



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

July 13, 2022

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, July 13, 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 July 13, 2022

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the July 13 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

July 13, 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, July 13, 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 July 13, 2022

G.06 Approval of Minutes for:

- Regular Meeting on June 15, 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 | 1 |
| Custodian | 15 |
| Instructional Assistant - Classroom | 5 |
| Instructional Assistant – Physical Education | 3 |
| Payroll Specialist | 3 |

C.02 Advanced Step Placement:
Richard Taylor in the classification of Technical Theater Technician at Range A-37 Step D

C.03 Advanced Step Placement:
Erin Urbina in the classification of Health Office Specialist at Range A-27 Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Description Revision:
Swimming Instructor/Lifeguard 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)
 - June 30, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 30, 2022
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023
- I.07 Classified School Employees Celebration – List of Winners

VII. PERSONNEL COMMISSION BUSINESS:

- B.01 Future Items:

| Subject | Action Steps | Tentative Date |
|---------|--------------|----------------|
| N/A | | |

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 10, 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:

- 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.



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 June 15 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

June 15, 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, June 15, 2022**, at **4:35 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 4:35 p.m.

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

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

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: June 15, 2022

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

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

G.06 Motion to Approve Regular Meeting Minutes: May 11, 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 May 11, 2022.**
 - **Training and Experience Evaluation was distributed for Credential Analyst.**
 - **The Personnel Commission staff held written exams for Campus Monitor, Senior Office Specialist, and Administrative Assistant.**
 - **Oral exams were administered for Children’s Center Assistant series, Instructional Assistant – Classroom, Senior Office Specialist, and the Paraeducator series.**
 - **Performance exam was conducted for Custodian.**
 - **Final selection interviews were held for Instructional Assistant – Classroom, and the Paraeducator series.**
 - **Recruitments have been opened for Payroll Specialist, Laboratory Technician, Custodian, License Vocational Nurse, Technical Theater Technician, Senior Buyer, and Library Assistant.**
 - **Recruitments continue to be opened for Bus Driver, Campus Monitor, Campus Security Officer, Instructional Assistant – Classroom, and the Paraeducator series.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 22 claims since the last regular Personnel Commission meeting in May.**
 - **Director Kahn thanked Mrs. Johnston for her hard work filling and coordinating summer school assignments.**
 - **Director Kahn also expressed his gratitude to Ms. Younan for effectively conducting the Custodian performance test.**

- **Director Kahn informed the Personnel Commission about the successful virtual Classified School Employees Week celebration that took place on Wednesday, May 18, 2022. A raffle worth nearly \$2000 in prizes was held to express gratitude to the District classified staff. Fifty-eight employees were the lucky winners of various gift cards.**

G.08 Personnel Commissioner Comments/Reports:

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

- **None**

G.09 Communications:

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

- **SEIU Report**
 - **Mr. Mock, Chief Steward, updated the Personnel Commission about contract negotiations between SEIU and the District.**
 - **Mr. Mock informed the Personnel Commission about facility transition of Santa Monica Alternative School House (SMASH) and Muir Elementary School due to water damages on their campus.**
 - **Mr. Mock shared the progress regarding time and motion studies focused on a workload for Custodians and campus security protocols for Campus Security Officers.**
 - **Mr. Mock informed the Personnel Commission about two new holidays that will be added to the 2022-2023 District Calendar – Cesar Chavez Day and Juneteenth National Independence Holiday.**
 - **Mr. Mock informed the Personnel Commission about SEIU, Local 99, Juneteenth Member Division Classified Employees annual celebration at LATTC.**
- **Board of Education Report**
 - **Dr. Kelly clarified the number of paid holidays on the District Calendar. Cesar Chavez Day will be observed the fourth Monday in March, and Juneteenth National Independence Holiday on June 19, 2023. Revisions to the 2022-2023 District Calendar will be presented to the Board of Education.**
 - **Dr. Kelly informed the Personnel Commission about the water intrusion issues at the Muir ES/SMASH campus. Students and personnel will have to be moved off the campus during the repairs and renovations. Most of the Muir ES students will be relocated to Will Rogers LC. The SAI program will be moved from Muir ES to McKinley ES, and the Special Education pre-school program will move to Washington West. SMASH will relocate to the Obama Center campus, which means that the high school programs will also have to be moved- mostly to Santa Monica College.**
 - **Dr. Kelly informed the Personnel Commission about the Board of Education public hearing on the local control countability plan as well as the local control funding formula 2022-2023 school year budget on June 23, 2022. The budget will be for a final adoption on June 30, 2022.**

- **Dr. Kelly notified the Personnel Commission about several administrative changes – Dr. Antonio Shelton and Dr. Steve Richardson will be assuming executive director positions supporting the Superintendent’s work with the District elementary and secondary schools.
Ms. Marae Cruce, a former house principal, was appointed as the new Principal of Santa Monica High School, and Ms. Martha Chacon, a former assistant principal, became the Principal of John Adams Middle School. Mr. Ryan Burke, a former principal of Will Rogers Learning Community, is the new Principal of Lincoln Middle School. Ms. Cynthia McGregory, a current principal of Franklin ES will assume a principalship at the Olympic High School and Adult School.**
- **Dr. Kelly expressed his gratitude to the District staff for completing a challenging school year assuring students’ safety and well-being during the in-person instruction.**

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> |
|-------------------------------------|--------------------|
| Athletic Trainer | 2 |
| Campus Monitor | 3 |
| Children’s Center Assistant-1 | 1 |
| Children’s Center Assistant-2 | 1 |
| Instructional Assistant - Classroom | 4 |
| Paraeducator-1 | 1 |
| Paraeducator-3 | 2 |
| Senior Office Specialist | 2 |

C.02 Advanced Step Placement:

Jessica Davidson in the classification of Instructional Assistant - Classroom at Range A-20 Step D

- C.03 Advanced Step Placement:
Kirsten Gilkes in the classification of Paraeducator 3 at Range A-28 Step D
- C.04 Advanced Step Placement:
Alexander Hernandez Cisneros in the classification of Custodian at Range A-26 Step C
- C.05 Advanced Step Placement:
Jennifer Jones in the classification of Senior Office Specialist at Range A-27 Step C
- C.06 Advanced Step Placement:
Mike Ramirez in the classification of Technology Support Assistant at Range A-40 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-06. 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 Personnel Commission’s Twelve-Month Calendar of Events:
Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2022-2023
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

- No scheduling conflicts at this time.

- A.02 Classification Description Revision:
Paraeducator 1 within the Instructional Assistant and Paraprofessional Job Unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 as submitted. The motion passed.

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

- A.03 Classification Description Revision:
Paraeducator 2 within the Instructional Assistant and Paraprofessional Job Unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.03 as submitted. The motion passed.

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

- A.04 Classification Description Revision:
Paraeducator 3 within the Instructional Assistant and Paraprofessional Job Unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.04 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 of all three classification specifications within the Paraeducator series.
- The Every Student Succeeds Act (ESSA), which followed The No Child Left Behind Act, outlines specific criteria for paraprofessional minimum qualifications; hence, the current minimum qualifications allowing work experience to substitute for the education or passing of an exam are not allowed.
- Abilities were replaced with Core Competencies including more consistent language with CPR/First Aid certifications.

- A.05 Establish New Classification & Specification:
Low Voltage Technician within the Operations Support Job Unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.05 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 rationale for establishing this new classification.

- The Chief Operations Officer, Carey Upton, requested the development of a new classification that would be responsible for duties related to the installation, maintenance, and repair of low voltage, integrated systems such as fire alarms and security systems.
- Director Kahn recommended to place this classification on range A-47-above Senior Technology Support Assistant, yet below Network Engineer. It is aligned with Facility Technician, which is a classification within the Maintenance and Operations department.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - May 19, 2022
 - June 2, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 2, 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 |
|---------|--------------|----------------|
| N/A | | |

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 13, 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:

- **No Closed Session**

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: 5:10 p.m.

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.

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, July 13, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Richard Taylor

Hire Date: 06/28/2022

ASP Request Submitted: 07/07/2022

BACKGROUND INFORMATION:

| | | |
|--|--|---|
| Classification Title: Technical Theater Technician | Employee: Richard Taylor | Calculation of Advanced Step Recommendation |
| Education: A high school diploma or recognized equivalent | <ul style="list-style-type: none"> Richard Taylor meets education requirement. | <p>0 level of education above the required level = 0 Step Advance</p> |
| EXPERIENCE: One (1) year of technical theater production experience, including the set-up and operation of sound and lighting equipment. | <ul style="list-style-type: none"> Richard Taylor has over ten (10) years of experience working with technical theater productions. | <p>5 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p> |
| Difficulty of Recruitment: <ul style="list-style-type: none"> 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"> John was the only rank available from the most recent recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants | <p>Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)</p> |
| Total Advanced Steps: 0 (Education) + 2 (Experience) + 1 (Difficulty) = 3 Advanced Step = STEP D | | |

DIRECTOR'S COMMENTS:

Mr. Richard Taylor's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-37 at Step A is \$22.01/hour, while Step D is \$25.49/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Richard Taylor at Range A-37, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, July 13, 2022

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Erin Urbina

Hire Date: 04/18/2022

ASP Request Submitted: 06/17/2022

BACKGROUND INFORMATION:

| | | |
|---|--|--|
| Classification Title: Health Office Specialist | Employee: Erin Urbina | Calculation of Advanced Step Recommendation |
| Education: A high school diploma or recognized equivalent | <ul style="list-style-type: none"> Erin Urbina possess a BA degree. | 2 level of education above the required level = 1 Step Advance (Max allowed) |
| EXPERIENCE: One (1) year of clerical experience including record keeping, data entry, and public contact. | <ul style="list-style-type: none"> Erin Urbina possesses 14+ years of related experience. | 6 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed) |
| Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D | | |

DIRECTOR'S COMMENTS:

Erin Urbina's 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 D is \$19.97/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Erin Urbina at Range A-27, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

| Commissioner | M | S | | Yes | No | Abstain | ABSENT |
|-----------------|---|---|--|-----|----|---------|--------|
| Lauren Robinson | | | | | | | |
| 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: Wednesday, July 13, 2022

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Swimming Instructor/Lifeguard

BACKGROUND INFORMATION:

The Chief Operations Officer (COO), Carey Upton, requested an evaluation to determine if it was appropriate to assign the responsibility of testing and recording pool chemical levels to the Swimming Instructor/Lifeguard classification.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed County of Los Angeles Public Health's Recreational Waters rules and regulations as well as Los Angeles County Codes
- Made first hand observations of Santa Monica High School's pool equipment used to test and display chemical levels
- Spoke with Lilit Gasparyan, Environmental Health Specialist III, at County of LA Public Health's Recreational Waters Program who oversees the Swimming Pool Service Technician certification program
- Provided proposed revisions to COO and Director of Maintenance and Operations, Glen Infuso, for feedback

ANALYSIS & FINDINGS:

Based on staff's conversation with County of LA's Lilit Gasparyan, it was confirmed that the responsibility of testing and recording a pool's chemical levels is not exclusively within the scope of a Swimming Pool Service Technician's responsibilities. As such, these responsibilities do not require any special certification and may be assigned to anyone fit to carry out the duties.

Additionally, Santa Monica High School's pool is equipped with a tool that provides a readout of the chemical levels, requiring no testing to be done, and allowing an employee to document the numbers displayed. If the numbers are outside of a provided range, the employee is directed to reach out to the appropriate contact so a certified pool service technician can take the necessary steps to correct the chemical levels.

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

- Used contemporary formatting
- Used language consistent with other classifications
- Added duty related to testing and recording pool chemical levels

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Swimming Instructor/Lifeguard classification specification as provided.

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

PERSONNEL COMMISSION

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 550711

SWIMMING INSTRUCTOR/LIFEGUARD

SWIMMING INSTRUCTOR/LIFEGUARD

~~Classified Employee Salary Schedule: A-21~~

Job Summary BASIC FUNCTION

~~Under the supervision of a certificated employee~~ **general direction, keeps pool facilities clean, maintains order, and** safeguards and instructs students and bathers at a pool; ~~keeps pool facilities clean and orderly; maintains order; and performs related work as required.~~

MINIMUM QUALIFICATIONS

Education EDUCATION:

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

A high school diploma or recognized equivalent.

Experience

~~One (1) year of experience as a lifeguard at a public facility.~~

~~Licenses and Other Requirements~~ **ADDITIONAL REQUIREMENTS/INFORMATION:**

- ~~Must possess and maintain a~~ **A** valid Lifeguarding Training ~~C~~**ertificate** issued by an authorized agency such as the American Red Cross or the Y.M.C.A.
- ~~Must possess and maintain a~~ **A** valid Water Safety Instruction **Instructor (WSI)** Certificate.
- Incumbent may be required to work a varied schedule including early mornings, evenings, weekends and holidays at various District sites**

Representative Duties REPRESENTATIVE DUTIES

- ~~1. Patrols the pool and warns bathers of dangerous swimming practices.~~ **E**
- ~~2. Enforces rules and regulations.~~ **E**
- ~~3. Maintains order at the pool.~~ **E**
- ~~4. Assists faculty in swimming and lifesaving instruction.~~ **E**
- ~~5. Administers artificial respiration or first aid when necessary.~~ **E**
- ~~6. Rescues persons in distress.~~ **E**
- ~~7. Keeps the pool decks and dressing rooms clean and orderly.~~ **E**
- ~~8. Removes and replaces pool covers, lane lines and water polo goals as necessary.~~ **E**
- ~~9. May launder towels.~~ **E**
- ~~10. Coordinates the use of all equipment used at swim meets or other sports activities at the pool.~~ **E**

11. Monitors facility use; opens, closes, and secures building for classes and events; assists in preparing the facility for student and community use.-E
12. **Tests, monitors, and records levels of chemicals in pool including, but not limited to, pH and free chlorine residual**
13. May be assigned to assist in supervision of students in physical education or outdoor activities.-E
14. Performs **other** related duties as assigned.-E

~~*Note: The statements herein are intended to describe the general nature and level of work performed by employees, and are not to be construed as an exhaustive list of responsibilities and qualifications of personnel so classified.*~~

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

Supervision is received from certificated personnel. No supervision is exercised over other staff.

SUPERVISION

General direction is received from higher level management. No supervision is exercised.

SWIMMING INSTRUCTOR/LIFEGUARD

Page Two

Job Related Qualifications

JOB REQUIREMENTS

Knowledge of KNOWLEDGE:

- Approved methods for water safety and rescue of swimmers.
- Life-saving techniques.
- First aid methods.
- Proper swimming techniques.
- Appropriate use of safety equipment.

Ability to: ABILITY TO:

- Swim skillfully and provide instruction and guidance to students.
- Immediately evaluate an emergency situation and act decisively in response to the situation.
- Administer appropriate life-saving procedures in emergencies.

- Instruct students in swimming and life-saving skills.
- Enforce pool safety rules.
- Communicate effectively, both verbally and in writing.
- Comply with District and school policies and procedures and rules and regulations.
- Establish and maintain on-going, positive relationships with students, parents, staff and the public.

EMPLOYMENT STANDARDS

Any combination of:

Education

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

Experience

One (1) year of experience as a lifeguard at a public facility.

Licenses and Other Requirements

- ~~Must possess and maintain a valid Lifeguard Training Certificate issued by an authorized agency such as the American Red Cross or the Y.M.C.A.~~
- ~~Must possess and maintain a valid Water Safety Instruction Certificate.~~

Special Information

None.

SWIMMING INSTRUCTOR/LIFEGUARD

Page Three

Working Conditions (Environment)

WORKING CONDITIONS

ENVIRONMENT:

Work is typically performed at indoor and outdoor pools and office environments. Conditions at indoor pools requires exposure to possible noise, slippery surfaces and humid conditions. Conditions at outdoor pools requires exposure to seasonal weather conditions. Work requires exposure to poolside noise, slippery surfaces, and dampness. in the office environment, there are moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Incumbent must maintain physical condition necessary for swimming and proper application of rescue and first-aid techniques; sitting, kneeling, bending, squatting, and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to assess a variety of situations and respond to those situations; reading to interpret written information. Must be able to safely lift and carry up to seventy-five (75) pounds.

~~Incumbent may be required to work a varied schedule including early mornings, evenings, weekends and holidays at various District sites.~~

DUTIES APPROVED
BOARD OF EDUCATION:

~~January 1, 1978~~
~~Revised, August 1979~~

CLASSIFICATION APPROVED
PERSONNEL COMMISSION:

~~August 27, 1979~~
~~Title Change, June 25, 1981~~
~~Revised: February 9, 2010~~

CLASSIFICATION ESTABLISHED:
August 27, 1979

REVISED:
June 25, 1981
February 09, 2010
PROPOSED: July 13, 2022



PERSONNEL COMMISSION

Regular Meeting: Wednesday, July 13, 2022

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Swimming Instructor/Lifeguard

BACKGROUND INFORMATION:

The Chief Operations Officer (COO), Carey Upton, requested an evaluation to determine if it was appropriate to assign the responsibility of testing and recording pool chemical levels to the Swimming Instructor/Lifeguard classification.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed County of Los Angeles Public Health's Recreational Waters rules and regulations as well as Los Angeles County Codes
- Made first hand observations of Santa Monica High School's pool equipment used to test and display chemical levels
- Spoke with Lilit Gasparyan, Environmental Health Specialist III, at County of LA Public Health's Recreational Waters Program who oversees the Swimming Pool Service Technician certification program
- Provided proposed revisions to COO and Director of Maintenance and Operations, Glen Infuso, for feedback

ANALYSIS & FINDINGS:

Based on staff's conversation with County of LA's Lilit Gasparyan, it was confirmed that the responsibility of testing and recording a pool's chemical levels is not exclusively within the scope of a Swimming Pool Service Technician's responsibilities. As such, these responsibilities do not require any special certification and may be assigned to anyone fit to carry out the duties.

Additionally, Santa Monica High School's pool is equipped with a tool that provides a readout of the chemical levels, requiring no testing to be done, and allowing an employee to document the numbers displayed. If the numbers are outside of a provided range, the employee is directed to reach out to the appropriate contact so a certified pool service technician can take the necessary steps to correct the chemical levels.

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

- Used contemporary formatting
- Used language consistent with other classifications
- Added duty related to testing and recording pool chemical levels

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Swimming Instructor/Lifeguard classification specification as provided.

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (7/7/2022)

| 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 |
| 22-251 | BILINGUAL COMMUNITY LIAISON (SPANISH) | MCKINLEY ELEMENTARY SCHOOL | Vac | 100 |
| 21-062 | BUS DRIVER | TRANSPORTATION | Vac | 87.5 |
| 21-099 | BUS DRIVER | TRANSPORTATION | Vac | 87.5 |
| 22-115 | BUS DRIVER | TRANSPORTATION | Vac | 87.5 |
| 22-174 | BUS DRIVER | TRANSPORTATION | Vac | 87.5 |
| 22-207 | BUS DRIVER | TRANSPORTATION | Vac | 87.5 |
| 22-253 | CAFETERIA WORKER / TRANSPORTER | FS - SANTA MONICA HIGH | Vac | 37.5 |
| 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 | 43.8 |
| 22-252 | CAFETERIA WORKER I | FS - JOHN ADAMS | Vac | 37.5 |
| 22-248 | CAFETERIA WORKER II | MCKINLEY ELEMENTARY SCHOOL | Vac | 87.5 |
| 19-152 | CAMPUS MONITOR | JOHN MUIR ELEMENTARY SCHOOL | Vac | 18.8 |
| 21-034 | CAMPUS MONITOR | JOHN MUIR ELEMENTARY SCHOOL | Vac | 18.8 |
| 21-114 | CAMPUS MONITOR | WILL ROGERS LEARNING ACADEMY | Vac | 21.9 |
| 22-144 | CAMPUS MONITOR | WILL ROGERS LEARNING ACADEMY | Vac | 21.9 |
| 22-156 | CAMPUS MONITOR | ROOSEVELT ELEMENTARY SCHOOL | Vac | 25 |
| 22-175 | CAMPUS MONITOR | JOHN MUIR ELEMENTARY SCHOOL | Vac | 18.8 |
| 22-215 | CAMPUS MONITOR | WEBSTER ELEMENTARY SCHOOL | Vac | 18.8 |
| 22-234 | CAMPUS MONITOR | ROOSEVELT ELEMENTARY SCHOOL | Vac | 6.25 |

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|--------|---|-----------------------------|-----|------|
| 22-265 | CAMPUS MONITOR | MCKINLEY ELEMENTARY SCHOOL | New | 11.5 |
| 22-279 | CAMPUS MONITOR | ROOSEVELT ELEMENTARY SCHOOL | Vac | 25 |
| 22-283 | CAMPUS MONITOR | FRANKLIN ELEMENTARY SCHOOL | Vac | 25 |
| 22-285 | CAMPUS MONITOR | GRANT ELEMENTARY SCHOOL | Vac | 25 |
| 22-113 | CAMPUS SECURITY OFFICER | FACILITY USE DEPARTMENT | Vac | 25 |
| 22-200 | CAMPUS SECURITY OFFICER | FACILITY USE DEPARTMENT | Vac | 50 |
| 22-278 | CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA) | SPECIAL EDUCATION | Vac | 100 |
| 22-011 | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES | New | 43.8 |
| 22-032 | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES | New | 43.8 |
| 22-038 | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES | New | 43.8 |
| 22-039 | CHILDREN'S CENTER ASSISTANT-2 | CHILD DEVELOPMENT SERVICES | New | 43.8 |
| 22-163 | CHILDREN'S CENTER ASSISTANT-2 | CDS - GRANT | Vac | 43.8 |
| 22-170 | CHILDREN'S CENTER ASSISTANT-2 | CDS - EDISON | Vac | 43.8 |
| 21-015 | CREDENTIAL ANALYST | HUMAN RESOURCES | Vac | 100 |
| 22-046 | CUSTODIAN | FACILITY USE DEPARTMENT | Vac | 37.5 |
| 22-235 | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | EDISON LANGUAGE ACADEMY | Vac | 43.8 |
| 22-243 | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | SANTA MONICA HIGH SCHOOL | Vac | 43.8 |
| 22-267 | INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH) | EDISON LANGUAGE ACADEMY | Vac | 43.8 |
| 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 |

| | | | | |
|--------|--|------------------------------|-----|------|
| 22-158 | 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 |
| 22-249 | INSTRUCTIONAL ASSISTANT-CLASSROOM | ADULT EDUCATION CENTER | New | 42.5 |
| 22-254 | INSTRUCTIONAL ASSISTANT-CLASSROOM | MCKINLEY ELEMENTARY SCHOOL | Vac | 37.5 |
| 22-268 | INSTRUCTIONAL ASSISTANT-CLASSROOM | MALIBU ELEMENTARY SCHOOL | Vac | 48.8 |
| 22-269 | INSTRUCTIONAL ASSISTANT-CLASSROOM | WILL ROGERS LEARNING ACADEMY | Vac | 37.5 |
| 22-281 | INSTRUCTIONAL ASSISTANT-CLASSROOM | WEBSTER ELEMENTARY SCHOOL | Vac | 37.5 |
| 22-282 | INSTRUCTIONAL ASSISTANT-CLASSROOM | WILL ROGERS LEARNING ACADEMY | Vac | 43.8 |
| 22-284 | INSTRUCTIONAL ASSISTANT-CLASSROOM | FRANKLIN ELEMENTARY SCHOOL | Vac | 43.8 |
| 22-177 | INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION | SANTA MONICA HIGH SCHOOL | Vac | 50 |
| 22-240 | LABORATORY TECHNICIAN | MALIBU HIGH SCHOOL | Vac | 50 |
| 22-286 | LEAD CUSTODIAN | SANTA MONICA HIGH SCHOOL | Vac | 100 |
| 21-104 | LIBRARY ASSISTANT | JOHN ADAMS MIDDLE SCHOOL | Vac | 81.3 |
| 22-255 | LIBRARY ASSISTANT | LINCOLN MIDDLE SCHOOL | Vac | 75 |
| 22-055 | LICENSED VOCATIONAL NURSE (LVN) | SPECIAL EDUCATION | New | 100 |

| | | | | |
|--------|---------------------------------|------------------------------|-----|------|
| 22-259 | LICENSED VOCATIONAL NURSE (LVN) | SANTA MONICA HIGH SCHOOL | Vac | 100 |
| 22-089 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL | Vac | 87.5 |
| 22-090 | PARAEDUCATOR-1 | SANTA MONICA HIGH SCHOOL | Vac | 81.3 |
| 22-107 | PARAEDUCATOR-1 | WEBSTER ELEMENTARY SCHOOL | Vac | 75 |
| 22-110 | PARAEDUCATOR-1 | JOHN MUIR ELEMENTARY SCHOOL | Vac | 75 |
| 22-125 | PARAEDUCATOR-1 | WEBSTER ELEMENTARY SCHOOL | Vac | 75 |
| 22-139 | PARAEDUCATOR-1 | MALIBU ELEMENTARY SCHOOL | Vac | 75 |
| 22-146 | PARAEDUCATOR-1 | WILL ROGERS LEARNING ACADEMY | New | 56.3 |
| 22-147 | PARAEDUCATOR-1 | ROOSEVELT ELEMENTARY SCHOOL | Vac | 75 |
| 22-166 | PARAEDUCATOR-1 | CDS - LINCOLN | Vac | 56.3 |
| 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 | 81.3 |
| 22-206 | PARAEDUCATOR-1 | SANTA MONICA HIGH SCHOOL | Vac | 79.1 |
| 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 | 81.3 |
| 22-237 | PARAEDUCATOR-1 | MALIBU HIGH SCHOOL | Vac | 75 |
| 22-260 | PARAEDUCATOR-1 | MCKINLEY ELEMENTARY SCHOOL | Vac | 75 |
| 22-272 | PARAEDUCATOR-1 | CDS - LINCOLN | Vac | 50 |
| 22-273 | PARAEDUCATOR-1 | MALIBU ELEMENTARY SCHOOL | Vac | 75 |
| 22-287 | PARAEDUCATOR-1 | LINCOLN MIDDLE SCHOOL | Vac | 75 |
| 22-117 | PARAEDUCATOR-3 | WEBSTER ELEMENTARY SCHOOL | Vac | 75 |

| | | | | |
|--------|---------------------------------|------------------------------|-----|------|
| 22-141 | PARAEDUCATOR-3 | MALIBU ELEMENTARY SCHOOL | Vac | 75 |
| 22-143 | PARAEDUCATOR-3 | WEBSTER ELEMENTARY SCHOOL | New | 75 |
| 22-168 | PARAEDUCATOR-3 | ROOSEVELT ELEMENTARY SCHOOL | New | 75 |
| 22-186 | 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 |
| 22-209 | PARAEDUCATOR-3 | WEBSTER ELEMENTARY SCHOOL | Vac | 75 |
| 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 | 81.3 |
| 22-246 | PARAEDUCATOR-3 | MALIBU HIGH SCHOOL | Vac | 75 |
| 22-250 | PARAEDUCATOR-3 | SMASH (ALTERNATIVE) SCHOOL | Vac | 75 |
| 22-261 | PARAEDUCATOR-3 | MCKINLEY ELEMENTARY SCHOOL | Vac | 75 |
| 22-274 | PARAEDUCATOR-3 | GRANT ELEMENTARY SCHOOL | Vac | 75 |
| 22-256 | PAYROLL SPECIALIST | FISCAL SERVICES | New | 100 |
| 22-275 | PAYROLL SPECIALIST | FISCAL SERVICES | Vac | 100 |
| 22-280 | SENIOR ADMINISTRATIVE ASSISTANT | SANTA MONICA HIGH SCHOOL | Vac | 100 |
| 22-262 | SENIOR BUYER | PURCHASING/WAREHOUSE | Vac | 100 |
| 22-247 | SENIOR OFFICE SPECIALIST | WILL ROGERS LEARNING ACADEMY | Vac | 50 |
| 22-276 | SENIOR OFFICE SPECIALIST | FRANKLIN ELEMENTARY SCHOOL | Vac | 100 |
| 22-169 | SPORTS FACILITY ATTENDANT | FACILITY USE DEPARTMENT | Vac | 37.5 |
| 22-226 | SYSTEMS ANALYST | EDUCATIONAL SERVICES | New | 100 |
| 22-263 | TECHNICAL THEATER TECHNICIAN | FACILITY USE DEPARTMENT | Vac | 100 |
| 22-277 | TECHNICAL THEATER TECHNICIAN | FACILITY USE DEPARTMENT | Vac | 50 |

Filled Requisitions (7/7/2022)

| Req Number | Req Title | Department | Date of Accepted Job Offer |
|------------|-----------------------------------|-----------------------------|----------------------------|
| 22-266 | CUSTODIAN | FACILITY USE DEPARTMENT | 6/28/2022 |
| 22-137 | INSTRUCTIONAL ASSISTANT-CLASSROOM | GRANT ELEMENTARY SCHOOL | 6/28/2022 |
| 22-145 | INSTRUCTIONAL ASSISTANT-CLASSROOM | GRANT ELEMENTARY SCHOOL | 6/28/2022 |
| 22-245 | INSTRUCTIONAL ASSISTANT-CLASSROOM | SMASH (ALTERNATIVE) SCHOOL | 6/14/2022 |
| 22-270 | INSTRUCTIONAL ASSISTANT-CLASSROOM | ROOSEVELT ELEMENTARY SCHOOL | 6/28/2022 |
| 22-271 | INSTRUCTIONAL ASSISTANT-CLASSROOM | ROOSEVELT ELEMENTARY SCHOOL | 6/28/2022 |
| 22-134 | PARAEDUCATOR-1 | JOHN MUIR ELEMENTARY SCHOOL | 7/6/2022 |
| 22-257 | PHYSICAL ACTIVITIES SPECIALIST | FRANKLIN ELEMENTARY SCHOOL | 6/16/2022 |
| 22-264 | PHYSICAL ACTIVITIES SPECIALIST | ROOSEVELT ELEMENTARY SCHOOL | 6/21/2022 |
| 22-119 | PLANT SUPERVISOR | OPERATIONS | 6/10/2022 |

**Classified Personnel – Merit
6/30/22**

NEW HIRES

| | | <u>EFFECTIVE DATE</u> |
|--|---|------------------------------|
| Flores, Francisco Operations-Malibu HS/MS | Custodian 8 Hrs/12 Mo/Range: 26 Step: A | 6/13/22 |
| Haker, Lorenzo FNS-Santa Monica HS | Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: E | 6/6/22 |
| Ramirez, Mike Education Technology Services | Technology Support Assistant 8 Hrs/12 Mo/Range: 40 Step: A | 6/2/22 |

LIMITED TERM

| | | <u>EFFECTIVE DATE</u> |
|--------------------------------|---|------------------------------|
| Ridley, Tischa FNS-Adams MS | Site Food Services Coordinator 1 Hr/SY/Range: 31 Step: F | 4/18/22-6/9/22 |

PROMOTION

| | | <u>EFFECTIVE DATE</u> |
|--------------------------------|--|------------------------------|
| Williams, Monay McKinley ES | Health Office Specialist 6 Hrs/SY/Range: 27 Step: A From: Campus Monitor: 2 Hrs/SY | 6/1/22 |

SUMMER ASSIGNMENTS

| | | <u>EFFECTIVE DATE</u> |
|--|--|------------------------------|
| Alaniz, Frederico Food and Nutrition Services | Stock and Delivery Clerk 4 Hrs/Day | 6/10/22-8/16/22 |
| Alvarez, Malissa Child Development Services | Children's Center Assistant-1 8 Hrs/Day | 6/10/22-8/17/22 |
| Anderson, Anaradeen Santa Monica HS | Campus Security Officer 4 Hrs/Day | 6/20/22-7/22/22 |
| Ayala, Magdalena Educational Services-Lincoln MS | Health Office Specialist 5 Hrs/Day | 6/20/22-7/15/22 |
| Benton, Vanessa Child Development Services | Children's Center Assistant-2 8 Hrs/Day | 6/10/22-8/15/22 |
| Brito, Maria Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Custodio, Thelma Special Education | Paraeducator-1 4.5 Hrs/Day | 6/20/22-7/22/22 |
| Friedman, Talia Special Education-WRC Preschool | Occupational Therapist Not to exceed: 24 Hrs | 6/10/22-8/16/22 |
| Gibson, Leticia FNS-McKinley ES | Cafeteria Worker I 4 Hrs/Day | 6/16/22-7/15/22 |
| Gonzalez, Ramona Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Griffis, Denise FNS-Santa Monica HS | Cafeteria Worker II 4 Hrs/Day | 6/16/22-7/15/22 |
| Gutierrez, Nallely Educational Services-McKinley ES | Bilingual Community Liaison Not to exceed: 20 Hrs | 6/20/22-7/15/22 |

| | | |
|---|---|-----------------|
| Hernandez, Steven Malibu MS/HS | Campus Security Officer 5 Hrs/Day | 6/20/22-7/22/22 |
| Hernandez, Yolanda Educational Services-Webster ES | Health Office Specialist 5 Hrs/Day | 6/20/22-7/15/22 |
| Jelks, Curtis Educational Services-Lincoln MS | Campus Security Officer 5 Hrs/Day | 6/20/22-7/15/22 |
| Leveaux, Mele Santa Monica HS | Student Outreach Specialist 5 Hrs/Day | 6/20/22-7/22/22 |
| Lopez, Saby Operations | Custodian 8 Hrs/Day | 6/15/22-8/17/22 |
| Lucas, Ralph Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Mangum, Don Santa Monica HS | Campus Security Officer 5 Hrs/Day | 6/20/22-7/22/22 |
| Martino, Jesica Special Education-WRC Preschool | Occupational Therapist Not to exceed: 32 Hrs | 6/10/22-8/17/22 |
| Miller, Brenda Educ. Svcs-Santa Monica HS | Health Office Specialist 4.75 Hrs/Day | 6/20/22-7/22/22 |
| Miller, Karen Grant ES | Senior Office Specialist Not to exceed: 24 Hrs | 8/8/22-8/10/22 |
| Moore, Sandra FNS-Santa Monica HS | Cafeteria Worker II 4 Hrs/Day | 6/10/22-8/16/22 |
| Orozco, Cecilia Operations | Custodian 8 Hrs/Day | 6/15/22-8/17/22 |
| Pollack, Bridget Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Preciado, Daniel Educational Services-Lincoln MS | Campus Security Officer 5 Hrs/Day | 6/20/22-7/22/22 |
| Quiroz, Timothy FNS-Santa Monica HS | Production Kitchen Coordinator 5 Hrs/Day | 6/10/22-7/31/22 |
| Reynolds, Luz Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Ridley, Tischa FNS-Santa Monica HS | Site Food Services Coordinator 4 Hrs/Day | 6/13/22-8/16/22 |
| Rodriguez, Frances Child Development Services | Children's Center Assistant-3 8 Hrs/Day | 6/10/22-8/17/22 |
| Rosas, Rosemarie FNS-Lincoln MS | Cafeteria Worker I 4 Hrs/Day | 6/16/22-8/16/22 |
| Santino, Susan Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Shafai, Kymberley Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |

| | | |
|---|--|-----------------|
| Smith, Darlene FNS-Santa Monica HS | Cafeteria Worker I 4 Hrs/Day | 6/10/22-8/16/22 |
| Smith, Dunell Facility Use-Franklin ES | Campus Security Officer 8 Hrs/Day | 6/20/22-8/12/22 |
| Sullivan, Brianna Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/1/22 |
| Taylor, Inelle Malibu MS/HS | Campus Security Officer 5 Hrs/Day | 6/20/22-7/22/22 |
| Thompson, Raquel Educational Services-McKinley ES | Health Office Specialist 5 Hrs/Day | 6/20/22-7/15/22 |
| Urbina, Erin Educ. Svcs-Santa Monica HS | Health Office Specialist 4.75 Hrs/Day | 6/20/22-7/22/22 |
| Vasquez, Graciela Santa Monica HS | Campus Security Officer 4 Hrs/Day | 6/20/22-7/22/22 |
| Velazquez, Alejandra Educational Services-Lincoln MS | Campus Monitor 3.5 Hrs/Day | 6/20/22-7/15/22 |
| Villagomez, Alice Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Wedlow, Darina Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Willie, Kyrie Educational Services-McKinley ES | Instructional Assistant - Classroom 5 Hrs/Day | 6/20/22-7/15/22 |
| Wilson, Terry Operations | Custodian 8 Hrs/Day | 6/15/22-8/17/22 |
| Winger, Nedra Educ. Svcs-Malibu MS/HS | Health Office Specialist 5 Hrs/Day | 6/20/22-7/22/22 |
| Winzey, Fidel Food and Nutrition Services | Stock and Delivery Clerk 7 Hrs/Day | 7/1/22-8/5/22 |
| Yadegari, Shiva Educational Services-Lincoln MS | Campus Monitor 3.5 Hrs/Day | 6/20/22-7/15/22 |

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

| | | |
|--|---|-----------------|
| Baskina, Galina Educational Services | Accompanist [additional hours; Stairway of the Stars support] | 3/1/22-3/31/22 |
| Davis, Anthony Operations-Rogers LC | Facilities Technician [overtime; school festivities support] | 5/6/22 |
| Gutierrez-Prada, Nancy Educational Services | Bilingual Community Liaison [overtime; simultaneous interpretation for Malibu Pathway] | 8/13/20-6/30/21 |
| Hernandez Cisneros, Alexander Facility Use | Custodian [overtime; Facility Use events support] | 3/1/22-6/30/22 |
| Kachurka, Sabrina FNS-Rogers LC | Cafeteria Worker II [additional hours; school festivities support] | 5/6/22 |

| | | |
|--|--|------------------------------|
| Kachurka, Sabrina FNS-Rogers LC | Cafeteria Worker II [overtime; school festivities support] | 5/6/22 |
| Lopez Figueroa, Carlos Grounds | Gardener [overtime; district projects] | 3/1/22-6/30/22 |
| McNaughton, Joellen Educational Services | Accompanist [overtime; Stairway of the Stars support] | 3/1/22-3/31/22 |
| Mortensen, Peter Facility Use | Audience Services Coordinator [additional hours; Facility Use events support] | 7/1/21-6/30/22 |
| Sheppard, Sean Facility Use | Sports Facility Attendant [additional hours; Facility Use events support] | 9/1/21-6/30/22 |
| Smith, Dylon Educational Services | Physical Activities Specialist [additional hours; professional development] | 2/10/22 |
| Smith, Matthew Facility Improvement Projects | Facilities Technician [overtime; FIP projects support] | 7/1/21-6/30/22 |
| Uliantzeff, Elena Muir ES | Bilingual Community Liaison [overtime; simultaneous interpretation] | 2/3/22-6/9/22 |
| Wallace, Kymberlee Special Ed-Lincoln MS | Paraeducator-1 [additional hours; after school library assistance] | 8/19/21-6/30/22 |
| <u>PROFESSIONAL GROWTH</u> | | <u>EFFECTIVE DATE</u> |
| Burrell, Catherine Santa Monica HS | Swimming Instructor/Lifeguard | 7/1/22 |
| Dawson, Kiva Special Ed-Franklin ES | Paraeducator-1 | 7/1/22 |
| Jauregui, Jorge Education Technology Services | Technology Support Assistant | 7/1/22 |
| Montes, April Student Services | Administrative Assistant | 6/1/22 |
| Serrano, Elva FNS-Lincoln MS | Cafeteria Worker I | 6/1/22 |
| Springer, Caroline Santa Monica HS | Senior Administrative Assistant | 7/1/22 |
| Torres, Corina Roosevelt ES | Instructional Assistant - Classroom | 7/1/22 |
| <u>LEAVE OF ABSENCE (PAID)</u> | | <u>EFFECTIVE DATE</u> |
| Bakhyt, Peter Food and Nutrition Services | Cafeteria Worker - Transporter Medical/FMLA/CFRA | 4/8/22-7/5/22 |
| Kretin, Dennis Maintenance | Maintenance Supervisor Medical/FMLA/CFRA | 5/9/22-6/6/22 |
| Manjarrez, Lisette Special Ed-Santa Monica HS | Paraeducator-2 Medical/FMLA/CFRA | 5/23/22-6/8/22 |
| Moya, Kimberly | Bus Driver | 5/16/22-5/29/22 |

| | | |
|--|---|-----------------|
| Transportation | Medical/FMLA/CFRA | |
| Newman, Pasley Special Ed-Santa Monica HS | Paraeducator-3 Medical/FMLA/CFRA | 3/21/22-5/4/22 |
| Wallace, Peiyi Rogers ES | Instructional Assistant - Classroom FMLA | 4/18/22-5/20/22 |
| Wicker, Keith Adams MS | Campus Monitor Parental | 2/14/22-5/6/22 |

LEAVE OF ABSENCE (UNPAID)

| | | |
|-----------------------------|---|--|
| Wallace, Peiyi Rogers ES | Instructional Assistant - Classroom Personal | <u>EFFECTIVE DATE</u> 5/31/22-6/6/22 |
|-----------------------------|---|--|

WORKING OUT OF CLASS

| | | |
|-------------------------------------|---|--|
| Gonzalez, Luz FNS-McKinley ES | Cafeteria Worker II From: Cafeteria Worker I | <u>EFFECTIVE DATE</u> 4/18/22-6/9/22 |
| Morales, Stephanie Operations | Custodian From: Instructional Assistant - Classroom | 1/5/22-6/9/22 |
| Robbins, Marcus Special Ed-SMASH | Paraeducator-3 From: Paraeducator-1 | 4/25/22-6/9/22 |
| Uliantzeff, Elena Muir ES | Translator/Interpreter From: Bilingual Community Liaison | 2/3/22-6/9/22 |
| Watkins, Ernest Operations | Lead Custodian From: Custodian | 4/6/22-4/11/22 5/6/22-8/16/22 |

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

| | | |
|-------------------------|--------------------------|---|
| FH7782834 | Senior Office Specialist | <u>EFFECTIVE DATE</u> 6/10/22 |
| FG9757232 Operations | Lead Custodian | 6/20/22 |

RESIGNATION

| | | |
|---|-------------------------------------|--|
| Beltran, Marbella Special Ed-Lincoln CDS | Paraeducator-1 | <u>EFFECTIVE DATE</u> 6/1/22 |
| Orsolini, Simona Rogers ES | Instructional Assistant - Classroom | 5/20/22 |
| Wicker, Keith Adams MS | Campus Monitor | 5/6/22 |

**Classified Personnel – Non-Merit
6/30/22**

TECHNICAL SPECIALIST – LEVEL I

| | | |
|---------------------|--|-----------------|
| Bordal, Finn | Educational Services [Dreams Instructor] - Funding: SMEF-Dream Winds | 3/15/22-6/9/22 |
| Chamorro, Christian | Facility Use [Permits and Production Coordinator] - Funding: Permits | 4/11/22-6/30/22 |

TECHNICAL SPECIALIST – LEVEL II

| | | |
|---------------|--|-----------------|
| Hill, Natalie | Facility Use [Permits and Production Coordinator] - Funding: Permits | 4/18/22-6/30/22 |
|---------------|--|-----------------|

TECHNICAL SPECIALIST – LEVEL III

| | | |
|-------------------|--|----------------|
| Baxter, Catherine | Santa Monica HS [Special Projects Coordinator] - Funding: Formula & Old Tier III | 1/4/22-6/30/22 |
|-------------------|--|----------------|

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

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

SMMUSD Board of Education Meeting Schedule 2022-23

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

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

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

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

District Office (DO): 1651 16th Street, Santa Monica.

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

Meeting Format Structures:

| Meeting "A" | Meeting "B" | Hybrid of "A" and "B" |
|---|---|---|
| <ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed) | <ol style="list-style-type: none"> 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments | <ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items 9. Major Items 10. Continuation of General Public Comments (if needed) |

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

VII. Personnel Commission Business:

A. Future Items:

| Subject | Action Steps | Tentative Date |
|----------------|---------------------|-----------------------|
| N/A | | |

VIII. Next Regular Personnel Commission Meeting:

Wednesday, August 10, 2022, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: