-type: none"> <li>• Melissa has a Bachelor's of Arts with majors in Latin American and Latino Studies and Spanish studies.</li> </ul>	2 levels of education above the required level = <b>1 Step Advance</b> (max allowed)
<b><u>Experience:</u></b>  Three or more years of varied administrative, secretarial and clerical support experience	<ul style="list-style-type: none"> <li>• Melissa meets the clerical support experience.</li> </ul>	0 (3-year periods) of experience above the required level = <b>0 Step Advance</b>
<b><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></b>		

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

Melissa Luis' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-33 at Step A is \$19.97 while Step B is \$20.96.

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

It is recommended that the Personnel Commission approve Advanced Step Placement for Melissa Luis at Range A-33, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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





SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, May 11, 2022

#### **AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Carla Myrieckes

Hire Date: 2/10/2022

ASP Request Submitted: 4/16/2022

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Health Office Specialist	<b>Employee:</b> Carla Myrieckes	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  A high school diploma or recognized equivalent.	<ul style="list-style-type: none"> <li>Carla meets the minimum requirements.</li> </ul>	<b>0</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">0</span> Step Advance
<b><u>Experience:</u></b>  One (1) year of clerical experience including record keeping, data entry, and public contact. <i>Experience working within a health care setting is highly desirable.</i>	<ul style="list-style-type: none"> <li>Carla has 12+ years of experience working in a health care setting.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2</span> Step Advance (Max. allowed)
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

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

Carla Myrieckes' experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$17.26/hour, while Step C is \$19.01/hour.

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

It is recommended that the Personnel Commission approve Advanced Step Placement for Carla Myrieckes at Range A-27, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, May 11, 2022

#### **AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Tischa Ridley

Hire Date: 04/18/2022

ASP Request Submitted: 04/26/2022

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Site Food Services Coordinator	<b>Employee:</b> Tischa Ridley	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> <li>Tischa Ridley meets education requirement.</li> </ul>	<b>0</b> level of education above the required level = <b>0 Step Advance</b>
<b><u>Experience:</u></b>  Two (2) years of experience ordering, preparing and serving large quantities of food, including the cleaning and maintenance of food service areas and equipment.	<ul style="list-style-type: none"> <li>Tischa Ridley has over fourteen (14) years of experience ordering, preparing and serving large quantities of food, including the cleaning and maintenance of food service areas and equipment.</li> </ul>	<b>6</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b> (max allowed)
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

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

Tischa Ridley's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$19.01/hour, while Step C is \$20.96/hour.

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

It is recommended that the Personnel Commission approve Advanced Step Placement for Tischa Ridley at Range A-31, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, May 11, 2022

#### **AGENDA ITEM NO: II.C.07**

SUBJECT: Advanced Step Placement – Eric Taylor

Hire Date: 2/1/2022

ASP Request Submitted: 3/7/2022

#### **BACKGROUND INFORMATION:**

<b>Classification Title:</b> Physical Activities Specialist	<b>Employee:</b> Eric Taylor	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b>  Graduation from high school or equivalent.	<ul style="list-style-type: none"> <li>Eric meets the minimum requirements.</li> </ul>	<b>0</b> level of education above the required level = <span style="border: 1px solid black; padding: 2px;">0 Step Advance</span>
<b><u>Experience:</u></b>  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>Eric has over ten years of experience working with school aged children.</li> </ul>	<b>4</b> (2-year periods) of experience above the required level = <span style="border: 1px solid black; padding: 2px;">2 Step Advance</span> (Max. allowed)
<b><u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</b>		

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

Eric Taylor's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step C is \$19.49/hour.

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

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

<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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## V. Action Items:

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



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, May 11, 2022**

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

SUBJECT: Public Hearing – Fiscal Year 2022-2023 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2022-2023 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

#### **BACKGROUND INFORMATION:**

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget no later than May 30<sup>th</sup> each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. A first reading of the budget took place at the previous regular public meeting held on April 20, 2022. Overall, the proposed budget is similar to the 2021-2022 budget with changes to address a district-wide increase for employee salaries and benefits.

#### **DIRECTOR'S RECOMMENDATIONS:**

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2022-2023, in accordance with Education Code Section §45253.

#### **OPEN THE PUBLIC HEARING**

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

#### **CLOSE THE PUBLIC HEARING**

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



February 28, 2022

TO: Personnel Commission  
Director of Classified Personnel  
Selected Los Angeles County School and Community College Districts

FROM: Janelle de Leon, Manager  
Business Advisory Services

SUBJECT: Annual Budget of Personnel Commission

This bulletin is directed to those local educational agencies (LEAs) that have adopted the Merit System as referenced in Education Code (EC) Section 45240 (for school districts), or 88060 (for community college districts).

Under EC Sections 45253 and 88073, each Personnel Commission must prepare an annual budget. The Personnel Commission must also hold a public hearing for that budget by May 30 of each year, or on a date agreed upon by the LEA Governing Board and their Personnel Commission. The Personnel Commission must consider the views of the LEA's Governing Board prior to the adoption of the Personnel Commission budget. Therefore, the date of a Personnel Commission's hearing should occur early in an LEA's budget process to allow time for a second hearing, in case the LEA's Governing Board does not concur with the proposed Personnel Commission budget. **If the public hearing is not held by May 30, then the Personnel Commission Fiscal Year (FY) 2022-23 total budget amount cannot exceed the total budget amount for FY 2021-22.**

The attached documents will assist the Personnel Commission in preparing and submitting their proposed FY 2022-23 budgets:

- **Attachment No. 1: *Procedures and Instructions*** - describes the adoption process of the Personnel Commission budget.
- **Attachment No. 2: *Intent to Concur With or Reject the Proposed Personnel Commission Budget*** – this document contains specified statements to be signed off by the district superintendent or community college president, and must be returned with the proposed Personnel Commission budget (utilizing Form No. 540-035) to the Los Angeles County Office of Education (LACOE). This document assists with the County Superintendent's review and analysis of the proposed Personnel Commission budget. **Please include the contact information of the person who should receive further communication from LACOE at the bottom of the document.**

The following form has been uploaded onto the LACOE website and can be accessed by clicking the link below.

- **Form No. 504-035:** *Annual Budget of Personnel Commission* – the form used by Personnel Commission to notify the LEA’s Governing Board and to request approval of their proposed Personnel Commission budget from the Los Angeles County Superintendent of Schools. The form is available at:

<https://www.lacoe.edu/BusinessServices/DocumentsForms.aspx>

Type “504-035” in the search box located in the Business Documents section to find the fillable form. The form includes formulas that calculate totals.

After the Personnel Commission’s public hearing, **please forward Form No. 504-035**, along with the document titled ***Intent to Concur With or Reject the Proposed Personnel Commission Budget*** (Attachment No. 2) to:

Los Angeles County Office of Education  
Business Advisory Services  
Attention: Janelle de Leon

If approval by the County Superintendent is not received, the Personnel Commission can determine the items of expenditure for the budget, as long as they do not exceed the FY 2021-22 total budget amount.

This bulletin and its attachments are posted on the LACOE website at:

<https://www.lacoe.edu/Bulletins.aspx>

Use the “Search” box in the Bulletins section to locate a specific bulletin by number or keyword.

Please contact me by email at [deleon\\_janelle@lacoe.edu](mailto:deleon_janelle@lacoe.edu).

Approved:  
Octavio Castelo, Director  
Business Advisory Services

JD:lm  
Attachments

**LOS ANGELES COUNTY OFFICE OF EDUCATION**  
Business Advisory Services

**PROCEDURES AND INSTRUCTIONS  
FOR  
ANNUAL BUDGET OF PERSONNEL COMMISSION**

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts identified in Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission (utilizing Form No. 504-035) 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 administrative representatives to attend and present their views. The Personnel Commission shall consider the views of the Governing Board before adoption of its proposed budget.
4. The Personnel Commission (utilizing Form No. 504-035) shall then forward its budget to the County Superintendent for action, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget*.
5. If the County Superintendent intends to reject the proposed Personnel Commission, or is requested in writing by the Governing Board to reject the budget, the County Superintendent shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the LEA. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one electronic copy of the adopted Personnel Commission budget will be returned to the Personnel Commission and to the district, and shall be adopted by the Governing Board in the regular budget of the district.
8. If approval by the County Superintendent is not received, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of FY 2021-22, where the Personnel Commission shall determine the items of expenditure.
9. If the budget is amended, with the concurrence of the Personnel Commission, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

**LOS ANGELES COUNTY OFFICE OF EDUCATION**  
Business Advisory Services

**INTENT TO CONCUR WITH OR REJECT  
THE PROPOSED PERSONNEL COMMISSION BUDGET**

\_\_\_\_\_ The Governing Board concurs with the proposed Fiscal Year 2022-23 Personnel Commission Budget.

\_\_\_\_\_ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent or president, on behalf of the Governing Board, will submit a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**

\_\_\_\_\_ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

_____ Signature of Superintendent/President	_____ Date
--	---------------

_____ Print Name	_____ Local Educational Agency Name
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**NOTE:** This document **must** be included with the submission of Form No. 504-035 – Annual Budget of Personnel Commission.

Please provide the contact information of the person who should receive further communication regarding the Personnel Commission's budget from the Los Angeles County Office of Education.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_



**Business Advisory Services**  
**Annual Budget of Personnel Commission**  
**Fiscal Year 2022-2023**

**Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)**

Santa Monica - Malibu Unified School District, Los Angeles County, California.  
Name of Local Educational Agency (LEA)

**Notice of Public Hearing by the Personnel Commission** - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at  
via Zoom

on May 11, 2022 at 4:30 o'clock P. M.  
(Place)

You are invited to attend and present your views.

\_\_\_\_\_  
Signature of Chairman or Director of Personnel Commission  
Joshua Kahn

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Director of Classified Personnel

\_\_\_\_\_  
Title

**Adopted Annual Budget of Personnel Commission** - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 11, 2022

\_\_\_\_\_  
Signature of Chairman or Director of Personnel Commission  
Joshua Kahn

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Director of Classified Personnel

\_\_\_\_\_  
Title

**Approval of Annual Budget of Personnel Commission - For LACOE Use Only**

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date \_\_\_\_\_



# Annual Financial and Budget Report

## Fiscal Year 2022-2023

Name of Local Educational Agency: Santa Monica - Malibu Unified School District

Expenditure by Object	2020-2021 Actual*	2021-2022 Actual or Estimated*	2022-2023 Budget*
<b>2000 Classified Salaries <sup>(1)</sup></b>			
Commission Members <sup>(2)</sup>	\$ 1,200.00	\$ 1,450.00	\$ 1,800.00
Director	123,032.00	96,734.00	135,776.00
Secretaries, Clerks	317,921.00	225,465.00	315,383.00
Other	0.00	0.00	250.00
<b>3000 Employee Benefits</b>	224,840.00	186,035.00	264,383.00
<b>Subtotal</b>	666,993.00	509,684.00	717,592.00
<b>4000 Supplies and Equipment Replacement</b>	12,940.00	0.00	9,000.00
<b>5000 Operating Expenses</b>	15,405.00	32,039.00	30,500.00
<b>6000 Equipment</b>	0.00	0.00	13,000.00
<b>Subtotal</b>	28,345.00	32,039.00	52,500.00
<b>Appropriation for Contingencies <sup>(3)</sup></b>	0.00	0.00	0.00
<b>Total Expenditures</b>	\$ 695,338.00	\$ 541,723.00	\$ 770,092.00

\* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, May 11, 2022**

#### **AGENDA ITEM NO: III.A.02**

SUBJECT: Adoption – Fiscal Year 2022-2023 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2022-2023
- Budget Authority and Process

#### **BACKGROUND INFORMATION:**

The proposed budget is anticipated to provide what is needed to continue the pursuit of a model personnel department based on both innovation and fairness.

#### **THE BUDGET APPROVAL PROCESS:**

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the “*Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2022-2023 Personnel Commission Budget.*” If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2021-2022, and the terms of expenditure shall be determined by the Personnel Commission.

#### **DIRECTOR’S RECOMMENDATIONS**

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for fiscal year 2022-2023.

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

# 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 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>

## 2022-2023 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2020-2021		2021-2022		2022-2023	Change from
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 4/12/22	Proposed (dollars only)	21-22 Proposed \$+/-
<b>2000</b>	<b>Classified Salaries</b>	<b>435,577</b>	<b>442,153</b>	<b>444,451</b>	<b>323,649</b>	<b>453,209</b>	<b>8,758</b>
2314	Director	123,032	123,032	129,149	96,734	135,776	6,627
2317	Supervisors (Analyst)	89,367	89,366	89,367	67,025	89,367	0
2319	Commission Members (3)	1,800	1,200	1,800	1,450	1,800	0
2410	HR Technicians/Admin. Assistant	221,378	228,555	223,635	167,541	226,016	2,381
2430	Clerical Hourly	0	0	500	0	250	(250)
2460	Clerical Sub	0	0	0	(9,101)	0	0
<b>3000</b>	<b>Employee Benefits</b>	<b>223,898</b>	<b>224,840</b>	<b>244,064</b>	<b>186,035</b>	<b>264,383</b>	<b>20,319</b>
3212	Public Employee Retirement System	89,792	89,792	101,411	75,901	114,658	13,247
3312	Social Security	26,895	26,854	27,445	19,997	27,988	543
3332	Medicare	6,316	6,280	6,445	4,677	6,572	127
3412	Health/Welfare	76,676	77,332	83,072	66,268	88,967	5,895
3512	Unemployment Insurance	218	218	2,223	1,623	2,267	44
3612	Workers Compensation	18,556	18,836	17,912	13,410	18,265	353
3712	Other Post-Employment Benefits	5,445	5,527	5,556	4,159	5,666	110
3912	Cash in Lieu	0	0	0	0	0	0
<b>4000</b>	<b>Supplies and Equipment</b>	<b>16,801</b>	<b>12,940</b>	<b>9,000</b>	<b>0</b>	<b>9,000</b>	<b>0</b>
4310	General Supplies and Materials	3,470	1,360	5,500	0	5,000	(500)
4400	Non-Capitalized Equipment	13,331	11,580	3,500	0	4,000	500
<b>5000</b>	<b>Operating Expenses</b>	<b>18,765</b>	<b>15,405</b>	<b>36,167</b>	<b>32,039</b>	<b>30,500</b>	<b>(5,667)</b>
5210	Mileage Reimbursement	0	0	200	0	100	(100)
5220	Conference/Travel Expense	0	0	500	0	1,500	1,000
5300	Dues and Memberships	1,500	0	1,500	1,200	1,500	0
5640	Repair by Vendor	0	0	0	0	0	0
5650	Maintenance Agreement	700	415	1,200	475	1,200	0
5710	Direct Cost Transfer-Intrafund	115	465	250	170	200	(50)
5802	Independent Contractors/Consultant	0	0	0	0	0	0
5810	Advertising	300	0	1,000	0	1,000	0
5820	Legal Costs	0	0	12,071	12,070	0	(12,071)
5890	Other Operating Expenses	16,150	14,525	19,446	18,123	25,000	5,554
5910	Postage for Mail	0	0	0	0	0	0
<b>6000</b>	<b>Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,000</b>	<b>13,000</b>
<b>2000-3000 Subtotal</b>		<b>659,475</b>	<b>666,992</b>	<b>688,515</b>	<b>509,684</b>	<b>717,592</b>	<b>29,077</b>
<b>4000-6000 Subtotal</b>		<b>35,566</b>	<b>28,345</b>	<b>45,167</b>	<b>32,039</b>	<b>52,500</b>	<b>7,333</b>
<b>TOTAL</b>		<b>695,041</b>	<b>695,337</b>	<b>733,682</b>	<b>541,723</b>	<b>770,092</b>	<b>36,410</b>
Approx. % Change In Budget From Prior Year		5.79%		5.27%		4.96%	



## **PERSONNEL COMMISSION**

### **Regular Meeting: Wednesday, May 11, 2022**

#### **AGENDA ITEM NO: III.A.03**

Classification Specification Revision: Laboratory Technician

#### **BACKGROUND INFORMATION:**

A vacancy currently exists within the Laboratory 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
- Discussed proposed revisions with Patrick Miller, Principal of Malibu High School

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

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

- Used contemporary formatting
- Clarified Minimum Qualifications
- Added Equivalency Provision to Minimum Qualifications
- Added Supervision
- Clarified Knowledge
- Replaced Abilities with Competencies

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

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Laboratory 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							

# **Santa Monica-Malibu Unified School District**

## **Class Specification**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**CLASSIFICATION DESCRIPTION**  
**BARGAINING UNIT: SEIU LOCAL 99**  
**CLASS CODE: 541439**

## **LABORATORY TECHNICIAN**

<b><u>Department/Division:</u></b>	Assigned Department
<b><u>Reports To:</u></b>	Assigned Department Chair
<b><u>Provides Technical Direction To:</u></b>	N/A
<b><u>Date Prepared:</u></b>	August 26, 1999
<b><u>File Name:</u></b>	LabTech.doc

## **Job Content**

### **Job Summary: BASIC FUNCTION**

Under general supervision, prepares chemicals and solutions and sets-up laboratory equipment and apparatus in preparation for student experiments; maintains laboratory supplies and equipment; provides technical guidance to students during experiments; and performs other related work as necessary.

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

**A high school diploma or recognized equivalent**

#### **EXPERIENCE:**

**Six (6) months of experience assisting in a laboratory setting, including preparing solutions and maintaining inventory.**

#### **EQUIVALENCY PROVISION:**

**College level laboratory coursework in biology, chemistry, or a related field may substitute for experience working in a laboratory setting.**

### **Examples of Essential Functions: REPRESENTATIVE DUTIES**

1. Reviews experiments and work assignments with instructional staff.
2. Identifies laboratory materials to be used and follows safety codes and procedures.
3. Maintains orderly preparation room and laboratory stations.
4. Prepares various chemicals and acid solutions.
5. Sets up apparatus for student experiments.
6. Provides general technical guidance to students by answering questions regarding lab procedures and equipment use.
7. Maintains experiment apparatus availability and supply inventory records.
8. Completes inventory cards and partial apparatus records and routes related documents.
9. Performs **other** related duties as assigned or as the situation requires.

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

### **SUPERVISION**

**General supervision is received from certificated staff. No supervision of other staff is exercised.**

### **Job-Related Qualifications Guidelines**

#### **Education/Training/Experience:**

**Required:** Educational attainment equivalent to high school graduation supplemented by physical science or related classes. One or more years of laboratory or student teaching experience in similar disciplines.

**Desirable:**

### **JOB REQUIREMENTS**

#### **Knowledge: KNOWLEDGE:**

- General laboratory procedures and practices.



- Principles of chemistry and physics. Principles and terminology of physical and life sciences
- Principles, practices, and techniques of using laboratory equipment
- Laboratory safety and maintenance practices. Principles and practices of laboratory safety regulations
- Principles and practices of chemical safety regulations
- Principles and practices of inventory management
- Record keeping techniques. Principles and practices of recordkeeping and maintaining documentation
- Basic math.

### **Skills/Abilities:**

- Set up and operate testing equipment and laboratory apparatus.
- Check laboratory equipment to ensure that it is operating properly.
- Read and understand safety codes.
- Operate calculator or computer to perform mathematical computations.
- Maintain laboratory supplies in a safe and orderly manner.
- Set up laboratory materials in a logical arrangement given specific experiments.
- Understand and follow specifications and instructions.
- Communicate effectively with department chair, faculty and students.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Work cooperatively with others.

### **CORE COMPETENCIES:**

- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Customer Focus – Attending to the needs and expectation of customers
- Informing – Proactively obtaining and sharing information
- Professional & Technical Expertise – Applying technical subject matter to the job
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

### **WORKING CONDITIONS**

#### **Physical Elements:**

#### **ENVIRONMENT:**

This position performs work that involves sitting, standing and moving between student work stations. The employee works in a laboratory environment with moderate noise levels, controlled temperature conditions, and direct exposure to laboratory chemicals, acids, grease, and oils. The position occasionally works outdoors and is occasionally exposed to processed heat in excess of 100 degrees Fahrenheit. The employee is provided with safety glasses and an apron for protection. The employee interfaces with the Department Chair, instructors and students in receiving work assignments and setting up and assisting with experiments.

**PHYSICAL DEMANDS:**

Finger and manual dexterity is needed to manipulate laboratory supplies and equipment. The position frequently carries, pushes, or pulls materials weighing 20 pounds or less and occasionally lifts items weighing up to 50 pounds. The position occasionally climbs stairs and ladders. The position stoops and kneels when setting up experiments and organizing the laboratory preparation room.

**Special Requirements:**

None.

~~Date Adopted by the Commission:~~

**CLASSIFICATION ESTABLISHED:**

***August 26, 1999***

**REVISED:**

***PROPOSED: May 11, 2022***



**CLASSIFICATION DESCRIPTION**  
BARGAINING UNIT: SEIU LOCAL 99  
CLASS CODE: 541439

## **LABORATORY TECHNICIAN**

### **BASIC FUNCTION**

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Under general supervision, prepares chemicals and solutions and sets-up laboratory equipment and apparatus in preparation for student experiments; maintains laboratory supplies and equipment; provides technical guidance to students during experiments; and performs other related work as necessary.

### **MINIMUM QUALIFICATIONS**

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**EDUCATION:**

A high school diploma or recognized equivalent

**EXPERIENCE:**

Six (6) months of experience assisting in a laboratory setting, including preparing solutions and maintaining inventory.

**EQUIVALENCY PROVISION:**

College level laboratory coursework in biology, chemistry, or a related field may substitute for experience working in a laboratory setting.

### **REPRESENTATIVE DUTIES**

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- Reviews experiments and work assignments with instructional staff
- Identifies laboratory materials to be used and follows safety codes and procedures
- Maintains orderly preparation room and laboratory stations
- Prepares various chemicals and acid solutions
- Sets up apparatus for student experiments
- Provides general technical guidance to students by answering questions regarding lab procedures and equipment use
- Maintains experiment apparatus availability and supply inventory records
- Completes inventory cards and partial apparatus records and routes related documents
- 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 certificated staff. No supervision is exercised.

## **JOB REQUIREMENTS**

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### **KNOWLEDGE:**

- Principles and terminology of physical and life sciences
- Principles, practices, and techniques of using laboratory equipment
- Principles and practices of laboratory safety regulations
- Principles and practices of chemical safety regulations
- Principles and practices of inventory management
- Principles and practices of recordkeeping and maintaining documentation

### **CORE COMPETENCIES:**

- Adaptability – Responding positively to change and modifying behavior as the situation requires
- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Customer Focus – Attending to the needs and expectation of customers
- Informing – Proactively obtaining and sharing information
- Professional & Technical Expertise – Applying technical subject matter to the job
- Safety Focus – Showing vigilance and care in identifying and addressing health risks and safety hazards
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

## **WORKING CONDITIONS**

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### **ENVIRONMENT:**

This position performs work that involves sitting, standing and moving between student work stations. The employee works in a laboratory environment with moderate noise levels, controlled temperature conditions, and direct exposure to laboratory chemicals, acids, grease, and oils. The position occasionally works outdoors and is occasionally exposed to processed heat in excess of 100 degrees Fahrenheit. The employee is provided with safety glasses and an apron for protection. The employee interfaces with the Department Chair, instructors and students in receiving work assignments and setting up and assisting with experiments.

### **PHYSICAL DEMANDS:**

Finger and manual dexterity is needed to manipulate laboratory supplies and equipment. The position frequently carries, pushes, or pulls materials weighing 20 pounds or less and occasionally lifts items weighing up to 50 pounds. The position occasionally climbs stairs and ladders. The position stoops and kneels when setting up experiments and organizing the laboratory preparation room.

**CLASSIFICATION ESTABLISHED:**  
***August 26, 1999***

**REVISED:**  
***PROPOSED: May 11, 2022***

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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**

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**VI. Information Items:**



## Open Requisitions (5/5/2022)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
22-104	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
22-232	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75
22-248	CAFETERIA WORKER II	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-234	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	6.25
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75

22-032	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5
22-242	HEALTH OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
22-137	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-145	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
22-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New	37.5
22-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5

22-220	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
22-244	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
22-245	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL	Vac	62.5
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
22-240	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
22-089	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	87.5
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-134	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75
22-139	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
22-146	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-166	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-178	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
22-181	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-182	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-194	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-206	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	79.13
22-210	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75

22-221	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-229	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-143	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-184	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-188	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	New	75
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-222	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
22-230	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-241	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-246	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-247	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
22-226	SYSTEMS ANALYST	EDUCATIONAL SERVICES	New	100
22-239	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	100
22-193	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100

**Filled Requisitions (5/5/2022)**

Req Number	Req Title	Department	Date of Accepted Job Offer
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	4/29/2022
22-233	CAFETERIA WORKER II	MALIBU ELEMENTARY SCHOOL	4/26/2022
22-227	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	4/25/2022
22-202	CUSTODIAN	OLYMPIC HIGH SCHOOL	4/29/2022
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	4/1/2022
22-236	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	4/1/2022
22-148	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	5/4/2022
22-180	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	5/2/2022

**Classified Personnel – Merit**  
**4/21/22**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Brackett, Kimberly Operations-Grant ES	Custodian 8 Hrs/12 Mo/Range: 26 Step: D	3/14/22
Cisneros, Amber Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	3/7/22
Gilkes, Kirsten Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	3/21/22
Riordan, Jacqueline Special Ed-Malibu ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	3/14/22

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Hayes, Michael Adams MS	Campus Monitor 3 Hrs/SY/Range: 13 Step: F	1/5/22-6/9/22
Sanders, Justin Operations-Franklin ES	Custodian 8 Hrs/12 Mo/Range: 26 Step: D	3/10/22-7/15/22

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Morales, Stephany Special Education	Administrative Assistant 8 Hrs/12 Mo/Range: 33 Step: E From: Paraeducator-3: 7.75 Hrs/SY	3/14/22

**PROVISIONAL ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Randolph, Jayon Educational Services	Physical Activities Specialist 6 Hrs/Day	3/7/22-6/9/22

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Campos, Mercedes Special Ed-Lincoln Preschool	Paraeducator-1 [additional hours; classroom support]	3/3/22
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; bus supervision]	1/3/22-6/9/22
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; RBT training]	3/3/22-6/9/22
Griffis, Crystal Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; Life Skills program support]	12/1/21-6/9/22
Lozano, Jasmine Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; RBT training]	3/3/22-6/9/22
Uliantzeff, Elena Special Education	Bilingual Community Liaison [overtime; simultaneous interpretation]	1/25/22
Vargas-Cruz, Patricia Educational Services	Administrative Assistant [overtime; Aeries staff training]	7/1/21-6/30/22
Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 [additional hours; drama program student support]	2/14/22-2/27/22

Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 [overtime; drama program student support]	2/14/22-2/27/22
Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 [additional hours; bus supervision]	2/28/22-6/9/22
Whitesell, Lori Facility Use	Audience Services Coordinator [additional hours; events support]	10/27/21-6/30/22
Zalazar, Vanina Santa Monica HS	Lead Translator/Interpreter [overtime; simultaneous interpretation]	8/23/21-6/30/22
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Moore, Jamal Operations	Custodian	3/7/22-6/9/22
<b><u>PROFESSIONAL GROWTH</u></b>		<b><u>EFFECTIVE DATE</u></b>
Smith, Matthew Facility Improvement Projects	Facilities Technician	4/1/22
Striff, Jill Special Education	Occupational Therapist	4/1/22
<b><u>CHANGE IN ASSIGNMENT</u></b>		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	10/13/21
Griffis, Crystal Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: 6.33 Hrs/SY/Special Ed-Santa Monica HS	8/19/21
<b><u>VOLUNTARY TRANSFER</u></b>		<b><u>EFFECTIVE DATE</u></b>
Palmer, Justin Operations-Grant ES-DS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Grant ES-NS	2/7/22
<b><u>LEAVE OF ABSENCE (PAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Burton, Jerome Operations-Roosevelt ES	Custodian Medical/FMLA/CFRA	2/23/22-3/13/22
Ihim, Nnaemeka Operations-Lincoln MS	Custodian CFRA	3/7/22-5/27/22
McKeever, Marissa Special Ed-Adams MS	Paraeducator-1 FMLA	2/22/22-3/9/22
Rivas, Jose Maintenance	Plumber Personal	2/22/22-4/15/22
Sebastiani Pozu, Juan Grounds	Gardener Medical/FMLA/CFRA	1/24/22-2/28/22
Smith, Brian Transportation	Bus Driver FMLA (Intermittent)	10/11/21-6/9/22

Villalobos, Elizabeth Maintenance	Construction Supervisor Personal	1/24/22-2/25/22
<b><u>LEAVE OF ABSENCE (UNPAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bernadou, Michelle Malibu Pathway	Administrative Assistant FMLA	1/17/22-4/18/22
Clark, Marena Special Ed-Franklin ES	Paraeducator-1 FMLA	2/28/22-4/2/22
Esquivel, Sandra Roosevelt ES	Campus Monitor Personal	1/3/22-5/23/22
<b><u>WORKING OUT OF CLASS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bakhyt, Peter Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker/Transporter	1/24/22
De La Rosa, Johanna Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22
Diaz, Erika Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22
Dixon, Guadalupe Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22
Gardea, Guadalupe Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22
Holsome, Dorothy FNS-Rogers ES & Webster ES	Cafeteria Worker II From: Cafeteria Worker I	1/18/22-2/1/22
Holsome, Dorothy FNS-Webster ES	Cafeteria Worker II From: Cafeteria Worker I	2/15/22
Johnson, Mayra Santa Monica HS	Translator/Interpreter From: Children's Center Assistant-2	7/1/21-6/30/22
Plascencia, Henry Maintenance	Carpenter From: Skilled Maintenance Worker	2/23/22-3/18/22
Rams, Florencia Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22
Rodriguez, Maria Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22
Suaste, Eduardo Maintenance	Skilled Maintenance Worker From: Lead Custodian	2/11/22-6/10/22
Tirado, Fortino Maintenance	Skilled Maintenance Worker From: Equipment Operator/Tree Trimmer	2/11/22-6/10/22
Uliantzeff, Elena Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22
Vila, Florinda Santa Monica HS	Translator/Interpreter From: Bilingual Community Liaison	7/1/21-6/30/22



**SUSPENSION WITHOUT PAY**

QX6515732

Campus Security Officer

**EFFECTIVE DATE**

3/22/22; 3/30/22; 4/19/22

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

(39-MONTH MEDICAL REEMPLOYMENT LIST)

WF2162693

Senior Office Specialist

**EFFECTIVE DATE**

3/22/22

**DISQUALIFICATION FROM PROBATION**

GF6304151

Technical Theater Tech

**EFFECTIVE DATE**

4/15/22

**RESIGNATION**

Ausmus, Juley

Malibu ES

Campus Monitor

**EFFECTIVE DATE**

1/31/22

**Classified Personnel – Merit  
5/5/22**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Cisneros, Amber Special Ed/Grant ES	Paraeducator 1 6 Hrs/SY/Range: 22 Step: A	3/7/22
Luis, Melissa Santa Monica HS	Administrative Assistant 8 Hrs/12-Mo/Range: 33 Step: A	4/18/22
Rodriguez, Isaac Malibu Elementary	Custodian 5 Hrs/12-Mo/Range: 26 Step: A	4/4/22
Urbina, Erin Roosevelt Elementary	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	4/18/22

**LIMITED TERM**

		<b><u>EFFECTIVE DATE</u></b>
Khodadadi, Shirin Student Services-Lincoln MS	Health Office Specialist 2 Hrs/SY/Range: 27 Step: E	8/19/21-6/30/22

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Bravo, Richard Edison ES	Custodian [overtime; as needed]	1/29/22-6/9/22
Cisneros, Amber Special Ed/Grant ES	Paraeducator 1 [additional hours; Learning Recovery]	3/14/22-6/9/22
Hamilton, Jerrell Malibu HS	Paraeducator 1 [additional hours; supporting students at dance]	3/25/22
Heatherly, Bryant Facility Use	Technical Theater Technician [overtime; Facility Use events support]	10/1/21-6/30/22
Machado, Marissa Facility Use	Sports Facility Attendant [additional hours; Facility Use events support]	7/1/21-6/30/22
Vargas, Christopher Malibu MS/HS	Campus Security Officer [overtime; school events support]	2/14/22-6/30/22
Young, Abigail Special Ed/Grant ES	Paraeducator 3 [additional hours; Learning Recovery]	2/1/22-6/9/22

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
Lam, Roland Human Resources	Senior Office Specialist	3/25/22-6/30/22
McClung, Vitty Human Resources	Senior Office Specialist	1/18/22-6/30/22
McGrath, Kathleen Human Resources	Senior Office Specialist	3/28/22-6/30/22

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Cornejo, Natalie Santa Monica HS	Campus Security Officer	5/1/22

Martin, Lorena Adult Education	Administrative Asst.	4/1/22
Rodriguez, Maria Operations	Custodian	5/1/22
Sloboda, Jaclyn Special Ed	Physical Therapist	5/1/22

**INVOLUNTARY TRANSFER**

Palmore, Renata Food Services	Cafeteria Worker I 3.5 Hrs/SY/Lincoln MS From: 3.5 Hrs/SY/John Adams MS
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**EFFECTIVE DATE**

3/17/22

**LEAVE OF ABSENCE (PAID)**

Bakhyt, Peter Food Svcs	Cafeteria Worker/Transporter Medical/FMLA/CFRA
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**EFFECTIVE DATE**

3/14/22-4/7/22

Burgess, Alan Santa Monica HS	Paraeducator 1 Medical	3/9/22-4/8/22
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Colula Moncada, Anilu Santa Monica HS	Paraeducator 3 Medical Maternity	3/21/22-5/2/22
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Ellis, Ashley Lincoln MS	Paraeducator 3 Medical/FMLA/CFRA	3/18/22-3/25/22
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De Los Santos Arrazola, Jasmine John Adams MS	Paraeducator 2 Medical/FMLA/CFRA	3/14/22-3/29/22
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Gomez, Aida Rogers ES	Instructional Assistant – Classroom Medical/FMLA/CFRA	3/3/22-4/3/22
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Gonzalez, Diane Edison ES	Health Office Specialist Medical/FMLA/CFRA	3/17/22-4/4/22
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Gonzalez, Jessica CDS-Rogers ES	Children's Center Assistant-2 Medical/FMLA/CFRA	1/3/22-6/9/22
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Gonzalez, Maya Malibu HS	Paraeducator 3 Medical/FMLA/CFRA	3/27/22-4/4/22
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Jala, Ariel Operations-Malibu HS	Custodian Medical/FMLA/CFRA	3/16/22-3/23/22
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Jimenez, Paul Operations/Grounds	Gardener Medical/FMLA/CFRA	2/22/22-3/22/22
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Manjarrez, Lisette Special Ed-Santa Monica HS	Paraeducator-2 Medical/FMLA/CFRA	3/4/22-4/22/22
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McKeever, Marissa John Adams MS	Paraeducator 1 Intermittent FMLA	3/15/22-8/31/22
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Yeh, Wendy Special Ed-Grant ES	Paraeducator-1 FMLA	11/9/21-11/9/22
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Younan, Julie Personnel Commission	Human Resources Tech Medical/FMLA	2/22/22-3/15/22
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**LEAVE OF ABSENCE (UNPAID)**

		<b><u>EFFECTIVE DATE</u></b>
Cortez, Maria FNS-Edison LA	Cafeteria Worker I Personal	2/22/22-4/15/22
Korduner, Justin Santa Monica HS	Paraeducator 1 Personal	3/13/22-4/1/22
Morales, Arturo Malibu HS	Campus Security Officer Military	2/1/22-12/31/22

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Jackson, Michael Grounds	Equipment Operator/Tree Trimmer From: Gardener	2/14/22-3/28/22
Watkins, Ernest	Lead Custodian From: Custodian	11/19/21-4/5/22

**DISQUALIFICATION FROM PROBATION**

		<b><u>EFFECTIVE DATE</u></b>
KK0263397	Paraeducator 3	4/29/22

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

		<b><u>EFFECTIVE DATE</u></b>
GR6859815	Paraeducator 1	4/21/22
FZ2316432	LVN	4/26/22
FE9559720	Paraeducator 3	4/22/22
RQ3280336	Physical Activities Specialist	4/30/22

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Chamorro, Christian Facility Use	Technical Theater Tech	4/10/22
Cline, Wendy FNS-Malibu HS	Cafeteria Worker II	3/27/22
De Los Santos, Gabriela Muir ES	Instructional Assistant - Classroom	3/11/22
Drewry, Ristin Malibu MS/HS	Laboratory Technician	3/25/22
Nairouz, Dina FNS-Adams MS	Cafeteria Worker I	3/9/22
Ramirez, David Edison ES	Instructional Assistant – Bilingual	3/31/22
Vazquez, Jacqueline Santa Monica HS	Instructional Assistant – Classroom	3/31/22

**Classified Personnel – Non-Merit**  
**4/21/22**

**AVID TUTOR**

Bueno, Maggie	Santa Monica HS	1/4/22-5/31/22
Ruvolo, Morgan	Santa Monica HS	1/4/22-6/9/22

**COACHING ASSISTANT**

Escalera, Daniel	Santa Monica HS	11/8/21-6/30/22
Gonzalez, Fabiola	Santa Monica HS	8/19/21-6/30/22
Keller, Jeffrey	Santa Monica HS	7/1/21-6/30/22
Norton, Sabrina	Santa Monica HS	2/1/22-6/30/22
Smith, Stanton	Santa Monica HS	1/10/22-6/30/22
Taylor, Amariah	Malibu MS/HS	2/1/22-6/30/22

**TECHNICAL SPECIALIST – LEVEL II**

Davis, Cole	Educational Services [Brass Instructor] - Funding: SMEF – Dream Winds	2/18/22-6/30/22
Elroi, Ilana	Facility Use [Permit & Production Support] - Funding: Permits	3/1/22-6/30/22
Leon Mazorra, Maria	Educational Services [Voice Instructor] - Funding: Gifts	2/16/22-3/19/22
Parise, Christopher	Educational Services [Music Instructor] - Funding: Gifts	2/1/22-3/19/22

**TECHNICAL SPECIALIST – LEVEL III**

Middleton, Carolyn	Santa Monica HS [Writing Center Instructor] - Funding: VSS: Stretch Grant	8/30/21-6/9/22
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**Classified Personnel – Non-Merit**  
**5/5/22**

**COACHING ASSISTANT**

Hamilton, Jerrel	Malibu HS	10/4/21-6/30/22
Kennedy, Robert	Santa Monica HS	3/25/22-6/30/22

**STUDENT WORKER - WORKABILITY**

Angus, Oliver	Special Education	2/4/22-6/30/24
Dale, Hannah	Special Education	2/4/22-6/30/23
Morales, Kenneth	Special Education	2/4/22-12/31/22
Paredes, Miguel	Special Education	2/4/22-6/30/25
Roth, Jonathan	Special Education	2/4/22-12/31/23
Zunino, Elliot	Special Education	2/4/22-6/30/24

**TECHNICAL SPECIALIST – LEVEL II**

Gonzalez-Davila, Deilyn	Special Education [School Psychologist Intern] - Funding: Special Education	3/1/22-4/1/22
Harper, William	Facility Use [Support Permits and Production] - Funding: Permits	2/28/22-6/30/22
Marin, Angelica	Special Education [School Psychologist Intern] - Funding: Special Education	3/1/22-4/1/22
Nguyen, Jacob	Facility Use [Permit & Production Support] - Funding: Permits	3/24/22-6/30/22
Reis, Stephen	Educational Services [Dream Strings - Stairway Rehearsals] - Funding: Gifts	2/1/22-3/19/22

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

<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Notes</b>
<b>2021</b>			
July 14, 2021	4:30 p.m.	Zoom	
August 11, 2021	4:30 p.m.	Zoom	
September 8, 2021	4:30 p.m.	Zoom	
October 13, 2021	4:30 p.m.	Zoom	
November 10, 2021	4:30 p.m.	Zoom	
December 8, 2021	4:30 p.m.	Zoom	
<b>2022</b>			
January 12, 2022	4:30 p.m.	Zoom	
February 9, 2022	4:30 p.m.	Zoom	
March 9, 2022	4:30 p.m.	Zoom	
April 20, 2022	4:30 p.m.	Zoom	Budget – First Reading <b>Moved to 4/20/22 due to Spring Break</b>
May 11, 2022	4:30 p.m.	Zoom	Budget – Public Hearing and Adoption
June 8, 2022	4:30 p.m.	Zoom	



# School Board Meeting Dates

**Meetings take place on Thursdays in the District Board Room: 1651 16th Street, Santa Monica, CA 90404 or**

**Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA 90265**

**Closed Session begins at 4:30 p.m.**

**Public Meetings begin at 5:30 p.m.**

**(Meeting dates and locations are subject to change.)**

## School Board Meetings: 2021-2022

Thurs., July 15, 2021	District Office	Hybrid
Thurs., August 12, 2021	District Office	A
Tues., August 26, 2021	District Office	Special Meeting
Thurs., September 2, 2021	District Office	A
Wed., September 22, 2021	District Office	B
Thurs., October 7, 2021	Malibu	A
Thurs., October 21, 2021	District Office	B
Thurs., November 4, 2021	Malibu	A
Thurs., November 18, 2021	District Office	B
Thurs., December 9, 2021	District Office	Special Meeting
Thurs., December 16, 2021	District Office	Hybrid
Thurs., January 13, 2022	District Office	Hybrid
Tues., January 18, 2022	District Office	Special Meeting
Thurs., February 3, 2022	Malibu	A
Thurs., February 17, 2022	District Office	B
Thurs., March 3, 2022	District Office	A
Thurs., March 17, 2022	Malibu	B
Tues., March 22, 2022	District Office	Special Meeting
Thurs., April 21, 2022	District Office	Hybrid
Thurs., May 5, 2022	Malibu	A
Thurs., May 19, 2022	District Office	B
Thurs., June 2, 2022	District Office	A
Thurs., June 23, 2022	District Office	Special Meeting
Thurs., June 30, 2022	District Office	B



## **Meeting Format Structures:**

### **Meeting "A"**

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

### **Meeting "B"**

11. Closed Session
12. Consent Calendar
13. Study Session
14. Discussion Items
15. Major Items (as needed)
16. General Public Comments

### **Hybrid of "A" and "B"**

17. Closed Session
18. Commendations/Recognitions
19. Study Session
20. Communications
21. Executive Staff Reports
22. Consent Calendar
23. General Public Comments (max. 30 minutes)
24. Discussion Items
25. Major Items
26. Continuation of General Public Comments (if needed)

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## VII. Personnel Commission Business:

### B.01 Future Items:

Subject	Action Steps	Tentative Date

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

Wednesday, June 8, 2022, at 4:30 pm, *via Zoom*

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

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## **X. Closed Session:**

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

PUBLIC EMPLOYEE DISCIPLINARY HEARING  
CONFERENCE

Employee #: QF9617612

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:**