



PERSONNEL COMMISSION MEETING AGENDA

June 13, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Thursday, June 13, 2024**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on June 13, 2024

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

- G.06 Approval of Minutes for Regular Meeting on May 15, 2024

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)

June 13, 2024

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 **Thursday, June 13, 2024**, at **4:30 p.m.**, in the **District Administrative Offices:**

1717 4th Street, Santa Monica, CA.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on June 13, 2024
- G.06 Approval of Minutes for Regular Meeting on May 15, 2024

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>
Administrative Assistant	4
Assistant Director, Fiscal Services	3
Campus Monitor	2
Library Assistant	13
Locksmith	1
Paraeducator 1	2
Paraeducator 3	1

C.02 Advanced Step Placement: Rogelio Ruiz in the classification of Accounting Technician at Range A-33, Step F

- C.03 Advanced Step Placement:
Miriam Santillan in the classification of Instructional Assistant - Classroom at Range A-20, 3 Advanced Steps Placement
- C.04 Advanced Step Placement:
Nelly Villa in the classification of Board Certified Behavior Analyst at Range A-58, Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Certification from Another Class List: Accountant for Accounting Technician

A.02 Classification Revision:
Accounting Technician within the Office, Technical and Business Support Job Unit

A.03 Personnel Commission's Twelve-Month Calendar of Events:
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2024-2025

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

- I.01 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)
- May 16, 2024
 - June 6, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- May 16, 2024
 - June 6, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2023 - 2024

- I.06 Board of Education Meeting Schedule
 - 2023 – 2024
- I.07 Classified Employees Appreciation Celebration Winners

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 10, 2024, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No 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)

May 15, 2024

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, May 15, 2024**, at **4:36 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4th Street, Santa Monica, CA 90401.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:36 p.m.

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

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

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: May 15, 2024

It was moved and seconded to approve the agenda with the following amendment. Agenda Item II.H.01 “Public Employee Disciplinary Hearing Conference” was postponed to a future date. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: April 17, 2024

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

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

G.07 Public Comments:

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

- None

II. HEARING:

H.01 Public Employee Disciplinary Hearing Conference
Employee #: ZM6677125

- Postponed to a future date

III. **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>
Accountant	5
Accounting Assistant II	5
Cafeteria Worker I	7
Campus Monitor	5
Campus Security Officer	2
Instructional Assistant - Music	2

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

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

REPORT AND DISCUSSION

- None

IV. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Public Hearing: Fiscal Year 2024-2025 Proposed Personnel Commission Budget
It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2024-2025* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- No public comments
- Mr. Gerardo Cruz, Director, Fiscal Services, indicated that there were slight changes in the statutory benefits due to changes of the state's assumptions on what percentage to use for the CalPERS' portion.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2024-2025* as submitted. The motion passed.

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

A.02 Adoption: Fiscal Year 2024-2025 Proposed Personnel Commission Budget
It was moved and seconded to adopt the Fiscal Year 2024-2025 Proposed Personnel Commission Budget as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **None**

V. COMMISSIONER TRAINING/BRIEFING:

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

- **None**

VI. 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**

VII. 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 18, 2024
 - May 2, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - May 2, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2023 - 2024

- I.06 Board of Education Meeting Schedule
- 2023 – 2024

VIII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

IX. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 12, 2024, at 4:30 p.m. – *District Office Board Room*

X. 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**

XI. CLOSED SESSION:

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

PUBLIC EMPLOYEE DISCIPLINARY HEARING DELIBERATION
Employee #: ZM6677125

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

- **No Closed Session due to the disciplinary hearing being postponed to a future date**

XII. 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: 4:43 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, June 13, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Rogelio Ruiz

Hire Date: 05/20/2024

ASP Request Submitted: 05/30/2024

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Rogelio Ruiz	Calculation of Advanced Step Recommendation
<u>Education:</u> Educational attainment equivalent to a high school diploma or its recognized equivalent.	<ul style="list-style-type: none">Rogelio Ruiz meets the education requirement.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Three (3) years of clerical accounting experience. (One year of experience MUST be in a paid capacity)	<ul style="list-style-type: none">Rogelio Ruiz has over five (5) years of clerical accounting experience in a paid capacity above the min requirements.	1 (3-year periods) of experience above the required level = 1 Step Advance (Max Allowed)
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants.	<ul style="list-style-type: none">Most recent recruitment has less than 3 ranks of eligible candidates	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max Allowed)
<u>Prior Salary:</u> The candidate provided a recent paystub demonstrating that their hourly or monthly rate exceeded step A of the classification's salary range.	<ul style="list-style-type: none">Rogelio Ruiz's prior salary as a Branch Operations Specialist for Pacific Western Bank was \$26.52/hour	The closest step that exceeds the prior by at least 5% is step F = 3 Step Advance
Total Advanced Steps: 0 (Education) + 1 (Experience) +1 (Difficulty) + 3 (Prior Salary) = 5 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Rogelio Ruiz's prior salary exceeds the starting salary and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-33 at Step A is \$21.99/hour, while Step F is \$28.08/hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Rogelio Ruiz at Range A-33, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, June 13, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Miriam Santillan

Hire Date: 4/8/2024

ASP Request Submitted: 5/28/2024

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Miriam Santillan	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent AND <ul style="list-style-type: none">• Completed 48 units at an institution of higher learning; OR• Obtained an Associate's (or higher) degree; OR• Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness.	<ul style="list-style-type: none">• Miriam Santillan has a Bachelor of Arts degree.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> <ul style="list-style-type: none">• Experience that has provided first-hand knowledge of the needs of school aged children and young people is a preferred qualification.	<ul style="list-style-type: none">• Miriam Santillan has over twelve years of experience working with school aged children.	6 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 1(Education) + 2 (Experience) = 3 Advanced Steps		

DIRECTOR'S COMMENTS:

Miriam Santillan's education and professional experience exceeds the minimum requirements specified for this classification.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve 3 Advanced Steps Placement for Miriam Santillan Range A-20 on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Thursday, June 13, 2024

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Nelly Villa

Hire Date: 5/06/2024

ASP Request Submitted: 5/28/2024

BACKGROUND INFORMATION:

Classification Title: Board Certified Behavior Analyst	Employee: Nelly Villa	Calculation of Advanced Step Recommendation
<u>Education:</u> Master's degree with graduate level coursework in behavior analysis from an institution of higher learning recognized by the council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.	<ul style="list-style-type: none">Nelly Villa meets the minimum qualifications with a Master's degree in Applied Behavior Analysis	0 level of education above the required level = 0 Step Advance
<u>EXPERIENCE:</u> Two years of experience providing behavior analytic services to Special Education students in a public K-12 education environment, including developing, implementing, modifying, and monitoring behavior intervention plans.	<ul style="list-style-type: none">Nelly Villa has the equivalent of over eight (8) years of full-time experience providing behavior analytic services to Special Education students in a public K-12 education environment	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Nelly Villa's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-58 at Step A is \$7,025/month, while Step C is \$7,745/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Nelly Villa at Range A-58, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
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.

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Thursday, June 13, 2024

AGENDA ITEM NO: III.A.01

Certification from Another Class List: Accountant for Accounting Technician

BACKGROUND INFORMATION:

Per Merit Rule 6.2.8, if there is no eligibility list for the class in which the vacancy occurs, certification may be made from an eligibility list of another class at the same or a higher salary level if the duties and qualifications of the class are substantially similar. In order to reduce recruitment times in the event of future vacancies, the district requested the ability to use Accountant eligibility lists to fill Accounting Technician vacancies.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed Accountant and Accounting Technician class specs for similarities and differences
- Met with Gerardo Cruz, Director, Fiscal & Business Services, to discuss appropriateness of using Accountant candidates to fill Accounting Technician vacancies

ANALYSIS & FINDINGS:

Accountant and Accounting Technician are within the same Office, Technical and Business Service job unit. Both Accountant and Accounting Technician positions are found in departments within Business and Fiscal Services. One additional Accounting Technician position is found in Child Development Services. Relevant information about each class are found below:

Classification	Salary	MQ Education	MQ Experience	Basic Function
Accountant	A-45 (\$5,112 - \$6,526)	Educational attainment equivalent to Bachelor's degree in accounting or related field.	Two (2) or more years of professional accounting experience, including some fund accounting and bookkeeping experience.	Under general direction, performs various types of accounting functions, including the preparation and reconciliation of reports, maintains and updates account codes and databases, assists other departments with matters related to accounting, and interfaces with external agencies such as auditors.

Classification	Salary	MQ Education	MQ Experience	Basic Function
Accounting Technician	A-33 (\$3,812 - \$4,868)	Educational attainment equivalent to a high school diploma or its recognized equivalent.	Three (3) years of clerical accounting experience.	Under general supervision, performs a wide variety of accounting support functions to assist professional, supervisory and management positions; coordinates and monitors expenditures and receivables for specified schools and funds; prepares and maintains complex accounting and payroll records and spreadsheets; and performs other related work as necessary.

The two classifications are similar in that they are both responsible for preparing and maintaining accounting records and performing a variety of other tasks related to accounting functions. However, the Accountant's scope extends beyond that of an Accounting Technician by resolving accounting discrepancies, ensuring accounting practices are compliant with established guidelines, and assists with annual budget preparation. Additionally, the minimum qualifications of an eligible Accountant candidate exceed the Accounting Technician's by requiring experience be within accounting and bookkeeping, whereas the Accounting Technician has a lower level requirement of it being clerical in nature.

Based on the above, those that meet the higher threshold of Accountant minimum qualifications and examination criteria would be expected to meet and exceed that of the lower level Accounting Technician.

DIRECTOR'S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve the certification of eligible Accountant candidates for Accounting Technician vacancies pursuant to Merit Rule 6.2.8.

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



PERSONNEL COMMISSION

Regular Meeting: Thursday, June 13, 2024

AGENDA ITEM NO: III.A.02

Classification Specification Revision: Accounting Technician

BACKGROUND INFORMATION:

In anticipation of a recruitment, staff recommended a review of the Accounting Technician's minimum qualifications.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Director of Fiscal Services, Gerado Cruz, to review changes to the minimum qualifications
- Integrated feedback and distributed proposed revisions to SEIU Chief Steward, Chris Mock, and Director of Union-Employer Relations, Margaret Ortiz, for review

ANALYSIS & FINDINGS:

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

- Reduced Experience from three (3) years to two (2) years
- Clarified type of experience required with specific, concrete language
- Removed substitution of education for experience
- Updated formatting

DIRECTOR'S RECOMMENDATION:

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

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



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Accounting Technician
JOB FAMILY	Fiscal Support Services
JOB SUB FAMILY	Accounting
SUPERVISOR TITLE	Fiscal Services Supervisor
SALARY RANGE	A29

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540507

CLASS TITLE: ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under general supervision, perform a wide variety of accounting support functions to assist professional, supervisory and management positions; coordinate and monitor expenditures and receivables for specified schools and funds; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of accounting clerk experience that includes processing accounts payable and/or reconciling accounts receivable.

REPRESENTATIVE DUTIES

Task Statement	Code
Create cash deposit and payment tracking spreadsheets; input vendor payments into spreadsheets and District database; maintain, update and clear Revolving Cash Fund.	AT-1
Clarify purchase information with vendors, maintenance and operations, and purchasing department representatives.	AT-2
Prepare pre-list authorization for payment requisitions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.	AT-3
Review requisitions and compare to contract restrictions indicated in Board of Education (BOE) minutes and clarify information with Special Education administrative staff; establish new contract files and account numbers; attend related meetings.	AT-4
Record registrations and track and check payments for travel, mileage and conference requisitions; process library and textbook refunds.	AT-5
Track expenditures and receivables of assigned schools; maintain W-9 forms for all referees; reconcile bank statements.	AT-6
Review files of assigned school sites to check for completeness, potential revenue forms, deposit backup, and ticket logs.	AT-7

Task Statement	Code
Adjust and update accrual records for sick leave and vacation time; prepare adjustments based upon changes in salary, insurance deductions, and retirement contributions; complete related reports.	AT-8
Audit employee reimbursement requests; ensure that all requests comply with District policy and receipts are included with the request.	AT-9
File ASB payments and deposits; input deposits into system; process and distribute ASB monthly activity reports.	AT-10
Prepare and direct correspondence regarding payments, deposits, and accounting procedures.	AT-11
Prepare and balance journal entries.	AT-12
Print and adjust stores inventory reports.	AT-13
Prepare various spreadsheets to track accounting transactions and histories.	AT-14
Performs other <u>related</u> duties as assigned.	GEN-1

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

SUPERVISION

General supervision is received from the ~~Assistant Director of Fiscal Services or designee~~ **higher level management**. No supervision of other staff is exercised.

KNOWLEDGE AND ABILITIES JOB REQUIREMENTS

KNOWLEDGE OF:

- Accounts payable and accounts receivable practices and procedures.
- HRS and County payroll systems.
- Payroll accounting, including deduction, leave, retirement and timekeeping procedures.
- Bookkeeping practices.
- Bank and inventory reconciliation methods.
- Automated accounting system practices.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications.
- Input data and operate ten-key calculator quickly and accurately.
- Clarify contract restrictions through review of BOE minutes.
- Work independently.
- Review work of others for completeness and accuracy.
- Communicate effectively with vendors, school accounting staff, and department representatives.
- Work cooperatively with others.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Schedule, organize, and complete work in accordance with deadlines.
- Understand and follow specifications and instructions.
- Identify errors or discrepancies in accounting documentation.
- Compare and match related accounting documents.

- File documents alphabetically, numerically, and chronologically.

MINIMUM QUALIFICATIONS

EDUCATION:

~~Educational attainment equivalent to a high school diploma or its recognized equivalent.~~

EXPERIENCE:

~~Two (2) years of clerical accounting experience, including at least one year in a paid capacity.~~

Equivalency Provision:

~~Two years of additional education equivalent to a minimum of sixteen (16) verifiable college units in business administration, accounting, finance and/or related fields may be substituted for two (2) years of experience.~~

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with co-workers, vendors, faculty, school accounting staff, administrators, and department supervisors in clarifying purchase and contracts, reviewing work, providing guidance regarding accounting procedures, and requesting and providing information.

PHYSICAL DEMANDS:

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

DUTIES APPROVED
BOARD OF EDUCATION:

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 2001
Revised, June 8, 2010
Revised, September 9, 2014
Revised, June 9, 2015

CLASSIFICATION ESTABLISHED:
June 2001

REVISED:
June 08, 2010
September 09, 2014
June 09, 2015
PROPOSED June 13, 2024



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 540507

ACCOUNTING TECHNICIAN

BASIC FUNCTION

Under general supervision, perform a wide variety of accounting support functions to assist professional, supervisory and management positions; coordinate and monitor expenditures and receivables for specified schools and funds; prepare and maintain complex accounting and payroll records and spreadsheets; and perform other related work as necessary.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of accounting clerk experience that includes processing accounts payable and/or reconciling accounts receivable.

REPRESENTATIVE DUTIES

- Create cash deposit and payment tracking spreadsheets; input vendor payments into spreadsheets and District database; maintain, update and clear Revolving Cash Fund.
- Clarify purchase information with vendors, maintenance and operations, and purchasing department representatives.
- Prepare pre-list authorization for payment requisitions; obtain check signature and arrange for payment mailing; issue approved checks; file back-up documentation.
- Review requisitions and compare to contract restrictions indicated in Board of Education (BOE) minutes and clarify information with Special Education administrative staff; establish new contract files and account numbers; attend related meetings.
- Record registrations and track and check payments for travel, mileage and conference requisitions; process library and textbook refunds.
- Track expenditures and receivables of assigned schools; maintain W-9 forms for all referees; reconcile bank statements.
- Review files of assigned school sites to check for completeness, potential revenue forms, deposit backup, and ticket logs.
- Adjust and update accrual records for sick leave and vacation time; prepare adjustments based upon changes in salary, insurance deductions, and retirement contributions; complete related reports.
- Audit employee reimbursement requests; ensure that all requests comply with District policy and receipts are included with the request.
- File ASB payments and deposits; input deposits into system; process and distribute ASB monthly activity reports.
- Prepare and direct correspondence regarding payments, deposits, and accounting procedures.
- Prepare and balance journal entries.

- Print and adjust stores inventory reports.
- Prepare various spreadsheets to track accounting transactions and histories.
- Performs related duties as assigned.

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

SUPERVISION

General supervision is received from higher level management. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Accounts payable and accounts receivable practices and procedures.
- HRS and County payroll systems.
- Payroll accounting, including deduction, leave, retirement and timekeeping procedures.
- Bookkeeping practices.
- Bank and inventory reconciliation methods.
- Automated accounting system practices.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate a personal computer to utilize spreadsheet, database, word processing, and accounting system applications.
- Input data and operate ten-key calculator quickly and accurately.
- Clarify contract restrictions through review of BOE minutes.
- Work independently.
- Review work of others for completeness and accuracy.
- Communicate effectively with vendors, school accounting staff, and department representatives.
- Work cooperatively with others.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Schedule, organize, and complete work in accordance with deadlines.
- Understand and follow specifications and instructions.
- Identify errors or discrepancies in accounting documentation.
- Compare and match related accounting documents.
- File documents alphabetically, numerically, and chronologically.

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with co-workers, vendors, faculty, school accounting staff, administrators, and department supervisors in clarifying purchase and contracts, reviewing work, providing guidance regarding accounting procedures, and requesting and providing information.

PHYSICAL DEMANDS:

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

CLASSIFICATION ESTABLISHED:

June 2001

REVISED:

June 08, 2010

September 09, 2014

June 09, 2015

PROPOSED June 13, 2024



PERSONNEL COMMISSION
Regular Meeting: Thursday, June 13, 2024

AGENDA ITEM NO: III.A.03

SUBJECT: Personnel Commission’s Twelve-Month Calendar of Events for 2024-2025

BACKGROUND INFORMATION:

Personnel Commission meetings have historically taken place on the second Wednesday of each month with adjustments made for holidays or special circumstances. A calendar of scheduled meeting dates for the 2024-2025 fiscal year following the same pattern is provided.

DIRECTOR’S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commissioners approve the proposed calendar dates with adjustment as needed.

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

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2024 – 2025**

Date	Time	Location	Notes
2024			
July 10, 2024	4:30 p.m.	Board Room – District Office	
August 14, 2024	4:30 p.m.	Board Room – District Office	
September 11, 2024	4:30 p.m.	Testing Room – District Office	
October 9, 2024	4:30 p.m.	Board Room – District Office	
November 13, 2024	4:30 p.m.	Board Room – District Office	
December 11, 2024	4:30 p.m.	Board Room – District Office	
2025			
January 8, 2025	4:30 p.m.	Board Room – District Office	
February 12, 2025	4:30 p.m.	Board Room – District Office	
March 12, 2025	4:30 p.m.	Board Room – District Office	
April 9, 2025	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 14, 2025	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 11, 2025	4:30 p.m.	Board Room – District Office	

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (6/7/2024)

Req Number	Req Title	Department	Position Type	FTE
24-111	ADMINISTRATIVE ASSISTANT	STUDENT SERVICES	Vac	100
24-143	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
24-146	ADMINISTRATIVE ASSISTANT	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-147	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
24-148	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL	Vac	100
24-167	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	Vac	50
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-175	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-045	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-072	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	37.5
24-124	CAFETERIA WORKER I	FS - ROOSEVELT	Vac	37.5
24-162	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	75
24-168	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	Vac	37.5
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
24-163	CAFETERIA WORKER II	FS - ROOSEVELT	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
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
23-198	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25

23-223	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-224	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-226	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-052	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-080	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-091	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	18
24-114	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	19
24-125	CAMPUS MONITOR	MALIBU ELEMENTARY SCHOOL	New	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
24-164	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	Vac	100
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
24-165	CUSTODIAN	EDISON LANGUAGE ACADEMY	Vac	100
24-169	CUSTODIAN	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
24-132	ELECTRICIAN	MAINTENANCE	Vac	100
24-176	ELEMENTARY LIBRARY COORDINATOR	MALIBU ELEMENTARY SCHOOL	Vac	87.5
24-126	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES	Vac	100
22-243	INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-115	INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-170	INSTRUCTIONAL ASSISTANT- BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5

24-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5
24-081	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
24-127	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
24-141	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-149	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
24-150	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	50
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-152	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
24-075	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
24-161	LOCKSMITH	MAINTENANCE	Vac	100
24-144	MANAGER, FACILITIES BUSINESS	FACILITY IMPROVEMENT PROJECTS	New	100
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75

22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-154	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-171	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
23-172	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-007	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-008	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-016	PARAEDUCATOR-1	CDS - WEST WASHINGTON	Vac	56.25
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75

24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25
24-094	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-082	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-117	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
24-154	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75

24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	New	100
24-155	SENIOR BUYER	BUSINESS SERVICES	Vac	100
24-156	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES	Vac	100
24-157	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	100
24-158	SENIOR OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	Vac	50
24-159	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-174	SENIOR OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	Vac	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
24-131	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	30
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
24-120	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	Vac	100
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
24-142	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (6/7/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-136	ACCOUNTANT	FISCAL SERVICES	5/15/2024
24-097	ASSISTANT DIRECTOR, FISCAL SERVICES	FISCAL SERVICES	5/24/2024
24-100	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	5/24/2024
24-101	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	5/24/2024
24-102	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	5/24/2024
24-103	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	5/24/2024
24-133	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	5/24/2024
24-160	CAFETERIA WORKER I	FS - FRANKLIN	5/24/2024
24-074	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	6/4/2024
24-015	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	5/29/2024
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	5/29/2024
24-068	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	5/29/2024
24-060	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	6/6/2024
24-079	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	5/24/2024
24-118	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	6/6/2024

**Classified Personnel – Merit
5/16/24**

NEW HIRES

Flores, Lateira FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/SY/Range: 15 Step: E	<u>EFFECTIVE DATE</u> 4/16/24
Khair, Amani FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/SY/Range: 15 Step: E	4/25/24

PROMOTION

Griffis, Denise FNS-Malibu ES	Cafeteria Worker II 7 Hrs/SY/Range: 19 Step: F From: Cafeteria Worker I: 3.5 Hrs/SY	<u>EFFECTIVE DATE</u> 9/5/23
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LIMITED TERM

Guerra, Gisel Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: F	<u>EFFECTIVE DATE</u> 2/1/24-6/12/24
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TEMP/ADDITIONAL ASSIGNMENTS

Bechtloff, Julie Fiscal Services	Payroll Specialist [overtime; fiscal projects]	4/1/24-6/30/24
Bonham, Jo Ann Adams MS/Lincoln MS	Campus Security Officer [overtime; sports events support]	10/25/23-3/22/24
Burton, Lisa Fiscal Services	Payroll Specialist [overtime; fiscal projects]	7/1/23-6/30/24
Cisneros, Amber Special Ed-Grant ES	Paraeducator 1 [additional hours; bus supervision]	4/1/24-6/12/24
Flores, Lateira FNS-Santa Monica HS	Cafeteria Worker I [additional hours; cafeteria support]	4/16/24-6/12/24
Jelks, Curtis Adams MS/Lincoln MS	Campus Security Officer [overtime; sports events support]	10/25/23-6/7/24
Jimenez, Paul Maintenance	Skilled Maintenance Worker [overtime; district projects]	4/2/24-6/30/24
Kennedy, Katherine Special Ed-Malibu MS/HS	Paraeducator 3 [additional hours; professional development]	4/1/24-6/12/24
Miller, Melvyn Adams MS/Lincoln MS	Campus Security Officer [overtime; sports events support]	10/25/23-6/7/24
Moore, Terence Special Ed-Malibu MS/HS	Paraeducator 1 [additional hours; professional development]	4/1/24-6/12/24
Portillo, Cristina CDS-Edison LA	Children's Center Assistant 3 [additional hours; professional development]	5/18/24
Preciado, Daniel Adams MS/Lincoln MS	Campus Security Officer [overtime; sports events support]	10/25/23-6/7/24
Reyes, Pedro Maintenance	Low Voltage Technician [overtime; district projects]	3/1/24-6/30/24

Rizk, Rizk Fiscal Services	Payroll Specialist [overtime; fiscal projects]	7/1/23-6/30/24
Veisi, Gohartaj Fiscal Services	Payroll Specialist [overtime; fiscal projects]	7/1/23-6/30/24
Wallace, Joan Fiscal Services	Payroll Specialist [overtime; fiscal projects]	7/1/23-6/30/24
Wilson, Stanley Adams MS/Lincoln MS	Campus Security Officer [overtime; sports events support]	10/25/23-6/7/24

SUBSTITUTES

Brotman, Mary Special Education	Certified Occupational Therapy Assistant	<u>EFFECTIVE DATE</u> 4/8/24-6/30/24
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PROFESSIONAL GROWTH

Jackson, Donte Operations	Lead Custodian	<u>EFFECTIVE DATE</u> 5/1/24
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator 3	5/1/24
Vargas-Cruz, Patricia Olympic HS	Administrative Assistant	5/1/24

VOLUNTARY TRANSFER

Bunayog, Jesse Facility Improvement Projects	Accountant 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Fiscal Services (Information Revised from BOE 5-2-2024)	<u>EFFECTIVE DATE</u> 5/1/24 6/1/24
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CHANGE IN ASSIGNMENT

Gonzalez, April Special Ed-Santa Monica HS	Paraeducator 3 8 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Santa Monica HS	<u>EFFECTIVE DATE</u> 3/1/24
Monjaraz, Gabriela Special Ed-Santa Monica HS	Paraeducator 3 8 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Santa Monica HS	3/1/24

LEAVE OF ABSENCE (PAID)

Abramson, Neal Transportation	Director, Transportation Intermittent FMLA	<u>EFFECTIVE DATE</u> 3/21/24-6/29/24
Benjamin, Venecia FNS-Webster ES	Cafeteria Worker II Medical/FMLA/CFRA	2/7/24-5/10/24
Lavin, Angela Lincoln MS	Administrative Assistant Medical/FMLA/CFRA	2/9/24-8/8/24

UNLEAVE OF ABSENCE (PAID)

Pullard, Joseph Adams MS	Instructional Assistant – Physical Education Personal	<u>EFFECTIVE DATE</u> 3/1/24-6/12/24
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CHANGE IN CLASSIFICATION SALARY RANGE

Director – Fiscal and Business Services From: Range M-70
To: Range M-73

EFFECTIVE DATE

5/1/24

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Campos, Mercedes Special Ed-McKinley ES	Paraeducator 3 From: Paraeducator 1	12/1/23-2/23/24
Dela Paz, Luzviminda Facility Improvement Projects	Accountant From: Accounting Technician	5/2/24-8/2/24
Fuentes, Mario Maintenance	Electrician From: Skilled Maintenance Worker	3/18/24-6/30/24
Gutierrez, Nallely Special Education	Translator/Interpreter From: Bilingual Community Liaison	11/1/23-6/12/24
Holsome, Dorothy FNS-Roosevelt ES	Cafeteria Worker II From: Cafeteria Worker I	8/29/23-9/26/23
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Cook/Baker From: Cafeteria Worker I	4/8/24-4/30/24
Plascencia, Henry Maintenance	Locksmith From: Skilled Maintenance Worker	7/3/23-11/9/23

ABOLISHMENT OF POSITION**EFFECTIVE DATE**

Computer Operator 8 Hrs/12 Mo/Education Technology Services	3/11/24
Custodian 8 Hrs/12 Mo/Operations-Adams MS	8/23/23
Manager, Facility Services Funding 8 Hrs/12 Mo/Facility Improvement Projects	3/19/24
Paraeducator 1 6 Hrs/SY/Special Ed-McKinley ES	3/11/24
Paraeducator 2 7.5 Hrs/SY/Special Ed-Santa Monica HS	3/21/24

RESIGNATION

Alba Hernandez, Julio
Education Technology Services

Technology Support Assistant

EFFECTIVE DATE

4/12/24

RETIREMENT

Abramson, Neal
Transportation

Director - Transportation

EFFECTIVE DATE

6/30/24

Aguilar, Mark
Operations-Edison LA

Custodian

6/28/24

Alaniz, Frederico
Food and Nutrition Services

Stock and Delivery Clerk

6/12/24

Alex, Milton
Operations-Franklin ES

Custodian

6/30/24

Boothby, Devon Purchasing	Senior Buyer	6/30/24
Burton, Jerome Operations-Roosevelt ES	Custodian	6/30/24
Burton, Lisa Fiscal Services	Payroll Specialist	6/30/24
Capitano, Carol Special Ed-Santa Monica HS	Paraeducator 1	6/12/24
Chew, Jenny Santa Monica HS	Administrative Assistant	6/30/24
Cojan, Carmen FNS-Roosevelt ES	Cafeteria Worker II	6/12/24
Custodio, Thelma Special Ed-Santa Monica HS	Paraeducator 1	6/12/24
Fruchtman, Bettelyn Franklin ES	Administrative Assistant	6/24/24
Gardea Perez, Guadalupe Child Development Services	Bilingual Community Liaison	6/30/24
Gomez, Leonor District Office	Senior Office Specialist	6/30/24
Granadino, Frank Transportation	Bus Driver	6/30/24
Gray, Carlos Special Ed-Malibu HS	Paraeducator 1	6/12/24
Heiderman, Daniel Operations	Utility Worker	6/28/24
Holsome, Dorothy FNS-Santa Monica HS	Cafeteria Worker I	6/12/24
Kamkar, Vida Human Resources	Human Resources Specialist - Confidential	6/30/24
Khimani, Ashraf Facility Improvement Projects	Accountant	6/30/24
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator 1	6/12/24
Lee, Sharon Child Development Services	Senior Office Specialist	6/30/24
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator 1	6/12/24
Mesrobian, Varso Franklin ES	Senior Office Specialist	6/17/24
Montoya, Lisa Educational Services	Administrative Assistant	6/30/24

Olmos, Maria Child Development Services	Senior Office Specialist	6/30/24
Omari, Saleem Operations	Custodian	6/30/24
Palkovic, Diane Special Ed-Olympic HS	Paraeducator 1	6/12/24
Perez, Elena Fiscal Services	Accountant	6/30/24
Persinger, Lisa Grant ES	Administrative Assistant	6/24/24
Radford, Karen Santa Monica HS	Senior Office Specialist	6/17/24
Rizk, Rizk Fiscal Services	Payroll Specialist	6/30/24
Sebastiani Pozu, Juan Grounds	Gardener	6/12/24
Slawter, Mary Malibu HS	Accounting Assistant II	6/28/24
Wilson, Stanley Adams MS	Campus Security Officer	6/17/24
Wingfield, Janet Special Ed-Lincoln MS	Paraeducator 2	6/12/24

**Classified Personnel – Merit
6/6/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Fuentes, Sebastian Grounds	Gardener 8 Hrs/12 Mo/Range: 28 Step: A	5/1/24
Garcia, Amber Special Education	Board Certified Behavior Analyst 8 Hrs/SY/Range: 58 Step: A	5/20/24
Ruiz, Rogelio Fiscal Services	Accounting Technician 8 Hrs/12 Mo/Range: 33 Step: A	5/20/24
Villa, Nelly Special Education	Board Certified Behavior Analyst 8 Hrs/SY/Range: 58 Step: A	5/6/24

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Hendricks, David Transportation	Bus Driver 7 Hrs/10 Mo/Range: 32 Step: F	5/22/24

TEMP/ADDITIONAL ASSIGNMENTS

Andrews, Scott Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Biglow, Laurie Special Ed-Malibu MS/HS	Paraeducator 1 [additional hours; professional development]	4/1/24-6/12/24
Burton, Tiffany Rogers LC	Campus Monitor [additional hours; restorative justice training]	4/1/24-5/1/24
Cabrera, Jennifer CDS-McKinley ES	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Cruz, Carmen CDS-Washington West	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Cunningham, Jill Special Ed-Roosevelt ES	Paraeducator 3 [additional hours; overnight field trip supervision]	4/8/24-4/10/24
Cunningham, Jill Special Ed-Roosevelt ES	Paraeducator 3 [overtime; overnight field trip supervision]	4/8/24-4/10/24
Daniels, Adriana Rogers LC	Campus Monitor [additional hours; restorative justice training]	4/1/24-5/1/24
Diaz, Delfina CDS-Rogers LC	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Eby, David Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Ernst, Amanda Special Ed-Malibu MS/HS	Paraeducator 3 [additional hours; professional development]	4/1/24-6/12/24
Fausto, Victoria Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Favela, Julian Food and Nutrition Services	Stock and Delivery Clerk [additional hours; cafeteria support]	4/8/24-6/12/24

Favela, Julian Food and Nutrition Services	Stock and Delivery Clerk [overtime; cafeteria support]	4/8/24-6/12/24
Fuentes, Sebastian Grounds	Gardener [overtime; district projects]	5/1/24-6/30/24
Gheewala, Mehrun CDS-McKinley ES	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Gomez, Aida Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Gomez, Martha Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Gonzalez, Cecilia CDS-Rogers LC	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Gray, Carlos Special Ed-Malibu MS/HS	Paraeducator 1 [additional hours; professional development]	4/1/24-6/12/24
Gutierrez, Adrianna Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Hernandez, Christopher Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Hernandez, Jessica Edison LA	Bilingual Community Liaison [overtime; recruitment/admission processing]	4/1/24-6/12/24
Hernandez, Rita CDS-Grant ES	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Holmes, Michael Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Leon Reyes, Fabian Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Llosa, Silvia Rogers LC	Campus Monitor [additional hours; restorative justice training]	4/1/24-5/1/24
Gutierrez, Adrianna Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Madiraju, Vidya Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Martinez, Aida Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Montoya Schweers, Ryan Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Oliva, Refugio Rogers LC	Campus Monitor [additional hours; restorative justice training]	4/1/24-5/1/24
Oyenoki, Daniel Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator 3 [overtime; overnight field trip supervision]	4/8/24-4/10/24

Pineda, Blanca CDS-Rogers LC	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator 3 [additional hours; overnight field trip supervision]	4/8/24-4/10/24
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator 3 [overtime; overnight field trip supervision]	4/8/24-4/10/24
Razon-McMillan, Monica CDS-Washington West	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Rodriguez, Cecilia CDS-Edison LA	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Rodriguez, Denise CDS-Grant ES	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Rodriguez, Frances CDS-Washington West	Children's Center Assistant 3 [overtime; professional development]	5/18/24
Santino, Susan Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Schmelzer, Nicholas Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Seklawi, Sara CDS-McKinley ES	Children's Center Assistant 2 [additional hours; professional development]	5/18/24
Thompson, Isiah Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Trejo-Ramirez, Jane Rogers LC	Campus Monitor [additional hours; restorative justice training]	4/1/24-5/1/24
Uto, Rika Educational Services	Physical Activities Specialist [additional hours; professional development]	1/30/24-2/7/24
Vazquez, Analia Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Villagomez, Alice Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Walker, Christine Special Ed-Malibu MS/HS	Paraeducator 1 [additional hours; professional development]	4/1/24-6/12/24
Williams, Elyssa Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Woldai, Daniel Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Constanza, Siugen Educational Services	Bilingual Community Liaison	8/17/23-6/30/24
Hebeish, Gehan Food and Nutrition Services	Cafeteria Worker I	5/21/24-6/12/24

Janak, Jennifer Food and Nutrition Services	Cafeteria Worker I	5/14/24-6/12/24
Shafik, Hanan Food and Nutrition Services	Cafeteria Worker I	5/21/24-6/12/24
Tatum, Alan Food and Nutrition Services	Stock and Delivery Clerk	4/12/24-6/12/24

PROFESSIONAL GROWTH

Barrett, Kenny Education Technology Services	Technology Support Assistant	<u>EFFECTIVE DATE</u> 6/1/24
Davis, Jeffery Maintenance	Carpenter	6/1/24
Fuller, Michelle Operations	Lead Custodian	6/1/24
Montes, April Student Services	Administrative Assistant	6/1/24
Sebastiani Pozu, Juan Grounds	Gardener	6/1/24
Serrano, Elva FNS-Lincoln MS	Cafeteria Worker I	6/1/24
Smith, Matthew Facility Improvement Projects	Facilities Technician	6/1/24

LEAVE OF ABSENCE (PAID)

Fearon, Mark, II Special Ed-Franklin ES	Paraeducator 1 CFRA	<u>EFFECTIVE DATE</u> 4/29/24-5/10/24
Griffis, Crystal Personnel Commission	Human Resources Technician Medical/FMLA/CFRA	4/23/24-5/20/24
Winzey, Fidel Purchasing	Stock and Delivery Clerk Intermittent FMLA	3/15/24-3/15/25

WORKING OUT OF CLASS

Ortiz Ortiz, Alma FNS-Lincoln MS	Site Food Services Coordinator From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 11/27/23-11/29/23
Williams, Monica Lincoln MS	Administrative Assistant From: Senior Office Specialist	5/2/24-8/8/24

ABOLISHMENT OF POSITION

Paraeducator 3 6 Hrs/SY/Special Ed-Adams MS	<u>EFFECTIVE DATE</u> 8/17/22
Payroll Specialist 8 Hrs/12 Mo/Fiscal Services	7/1/24

RESIGNATION

Avalos, Nicholas
McKinley ES

Instructional Assistant - Classroom
(Information Revised from BOE 5-16-2024)

EFFECTIVE DATE

~~5/10/24~~
5/17/24

Classified Personnel – Non-Merit
5/16/24

AVID TUTOR

Barikhan, Cecilia	Adams MS	2/1/24-6/12/24
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COACHING ASSISTANT

Aparicio, Angel	Middle School Athletic Program	3/1/24-6/12/24
Diaz Rodriguez, Christopher	Middle School Athletic Program	3/1/24-6/12/24
Lawrance, Sophia	Middle School Athletic Program	3/1/24-6/12/24
Masood, Ahmar	Middle School Athletic Program	3/1/24-6/12/24
Parker, Calvin	Middle School Athletic Program	3/1/24-6/12/24
Saunders, Kathryn	Middle School Athletic Program	3/1/24-6/12/24
Vasquez, Angel	Middle School Athletic Program	3/1/24-6/12/24

TECHNICAL SPECIALIST – LEVEL II

Bordal, Finn	Educational Services [Dream Strings Music Instructor] - Funding: Gifts	3/20/24-5/31/24
Gannelis, Inna	Educational Services [Stairway Accompanist] - Funding: Gifts	1/4/24-3/29/24
Naziemiec, Karolina	Educational Services [Dream Strings Music Instructor] - Funding: Gifts	3/20/24-5/31/24

Classified Personnel – Non-Merit
6/6/24

COACHING ASSISTANT

Lawson Byrne, Cheryl	Middle School Athletic Program	5/13/24-6/12/24
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TECHNICAL SPECIALIST – LEVEL II

Xu, Fang	Educational Services [Stairway Accompanist] - Funding: Gifts	2/1/24-3/18/24
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2023 – 2024**

Date	Time	Location	Notes
2023			
July 12, 2023	4:30 p.m.	Board Room – District Office	
August 9, 2023	4:30 p.m.	Board Room – District Office	
September 13, 2023	4:30 p.m.	Board Room – District Office	
October 11, 2023	4:30 p.m.	Board Room – District Office	
November 8, 2023	4:30 p.m.	Board Room – District Office	
December 13, 2023	4:30 p.m.	Board Room – District Office	
2024			
January 10, 2024	4:30 p.m.	Board Room – District Office	
February 14, 2024	4:30 p.m.	Board Room – District Office	
March 13, 2024	4:30 p.m.	Board Room – District Office	
April 10 10 17 , 2024	4:30 p.m.	Board Room – District Office	Budget – First Reading Moved to 4/17/2024 due to Spring Break
May 8, 2024	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 12, 2024	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule **2023-24**

Closed Session begins at 4:30 p.m. *(subject to change)*

Public Meetings begin at 5:30 p.m. *(subject to change)*

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Combo of "A" & "B"	
7/20/23 (Th)	DO & Zoom			X	
8/3/23 (Th)	DO & Zoom	X			
8/17/23 (Th)	DO & Zoom		X		
9/7/23 (Th)	DO & Zoom	X			
9/13/23 (W)	DO & Zoom				Special Meeting: 2022-23 Unaudited Actuals Note: Wednesday
9/21/23 (Th)	DO & Zoom		X		
10/5/23 (Th)	M	X			
10/19/23 (Th)	DO & Zoom		X		
11/2/23 (Th)	M	X			
11/16/23 (Th)	DO & Zoom		X		
12/7/23 (Th)	DO & Zoom				Special meeting, if necessary for time-sensitive items prior to break
12/14/23 (Th)	DO & Zoom			X	
1/18/24 (Th)	DO & Zoom			X	
2/1/24 (Th)	M	X			
2/15/24 (Th)	DO & Zoom		X		
3/7/24 (Th)	DO & Zoom	X			
3/13/24 (W)	DO & Zoom				Special Meeting: 2023-24 2 nd Interim Budget Note: Wednesday
3/20/24 (W)	M		X		Note: Wednesday
4/18/24 (Th)	DO & Zoom			X	
5/2/24 (Th)	M	X			
5/16/24 (Th)	DO & Zoom		X		
6/6/24 (Th)	DO & Zoom	X			
6/20/24 (Th)	DO & Zoom				Special Meeting: 2024-25 Public Hearings for Budget and LCAP
6/27/24 (Th)	DO & Zoom		X		

Locations marked "DO & Zoom" will be held at the district office and via Zoom webinar.

Locations marked "M" will be at a location in Malibu TBD.

Format A and Combo meetings have a section for communication updates from student board members, union leaders, and the PTA Council President.

2024 Classified Celebration

1	Costco	\$100.00	Edwin Preciado	Paraeducator 3	JAMS
2	Amazon	\$100.00	Michelle Syposs	Paraeducator 3	Franklin
3	Amazon	\$100.00	Salomon Perez Jr.	Paraeducator 3	Roosevelt
4	Amazon	\$50.00	Crystal Dixon	Paraeducator I	JAMS
5	Amazon	\$50.00	Daniel Martinez	Painter	M&O
6	Amazon	\$50.00	Ismael Ortega Garcia	LVN	SAMO
7	Amazon	\$50.00	Murphy Brown	Custodian	Franklin
8	AMC Package	\$50.00	Beth Soloway	Senior Office Specialist	Malibu High
9	AMC Package	\$50.00	Fidel Winzey	Stock and Delivery	Purchasing
10	AMC Package	\$50.00	Kathy Zurich-Lunsford	Administrative Assistant	District Office
11	AMC Package	\$50.00	Wilma Iniguez	Senior Office Specialist	SAMO
12	Bath & Body	\$15.00	Arturo Gonzalez	Custodian	Lincoln
13	Bath & Body	\$15.00	Kiva Dawson	Paraeducator 1	Franklin
14	Bath & Body	\$15.00	Laura Tenison	Paraeducator 3	Grant
15	Bowlero	\$25.00	Ashley Hatchett	IA- Classroom	Franklin
16	Bowlero	\$25.00	Lenora Davis	Bus Driver	Transportation
17	Bowlero	\$25.00	Lisa Gaglione	Senior Office Specialist	Lincoln
18	Bowlero	\$25.00	Lucy Rosa	IA- Physical Education	Samo
19	Bowlero	\$25.00	Maria Perez	Custodian	Operations
20	Bowlero	\$25.00	Mario Fuentes	Skilled Maintenance Worker	M&O
21	Bowlero	\$25.00	Stephany Morales	Administrative Assistant	Special Ed
22	Bowlero	\$25.00	Vanessa Aleman	Campus Monitor	McKinley
23	Burger King	\$10.00	Abigail Young	Paraeducator 3	Grant
24	Burger King	\$10.00	Adelsa Loza	Paraeducator 1	Lincoln
25	Burger King	\$10.00	Terri Reuther	Paraeducator 1	SAMO
26	Carl's Jr	\$10.00	Jessica Bratcher	Paraeducator 1	SAMO
27	Carl's Jr	\$10.00	Terry Wilson	Campus Security	SAMO
28	Carl's Jr	\$10.00	Walter Webber	Sports Facility Attendant	JAMS
29	Cinamark	\$50.00	Corina Torres	IA- Classroom	Roosevelt
30	Cinamark	\$50.00	Cristina Delgadillo	Senior Office Specialist	McKinley
31	CPK	\$50.00	Bianca Magee	Senior Office Specialist	SAMO
32	CPK	\$50.00	Daisy Gunning	Paraeducator 1	Will Rogers

2024 Classified Celebration

33	CPK	\$50.00	Kerri Johnson	Paraeducator 3	Roosevelt
34	CPK	\$50.00	Shannon Sea	Elementary Library Coordinator	Will Rogers
35	Crumbl	\$25.00	Jerrel Hamilton	Paraeducator I	Malibu High
36	Crumbl	\$25.00	Kate Ryan	Elementary Library Coordinator	McKinley
37	Crumbl	\$25.00	Lydia Salvador	IA- Classroom	smash
38	Crumbl	\$25.00	Nancy Flores	Health Office Specialist	Grant
39	Dave & Buster	\$50.00	Deena Burkett	Senior Office Specialist	Facility Use
40	Dave & Buster	\$50.00	Juan Carlos Sebastiani	Gardener	M&O
41	Dave & Buster	\$50.00	Michelle Anaya	Administrative Assistant	SAMO
42	Dave & Buster	\$50.00	Sean Morris	Custodian	SAMO
43	Domino's	\$15.00	Alicia Alvarez	Administrative Assistant	Edison
44	Domino's	\$15.00	Diane Sullivan	Office Manager	Malibu Elem
45	Domino's	\$15.00	Jill Striff	Occupational Therapist	Samohi
46	Domino's	\$15.00	Sara Yerushalmi	IA-Classroom	Franklin
47	Domino's	\$15.00	Sarah Spitzer	Paraeducator 3	Grant
48	Domino's	\$15.00	Terri Berman	Paraeducator 1	Franklin
49	Gelson	\$50.00	Tiffany Mulligan	Senior Office Specialist	Malibu Middle
50	Instacart	\$100.00	Patricia Hernandez	Senior Office Specialist	SAMO
51	Instacart	\$100.00	Rogelio Ruiz	Accounting Technician	Fiscal Services
52	Krispy Kreme	\$15.00	Jessica Martino	Occupational Therapist	LCDC/SpEd
53	Krispy Kreme	\$15.00	Maria Dolores Cortez	Cafeteria Worker I	Edison
54	Krispy Kreme	\$15.00	Marisa Putt	Paraeducator 1	SAMO
55	Krispy Kreme	\$15.00	Nidra Winger	Health Office Specialist	Malibu High
56	La Monarcha	\$25.00	Anthony Davis	Custodian	Will Rogers
57	La Monarcha	\$25.00	Diane O'Brien	Administrative Assistant	SAMO
58	La Monarcha	\$25.00	Gabriela Monjaraz	Paraeducator 3	SAMO
59	La Monarcha	\$25.00	Victoria Escobar	Cafeteria Worker II	Will Rogers
60	Landry's	\$50.00	Byron Wade	Paraeducator 3	Samohi
61	Landry's	\$50.00	Julie Bechtloff	Payroll Specialist	District Office
62	Landry's	\$50.00	Melissa Adams	Paraeducator I	Grant
63	Landry's	\$50.00	Natasha M. Watson	Workability Assistant	SAMO

2024 Classified Celebration

64	Lucille's BBQ	\$50.00	Julia Cruz	Cafeteria Worker 1	Grant
65	Lucille's BBQ	\$50.00	Lisa Burton	Payroll Specialist	District Office
66	Lucille's BBQ	\$50.00	Luz De La Paz	Accounting Technician	FIP
67	Lucille's BBQ	\$50.00	Susan Santino	IA-Classroom	Will Rogers
68	Panda Express	\$10.00	Alondra Ortiz	Health Office Specialist	McKinley
69	Panda Express	\$10.00	Delone Daniels	Paraeducator 2	McKinley
70	Panda Express	\$10.00	Jana Hatch	Administrative Assistant	Personnel Commission
71	Panda Express	\$10.00	Maribel Estevez Espejel	IA - Bilingual	Edison
72	Panda Express	\$10.00	Patty Vargas	Administrative Assistant	Olympic
73	Panda Express	\$10.00	Sabrina Kachurka	Cafeteria Worker 2	SAMO
74	Papa Johns	\$25.00	Brianna Sullivan	IA-Classroom	Grant
75	Papa Johns	\$25.00	Eric Hedges	Low Voltage Technician	Maintenance
76	Papa Johns	\$25.00	Mercedes Campos	Paraeducator 3	McKinley
77	Papa Johns	\$25.00	Roxana Reyes-Jimenez	Paraeducator 1	Rogers
78	See's Candy	\$25.00	Alexander McPhail	Instructional Assistant	Grant
79	See's Candy	\$25.00	Azita Yashar	Paraeducator 1	Lincoln
80	See's Candy	\$25.00	Natalie Cornejo	Campus Security Officer	SAMO
81	See's Candy	\$25.00	Otgonbayar Batmunh	Electrician	M&O
82	Smash Burger	\$25.00	Martha Gonzalez	Cafeteria Worker 1	Lincoln
83	Smash Burger	\$25.00	Susana Alvarez	Paraeducator 1	Lincoln
84	Smash Burger	\$25.00	Timothy Quiroz	Production Kitchen Coordinator	Malibu High
85	Smash Burger	\$25.00	Yolanda Roller	Paraeducator 2	SAMO
86	SpaFinder	\$50.00	Carla Myrieckes	Health Office Specialist	Will Rogers
87	SpaFinder	\$50.00	Elvira Mandic	IA-Classroom	Roosevelt
88	SpaFinder	\$50.00	Tischa Ridley	Site Food Coordinator	JAMS
89	SpaFinder	\$50.00	Yvette Parra	Paraeducator I	Franklin
90	Starbucks	\$10.00	Cathy Grewohl	IA-Classroom	Franklin
91	Starbucks	\$10.00	Claudia Chacon	Cafeteria Worker 1	Franklin
92	Starbucks	\$10.00	Jessica Pannu	Cafetera Worker 1	SAMO
93	Starbucks	\$10.00	Kathy Davis	Custodian	Webster
94	Starbucks	\$10.00	Shiva Yadegari	Campus Monitor	Franklin

2024 Classified Celebration

95	Subway	\$10.00	April Gonzalez	Paraeducator 3	SAMO
96	Subway	\$10.00	Carmela Morales	Cafeteria Worker I	Franklin
97	Subway	\$10.00	Carolina Buendia	Paraeducator 3	McKinley
98	Subway	\$10.00	Katie Gershuni	Health Office Specialist	SAMO
99	Subway	\$10.00	Logan Fricke	Technology Support Assistant	SMASH
100	Subway	\$10.00	Paul Adolfo Jimenez	Skilled Maintenance Worker	M&O
101	Top Golf	\$50.00	Mark D Venable	Skilled Maintenance Worker	M&O
102	Top Golf	\$50.00	Natalie Fuentes	IA-Classroom	Roosevelt
103	Ulta Beauty	\$25.00	Maryke Alvarez	Paraeducator 3	McKinley
104	Ulta Beauty	\$25.00	Prisma Morales Mendez	IA-Classroom	Roosevelt
105	Ulta Beauty	\$25.00	Roshanak Ighani	Senior Office Specialist	Grant
106	Ulta Beauty	\$25.00	Vartan Nakashyan	Human Resources Technician	Personnel Commission
107	Ulta Beauty	\$10.00	Joseph Viesca	Custodian	District Office

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:
Wednesday, July 10, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: