



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

August 10, 2022

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 10, 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 August 10, 2022

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

- G.06 Approval of Minutes for Regular Meeting on July 13, 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 August 10 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

August 10, 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, August 10, 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 August 10, 2022

G.06 Approval of Minutes for:

- Regular Meeting on July 13, 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>
Administrative Assistant	4
Bus Driver	2
Certified Occupational Therapy Assistant	3
Laboratory Technician	1
Lead Custodian	7
Licensed Vocational Nurse	3
Paraeducator 1	4
Paraeducator 3	4

C.02 Advanced Step Placement:
Joan Wallace in the classification of Payroll Specialist at Range A-38 Step E

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Specification Revision:
Licensed Vocational Nurse within the Instructional Assistant and Paraprofessional
Job Unit

A.02 Classification Specification 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)
 - July 21, 2022
 - August 11, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board
Agenda)
 - July 21, 2022
 - August 11, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Public Employee Performance Evaluation: Director of Classified Personnel	Closed Session	September 14, 2022

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 14, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

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

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the 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 was held on **Wednesday, July 13, 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: July 13, 2022

It was moved and seconded to approve the agenda with an amendment – Agenda Item III.A.01 – Classification Description Revision - was postponed till the August 10, 2022 regular Personnel Commission meeting. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: June 15, 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 June 15, 2022.**
 - **Training and Experience Evaluation was distributed for Library Assistant.**
 - **The Personnel Commission staff held written exams for Campus Monitor.**
 - **Oral exams were administered for Instructional Assistant – Physical Education, Laboratory Technician, Senior Buyer, and the Spanish speaking bilingual assessment.**
 - **Performance exams were held for Payroll Specialist.**
 - **Licenses were verified for the Licensed Vocational Nurse candidates.**
 - **Final selection interviews were held for Instructional Assistant – Classroom, the Paraeducator series, Custodian, and Campus Monitor.**
 - **Recruitments have been opened for Low Voltage Technician, Gardener, Lead Custodian, Athletic Trainer, and Certified Occupational Therapy Assistant.**
 - **Recruitments continue to be opened for Bus Driver, Campus Monitor, 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 28 claims since the last regular Personnel Commission meeting in June.**

- **Director Kahn informed the Personnel Commission about the annual management retreat that will take place at the beginning of August. It is coordinated by the Educational Services Department.**

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
 - **None**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about recruitments and staffing for the upcoming school year.**
 - **Dr. Kelly provided an update regarding 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, some to Grant ES. 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 Personalized Project Learning, Olympic HS, the Independent Study, Off Campus Learning Center, and the Adult School will be moved to Santa Monica College.**
 - **Dr. Kelly informed the Personnel Commission about bringing the certificated Collective Bargaining Unit Agreement to the Board of Education regular meeting on July 21, 2022. It includes 10% salary increase.**

G.10 Public Comments:

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- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Monitor	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
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-03. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Description Revision:

Swimming Instructor/Lifeguard within the Instructional Assistant and Paraprofessional Job Unit

It was moved and seconded to postpone Agenda Item III.A.01 to the next regular Personnel Commission meeting on August 10, 2022. The motion passed.

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

REPORT AND DISCUSSION

- N/A

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)
 - 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
 - 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, 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 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: 4:47 p.m.

Submitted by:

Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 10, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Joan Wallace

Hire Date: 08/01/2022

ASP Request Submitted: 08/01/2022

BACKGROUND INFORMATION:

<u>Classification Title:</u> Payroll Specialist	<u>Employee:</u> Joan Wallace	<u>Calculation of Advanced Step Recommendation</u>
<u>Education:</u> Educational attainment equivalent to a high school diploma or its recognized equivalent	<ul style="list-style-type: none"> Joan Wallace exceeds the minimum education requirement. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> Three (3) years increasingly responsible payroll, accounting or financial record keeping experience.	<ul style="list-style-type: none"> Joan Wallace exceeds the minimum experience requirement with 27+ years of experience related to financial record keeping. 	8 (3-year periods) of experience above the required level = 2 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"> The Director has concluded that it would be very challenging to find alternative qualified applicants 	Director concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) + 1 (Difficulty) = 4 Advanced Step = STEP E</u>		

DIRECTOR'S COMMENTS:

Joan Wallace's education and experience exceeds the minimum requirements specified for this classification and it will be challenging to find alternative, qualified applicants. Pay rate at salary Range A-38 at Step A is \$3,910/month, while Step E is \$4,754/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joan Wallace at Range A-38, Step E 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, August 10, 2022

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Licensed Vocational Nurse (LVN)

BACKGROUND INFORMATION:

Licensed Vocational Nurse is a historically difficult to fill classification with the added pressure of high demand for nurses at all levels in healthcare. Previous efforts to address the challenges have included an accelerated hiring rate to step B of the salary range. Staff reviewed the existing class spec to determine if any revisions could be made to assist with recruiting.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed the existing class spec
- Provided proposed revisions to the Director, Student Services, Tara Brown, and Coordinating Nurse, Rachel Bressler
- Integrated feedback into a revised class spec

ANALYSIS & FINDINGS:

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

- Revised Minimum Qualifications to remove Experience
- Revised Supervision to clarify that a credentialed School Nurse provides supervision
- Updated formatting for consistency with other class specs

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Licensed Vocational Nurse (LVN) classification specification as provided.

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

CLASS TITLE: LICENSED VOCATIONAL NURSE (LVN)



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

Classified Employee's Salary Range: A-34

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 550721

LICENSED VOCATIONAL NURSE

BASIC FUNCTION:

Under direct **general** supervision of the ~~Director of Student Services~~ **a credentialed School Nurse**, the Licensed Vocational Nurse (LVN) ~~performs~~ **required** duties such as assisting with student's personal hygiene, provide**ing** first aid and emergency health assistance to students and staff, **and assisting** with updating and maintaining student health records. The LVN ~~assists the Credentialed School Nurse in the daily operation of the health office, and related work as required.~~

MINIMUM QUALIFICATIONS:

EDUCATION:

A high school diploma or recognized equivalent.

ADDITIONAL REQUIREMENTS/INFORMATION:

- **Valid California Vocational Nurse License**
- **Valid First Aid, CPR, and AED Certification must be obtained before start date and maintained**
- **Valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required**

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Licensed Vocational Nurse **differs from a Health Office Specialist in that a Licensed Vocational Nurse** possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the technical and functional direction of the Credentialed School Nurse, **whereas a Health Office Specialist assists professional health services personnel in a school health office by maintaining clerical records and administering first aid in emergencies.**

- ~~A Developmental/Health Instructional Assistant provides assistance in implementing instructional programs for students with significant disabilities and provides assistance in meeting special health care needs of students who are medically fragile.~~
- ~~A Health Office Specialist assists professional health services personnel in a school health office by maintaining clerical records and administering first aid in emergencies.~~

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform or assist medical/nursing personnel with basic care and protocols which may include: catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, tracheostomy suctioning, blood sugar testing, operation specialized medical equip, wound care, administering injections, and other procedures stipulated in Individual Health Service Plan (IHSP).

- Administer prescribed medications according to physician's instructions based on established district procedures and maintain related records and documents in consultation with the Credentialed School Nurse-
- Provide first aid services and emergency assistance to school children and others who are hurt or become ill at school-
- Assist students with physical care activities of daily living including toileting, changing diapers, transfer in and out of wheelchair, feeding and mobility-
- Contact parents, paramedics and professional medical personnel as required-
- Assist the Credentialed School Nurse with state required vision, hearing and scoliosis health screenings; also perform and/or assist with dental screenings and height and weight measurements-

Licensed Vocational Nurse (LVN) – Continued

Page 2

- Record health screening results on the student health record in a timely manner-
- Document in the health record and medication log services rendered-
- Complete referrals, inform parents of the need for referral and monitor results of referrals on student health record, as requested by the Credentialed School Nurse-
- Follow all District medical and health procedures after training by the Credentialed School Nurse-
- Maintain confidentiality of all health procedures regarding student health-
- Support health and safe environment, hand washing, head lice screening other health related matters as needed-
- Order necessary supplies-
- Report suspected child abuse to proper personnel and authorities according to state guidelines and District policy-
- Maintain lists of student with special health problems-
- Assist school personnel as needed to ensure student health and safety-
- **Performs other related duties as assigned**

OTHER DUTIES:

- ~~Perform related duties as assigned by the Credentialed School Nurse.~~

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 Director of Student Services~~ **a credentialed School Nurse.** ~~Technical and functional direction is provided by the Credentialed School Nurse. No supervision of other staff is exercised.~~

KNOWLEDGE AND ABILITIES: JOB REQUIREMENTS

KNOWLEDGE OF:

- Medical procedures such as monitoring seizures and administering injections-
- Child development and guidance principles and practices, especially as they relate to students-
- First aid procedures and practices, including CPR and AED-
- School-based health-related techniques in administering injections or other procedures outlined in the ~~IHSP-Individual Health Service Plan~~
- Student(s) health status and health related issues (such as diabetic care, and seizure monitoring)-
- Behavior of emotionally disturbed students-
- Child Abuse reporting requirements and procedures-

- Safe practices in classroom and playground activities-
- Basic record-keeping techniques-
- Modern office procedures and equipment-
- Basic computer applications, including data entry and word processing-

ABILITY TO:

- Learn school-based health-related techniques in administering injections or other procedures outlined in the IHSP. Individual Health Service Plan
- Learn to monitor student(s) health status and health related issues (such as diabetic care, and seizure monitoring).
- Report findings to the Credentialed School Nurse.

~~Licensed Vocational Nurse (LVN) – Continued~~

Page 3

- Compile and maintain accurate and complete student health records-
- Provide first aid and emergency assistance as needed-
- Demonstrate a patient, understanding and receptive attitude toward children with an illness or injury-
- Work confidentially with discretion-
- Communicate with others regarding a variety of health-related activities or concerns-
- Understand and follow oral and written directions-
- Understand and apply rules, regulations, policies and procedures-
- Establish and maintain effective working relationships with others, including interpersonal skills of tact, patience and courtesy-

EDUCATION AND EXPERIENCE:

EDUCATION:

~~A high school diploma or its recognized equivalent and graduation from an accredited Licensed Vocational Nurses Training Program.~~

EXPERIENCE:

~~Two (2) years of work experience as a Licensed Vocational Nurse in a health or hospital-related position. Experience in a public school district is desirable. Community health, pediatric or family health experience preferred.~~

~~Note: For positions which require the ability to communicate effectively in a designated second language, candidates must successfully pass the District's bilingual oral exam.~~

LICENSES AND OTHER REQUIREMENTS:

- ~~Valid California Licensed Vocational Nurse license.~~
- ~~Valid First Aid, CPR and AED Certification.~~
- ~~A valid California Class C driver's license and an acceptable Motor Vehicle Report (MVR) and availability of private transportation between job sites is required.~~

WORKING CONDITIONS:

ENVIRONMENT:

The employee works in an office environment with many interruptions, moderate noise levels. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information. **Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.**

PHYSICAL DEMANDS:

The employee performs work which involves the frequent lifting, bending, pushing, and moving objects weighing up to fifty (50) pounds. Requires the mobility to stand, stoop, reach and bend. Require mobility or arms to reach and dexterity of hands and fingers needed to operate a variety of specialized health care equipment and a computer keyboard. Sitting, stooping, crouching, standing, bending at the waist, kneeling or walking to assist students. Must have hand and finger dexterity to operate specialized equipment and adaptive tools for lifting heavy students (such as the a Hoyer lift). Must be physically able to provide rapid response to emergent situation throughout the school campus.

~~Licensed Vocational Nurse – Continued~~

~~Page 4~~

HAZARDS:

~~Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.~~

~~DUTIES APPROVED
BOARD OF EDUCATION:
April 6, 2011~~

~~CLASSIFICATION APPROVED
PERSONNEL COMMISSION:
June 14, 2011~~

CLASSIFICATION ESTABLISHED:

June 14, 2011

REVISED:

PROPOSED: August 10, 2022



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 550721

LICENSED VOCATIONAL NURSE

BASIC FUNCTION

Under general supervision of a credentialed School Nurse, the Licensed Vocational Nurse performs duties such as assisting with students' personal hygiene, providing first aid and emergency health assistance to students and staff, and assisting with updating and maintaining student health records.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

ADDITIONAL REQUIREMENTS/INFORMATION:

- Valid California Vocational Nurse License
- Valid First Aid, CPR, and AED Certification must be obtained before start date and maintained
- Valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required

REPRESENTATIVE DUTIES

- Perform or assist medical/nursing personnel with basic care and protocols which may include: catheterization, gastrostomy tube feeding, oral suctioning, ostomy care, tracheostomy suctioning, blood sugar testing, operation specialized medical equip, wound care, administering injections, and other procedures stipulated in Individual Health Service Plan
- Administer prescribed medications according to physician's instructions based on established district procedures and maintain related records and documents in consultation with the credentialed School Nurse
- Provide first aid services and emergency assistance to school children and others who are hurt or become ill at school
- Assist students with physical care activities of daily living including toileting, changing diapers, transfer in and out of wheelchair, feeding and mobility
- Contact parents, paramedics and professional medical personnel as required
- Assist the credentialed School Nurse with state required vision, hearing and scoliosis health screenings; also perform and/or assist with dental screenings and height and weight measurements
- Record health screening results on the student health record in a timely manner.

- Document in the health record and medication log services rendered
- Complete referrals, inform parents of the need for referral and monitor results of referrals on student health record, as requested by the credentialed School Nurse
- Follow all District medical and health procedures after training by the credentialed School Nurse
- Maintain confidentiality of all health procedures regarding student health
- Support health and safe environment, hand washing, head lice screening other health related matters as needed
- Order necessary supplies
- Report suspected child abuse to proper personnel and authorities according to state guidelines and District policy
- Maintain lists of student with special health problems
- Assist school personnel as needed to ensure student health and safety
- Performs other related duties as assigned

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

SUPERVISION

General direction is received from a credentialed School Nurse. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Medical procedures such as monitoring seizures and administering injections
- Child development and guidance principles and practices, especially as they relate to students
- First aid procedures and practices, including CPR and AED
- School-based health-related techniques in administering injections or other procedures outlined in the Individual Health Service Plan
- Student(s) health status and health related issues (such as diabetic care, and seizure monitoring)
- Behavior of emotionally disturbed students
- Child Abuse reporting requirements and procedures
- Safe practices in classroom and playground activities
- Basic record-keeping techniques
- Modern office procedures and equipment
- Basic computer applications, including data entry and word processing

ABILITY TO:

- Learn school-based health-related techniques in administering injections or other procedures outlined in the Individual Health Service Plan
- Learn to monitor health status and health related issues (such as diabetic care, and seizure monitoring)
- Report findings to the credentialed School Nurse
- Compile and maintain accurate and complete student health records
- Provide first aid and emergency assistance as needed
- Demonstrate a patient, understanding and receptive attitude toward children with an illness or injury
- Work confidentially with discretion
- Communicate with others regarding a variety of health–related activities or concerns
- Understand and follow oral and written directions
- Understand and apply rules, regulations, policies and procedures
- Establish and maintain effective working relationships with others, including interpersonal skills of tact, patience and courtesy

WORKING CONDITIONS

ENVIRONMENT:

The employee works in an office environment with many interruptions, moderate noise levels. Depending upon the position assignment, the employee interfaces with students, teachers, school administrators, staff, and public and private representatives in performing a variety of clerical functions and in requesting and providing information. Exposure to contact with blood and other bodily fluids. May be required to work with harsh and toxic substances such as bleach.

PHYSICAL DEMANDS:

The employee performs work which involves the frequent lifting, bending, pushing, and moving objects weighing up to fifty (50) pounds. Requires the mobility to stand, stoop, reach and bend. Require mobility or arms to reach and dexterity of hands and fingers needed to operate a variety of specialized health care equipment and a computer keyboard. Sitting, stooping, crouching, standing, bending at the waist, kneeling or walking to assist students. Must have hand and finger dexterity to operate specialized equipment and adaptive tools for lifting heavy students (such as a Hoyer lift). Must be physically able to provide rapid response to emergent situation throughout the school campus.

CLASSIFICATION ESTABLISHED:

June 14, 2011

REVISED:

PROPOSED: August 10, 2022



PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 10, 2022

AGENDA ITEM NO: III.A.02

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: August 10, 2022



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

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

SWIMMING INSTRUCTOR/LIFEGUARD

BASIC FUNCTION

Under general direction, keeps pool facilities clean, maintains order, and safeguards and instructs students and bathers at a pool.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

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

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid Lifeguarding certificate issued by an agency such as the American Red Cross or the Y.M.C.A.
- A valid Water Safety 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

- Patrols the pool and warns bathers of dangerous swimming practices
- Enforces rules and regulations
- Maintains order at the pool
- Assists faculty in swimming and lifesaving instruction
- Administers artificial respiration or first aid when necessary
- Rescues persons in distress
- Keeps the pool decks and dressing rooms clean and orderly
- Removes and replaces pool covers, lane lines and water polo goals as necessary
- May launder towels
- Coordinates the use of all equipment used at swim meets or other sports activities at the pool
- Monitors facility use; opens, closes, and secures building for classes and events; assists in preparing the facility for student and community use
- Tests, monitors, and records levels of chemicals in pool including, but not limited to, pH and free chlorine residual

- May be assigned to assist in supervision of students in physical education or outdoor activities
- Performs other related duties as assigned

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

SUPERVISION

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

JOB REQUIREMENTS

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:

- 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

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.

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CLASSIFICATION ESTABLISHED:

August 27, 1979

REVISED:

June 25, 1981

February 09, 2010

PROPOSED: August 10, 2022

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (8/5/2022)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
23-007	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
22-251	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	Vac	100
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	43.75
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	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-234	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	6.25
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
22-285	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	25
23-001	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25

23-002	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	12.5
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
23-003	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-032	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5
23-008	CUSTODIAN	MALIBU ELEMENTARY SCHOOL	Vac	100
23-009	CUSTODIAN	OPERATIONS	Vac	62.5
23-010	HVAC MECHANIC	MAINTENANCE	New	100
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-267	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5

22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	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	48.75
22-281	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
22-282	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	43.75
22-284	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
22-240	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
22-255	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	75
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
23-012	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100
22-089	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	87.5
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25

22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-110	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-146	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-181	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-194	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-206	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	79.13
22-210	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
22-221	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-229	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-260	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-004	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-013	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-014	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
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
22-188	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
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-274	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
23-015	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
23-016	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-019	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	100
23-005	PLUMBER	MAINTENANCE	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
23-006	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100

Filled Requisitions (8/5/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
21-062	BUS DRIVER	TRANSPORTATION	7/26/2022
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	7/13/2022
22-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	7/15/2022
22-265	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	7/21/2022
22-279	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	7/26/2022
22-278	CERTIFIED OCCUPATIONAL THERAPY ASSISTANT (COTA)	SPECIAL EDUCATION	7/26/2022
22-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	7/11/2022
22-269	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	7/11/2022
22-286	LEAD CUSTODIAN	SANTA MONICA HIGH SCHOOL	7/29/2022
22-259	LICENSED VOCATIONAL NURSE (LVN)	SANTA MONICA HIGH SCHOOL	7/21/2022
22-139	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	7/28/2022
22-166	PARAEDUCATOR-1	CDS - LINCOLN	7/22/2022
22-178	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	7/12/2022
22-182	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	7/21/2022
22-143	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	7/27/2022
22-241	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	7/12/2022
22-246	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	7/27/2022
22-261	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	7/27/2022
22-256	PAYROLL SPECIALIST	FISCAL SERVICES	7/25/2022

**Classified Personnel – Merit
7/21/22**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Herring, Areole Education Technology Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 40 Step: A	6/20/22
Taylor, Richard Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 37 Step: A	6/28/22

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Aceves, Cindy Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Adams, Melissa Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Alvarez, Maryke Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Alvarez, Susana Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Amaya, Janene Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Aquino, Gilda Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Ayala Quintana, Magdalena Educational Services-McKinley ES	Health Office Specialist 5 Hrs/Day	6/15/22-6/16/22
Becherer, Gretchen Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Benjamin, Venecia Purchasing	Stock and Delivery Clerk 1 Hr/Day	7/1/22-8/5/22
Bilotti, Scott Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Bonnel, Melissa Special Education	Occupational Therapist 6 Hrs/Day	6/20/22-7/15/22
Bratcher, Jessica Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Brito, Maria Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Brito, Salvador Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Brooks, Michelle Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Brown, Lincoln Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22

Brown, Steve Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Bryan, Annette Special Education	Paraeducator-3 6.5 Hrs/Day	6/20/22-7/15/22
Buendia, Carolina Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Burnham, Roxanne Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Burrell, Catherine Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Cabrera, Jennifer Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Caceres-Navarrete, Teresa Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/15/22
Campos, Mercedes Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/20/22-7/15/22
Carbajal, Patricia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Castaneda, Laura Special Ed-McKinley ES	Paraeducator-3 3 Hrs/Day	6/20/22-7/15/22
Ceron, Gloria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Chavez Vasquez, Jessica Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/20/22-7/15/22
Cisneros, Amber Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Cisneros, Yolanda Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Colula Moncada, Anilu Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Conrad, Wei-Jin Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Conrad, Wei-Jin Educational Services-Webster ES	Instructional Assistant - Classroom 5 Hrs/Day	6/20/22-7/15/22
Cooper, Raymond Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Cornejo, Natalie Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Cortez, Griselda Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Cortez, Maria Special Education	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22

Cruz, Carmen Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Daniels, Delone Special Education	Paraeducator-2 6.5 Hrs/Day	6/20/22-7/15/22
Davis, Lenora Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Davis, Lisa Rogers LC	Senior Office Specialist Not to exceed: 16 Hrs	8/8/22-8/10/22
Dawson, Kiva Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
De La Rosa, Christopher Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Deleon, Adrian Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Delgado, Eduardo Special Ed-Webster ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Diaz, Delfina Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Diaz, Vicente Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Dixon, Crystal Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Eby, David Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/15/22
Elie, Latrice Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 7 Hrs/Day	6/20/22-7/15/22
Fernandez, Angelica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Finnell, Kearia Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Flores, Ardis Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Flores, Maria Maintenance	Senior Office Specialist 8 Hrs/Day	6/20/22-8/12/22
Flores, Victoria Special Ed-McKinley ES	Paraeducator-3 5 Hrs/Day	6/20/22-7/15/22
Franco, Olivia Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Friedenberg, Mindy Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22

Friedman, Talia Special Education	Occupational Therapist 6 Hrs/Day	6/20/22-7/15/22
Fruchtman, Bettelyn Franklin ES	Administrative Assistant Not to exceed: 16 Hrs	7/1/22-8/3/22
Garcia, Melina Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/15/22
Garcia, Melina Edison LA	Senior Office Specialist Not to exceed: 64 Hrs	6/15/22-8/10/22
Garcia, Norma Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gauntt, Deborah Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Gavin, Valencia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gershuni, Katherine Educational Services-McKinley ES	Health Office Specialist 5 Hrs/Day	6/15/22-7/15/22
Gheewala, Mehrun Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gilkes, Kirsten Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Godinez, Lorena Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gomez, Cynthia Special Education	Paraeducator-1 5.5 Hrs/Day	6/20/22-7/15/22
Gomez, Jose Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Gomez, Monica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gondo, Janet Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Gonzalez, Andrea Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gonzalez, Cecilia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gonzalez, Diane Educational Services-Lincoln MS	Health Office Specialist 5 Hrs/Day	6/20/22-7/15/22
Gonzalez, Jessica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator-3 7 Hrs/Day	6/20/22-7/15/22
Gonzalez, Ramona Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22

Gould, Travis Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Granadino, Frank Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Grant, Carolyn Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Griffis, Crystal Special Ed-Santa Monica HS	Paraeducator-3 7 Hrs/Day	6/20/22-7/15/22
Gutierrez, Rosa Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Gutierrez, Yoly Edison LA	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Gutierrez, Yoly Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Gutierrez Torres, Filiberto Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Haker, Lorenzo FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/10/22-8/16/22
Hendricks, David Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Hernandez, Jessica Edison LA	Bilingual Community Liaison Not to exceed: 35 Hrs	6/15/22-8/10/22
Hernandez, Rita Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Hernandez, Wendy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Iverson, Ocea Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Jackson, Crystal Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Johnson, Kerri Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Johnson, Lore Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Johnson, Mayra Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Johnson, Raymonda Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22

Jones, Mashawnda Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Kahaleuahi, Joan Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Kennedy, Katherine Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Kim, Eunice Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Kramer, Quentin Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Landaverde, Elmer Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Lazo, Noreen Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Lee, Dawn Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Lo Greco, Vincent Special Ed-Santa Monica HS	Paraeducator-3 6.5 Hrs/Day	6/20/22-7/15/22
Lopez Velazco, Sarah Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Lozano, Jasmine Special Ed-Santa Monica HS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Lucas, Ralph Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Madry, Tyrone Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Maender, Alaina Special Education	Occupational Therapist 6 Hrs/Day	6/20/22-7/15/22
Martinez, Isabel Special Ed-Santa Monica HS	Paraeducator-3 7 Hrs/Day	6/20/22-7/15/22
Martinez, Melinda Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Martino, Jesica Special Education	Occupational Therapist 6 Hrs/Day	6/20/22-7/15/22
Mayer, Allison Special Ed-McKinley ES	Paraeducator-1 3 Hrs/Day	6/20/22-7/15/22
McGowan, Zakesha Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
McKeever, Marissa Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22

Miller, Brenda Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/15/22
Miller, Melvyn Facility Use-Rogers LC	Campus Security Officer 8 Hrs/Day	6/27/22-8/5/22
Monroe, Lisa Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Monte, Peri Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Montes, Linda Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Moreno, Rosa FNS-McKinley ES	Cafeteria Worker II 4 Hrs/Day	6/16/22-7/15/22
Morgan, Sadrica Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Moya, Kim Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Murcia, Karina Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Nash-Johnson, Keshia Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2 4.5 Hrs/Day	6/20/22-7/15/22
Nolen, Henry Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Ockner, Sari Special Education	Occupational Therapist 6 Hrs/Day	6/20/22-7/15/22
Oyenoki, Daniel Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Padilla, Elizabeth Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Padilla Barrera, Elva Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Palmore, Renata FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/10/22-8/16/22
Payton, Tawny Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Perez, Grace Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Perez, Grace Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Pineda, Blanca Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22

Pollack, Bridget Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Preciado, Edwin Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Pullard, Alexis Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Putt, Marissa Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Ramirez, Armida Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/15/22
Ramos, Ascuncion Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Ramos, Margaret Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Ratliff, Sheleita Special Ed-McKinley ES	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Razon-McMillan, Monica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Reed, Desiree Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Reuther, Teresa Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Reynolds, Luz Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Richards, Ingrid Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Riley, Martelle Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Riordan, Jacqueline Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Rocha, Patricia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Rodriguez, Cecilia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Rodriguez, Gerardo Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Rosa, Lucy Special Ed-Lincoln MS	Paraeducator-2 4.5 Hrs/Day	6/20/22-7/15/22
Ruiz, Juliana Operations	Custodian 8 Hrs/Day	6/16/22-8/17/22
Sammann, Kevin Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22

Sampson, Claudia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Sandoval, Noelle Educational Services-McKinley ES	Administrative Assistant 5 Hrs/Day	6/16/22-7/18/22
Santino, Susan Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Sea, Shannon Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Seklawi, Sara Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Shafai, Kymberly Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Shih, Jennifer Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Silvestre, Ernestina Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Smith, Angelique Special Education	Occupational Therapist 6 Hrs/Day	6/20/22-7/15/22
Smith, Brian Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Striff, Jill Special Education	Occupational Therapist 6 Hrs/Day	6/20/22-7/15/22
Sullivan, Brianna Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Syposs, Michelle Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Taylor, Christian Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Terry, Isaura Educational Services-Webster ES	Administrative Assistant 5 Hrs/Day	6/20/22-7/15/22
Thompson, Raquel Educational Services-McKinley ES	Health Office Specialist 5 Hrs/Day	6/15/22-6/16/22
Torres, Leslie Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/15/22
Tran, Daniel Santa Monica High School	Athletic Trainer Not to exceed: 120 Hrs	6/10/22-6/30/22
Trujillo, Sandy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Tse, Pui Yin Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Tse, Pui Yin Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22

Turner, Gearl Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Valdivia, Brenda Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Valdivia, Brenda Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Vargas, Cynthia Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Villagomez, Alice Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Wade, Byron Special Ed-Santa Monica HS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Walsh, Leslie Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Watts, Annie Special Ed-Lincoln MS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22
Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Wedlow, Darina Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
White, Andrew Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22
Wilhalme, Ryan Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Williams, Monica Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Williams, Steven Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Willie, Kyrie Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/15/22-6/16/22
Wilson, Stanley Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Wilson, Walter Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Wingfield, Janet Special Ed-Lincoln MS	Paraeducator-2 6 Hrs/Day	6/20/22-7/15/22
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	6/13/22-8/30/22 8/8/22-8/18/22
Wolfe, Petra Educational Services	Elementary Library Coordinator Not to exceed: 30 Hrs	6/15/22-8/10/22

Womack, Raven Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/10/22-8/17/22
Yates, Kathy Transportation	Bus Driver Not to exceed: 150 Hrs	6/15/22-7/18/22
Young, Abigail Special Ed-McKinley ES	Paraeducator-3 4.5 Hrs/Day	6/20/22-7/15/22
Zaheer, Anila Special Ed-Santa Monica HS	Paraeducator-1 4.5 Hrs/Day	6/20/22-7/15/22

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Beers-Altman, Eli Special Ed-Lincoln MS	Paraeducator-1 [additional hours; choir concert supervision]	5/5/22
Carrillo, Brenda Adams MS	Administrative Assistant [overtime; special project]	3/16/22-3/19/22
Fruchtman, Bettelyn Franklin ES	Administrative Assistant [overtime; clerical support]	8/4/22-6/21/23
Mesrobian, Varso Franklin ES	Senior Office Specialist [overtime; clerical support]	8/11/22-6/14/23
Taylor, Richard Facility Use	Technical Theater Technician [overtime; Facility Use events support]	6/28/22-6/30/23
Williams, Monica Lincoln MS	Senior Office Specialist [overtime; after school library assistance]	8/19/21-6/30/22
Williams, Monica Lincoln MS	Senior Office Specialist [overtime; Open House support]	5/12/22

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Bunayog, Jesse Fiscal Services	Accountant	7/1/22
Gomez, Jack Operations	Custodian	7/1/22

ABOLISHMENT OF POSITION

		<u>EFFECTIVE DATE</u>
	Paraeducator-1 6.5 Hrs/SY/Special Ed-Santa Monica HS	6/11/21
	Paraeducator-1 6 Hrs/SY/Special Ed-Malibu ES	8/16/21
	Paraeducator-2 6 Hrs/SY/Special Ed-Lincoln MS	9/1/21
	Paraeducator-3 6 Hrs/SY/Special Ed-Santa Monica HS	8/18/21
	Paraeducator-3 6.5 Hrs/SY/Special Ed-Santa Monica HS	8/18/21

DISQUALIFICATION FROM PROBATION

		<u>EFFECTIVE DATE</u>
EM9068767 Operations	Custodian	6/30/22

RESIGNATION

		<u>EFFECTIVE DATE</u>
Archer, Caroline Malibu ES	Instructional Assistant - Classroom	6/9/22

Beers-Altman, Eli Special Ed-Lincoln MS	Paraeducator-1	6/9/22
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Chery, Chrisauna SMASH	Instructional Assistant - Classroom	6/9/22
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Escobar, Evanny Special Ed-McKinley ES	Paraeducator-1	6/9/22
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Gonzalez, Angelica Santa Monica HS	Senior Administrative Assistant	6/9/22
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Gonzalez, Jessica CDS-Rogers LC	Children's Center Assistant-2	6/9/22
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Gonzalez, Moises Rogers LC	Instructional Assistant - Classroom	6/9/22
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Gutierrez, Mary Ann McKinley ES	Instructional Assistant - Classroom	6/10/22
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Korduner, Justin Special Ed-Santa Monica HS	Paraeducator-1	7/30/22
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Lacson, Andrew Fiscal Services	Payroll Specialist	6/10/22
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Mulligan, Tiffany Webster ES	Campus Monitor Instructional Assistant - Classroom	6/9/22
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Orlinski, Aneta Special Ed-Malibu ES	Paraeducator-1	6/9/22
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Santillan Morales, Samantha Special Ed-McKinley ES	Paraeducator-3	6/9/22
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RETIREMENT

		<u>EFFECTIVE DATE</u>
Gerhardt, Debra Franklin ES	Instructional Assistant - Classroom	6/9/22

Gonzalez-Mortensen, Simona Roosevelt ES	Physical Activities Specialist	6/9/22
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Rodriguez, Maria Adams MS	Bilingual Community Liaison	6/14/22
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Zibahalat, Haide Special Ed-Franklin ES	Paraeducator-1	6/9/22
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Zweig, Marie Malibu HS	Athletic Trainer	6/9/22
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**Classified Personnel – Merit
8/11/22**

NEW HIRES

Kluft, Julianne
Grant ES

Instructional Assistant-Classroom
3 Hrs/SY/Range: 20 Step: B

EFFECTIVE DATE

8/17/22

LIMITED TERM

Torres, Veronica
Human Resources

Senior Office Specialist
8 Hrs/12 Mo/Range: 27 Step: A

EFFECTIVE DATE

1/3/22-4/29/22

Wallace, Joan
Fiscal Services

Senior Administrative Assistant
8 Hrs/12 Mo/Range: 38 Step: A

7/1/22-7/31/22

PROMOTION

Martinez, Aida
Rogers LC

Instructional Assistant - Classroom
3 Hrs/SY/Range: 20 Step: D
From: Campus Monitor: 2.25 Hrs/SY

EFFECTIVE DATE

8/17/22

Montoya Schweers, Ryan
Franklin ES

Physical Activities Specialist
6 Hrs/SY/Range: 28 Step: A
From: Campus Monitor: 2 Hrs/SY

8/17/22

SUMMER ASSIGNMENTS

Anderson, Anaradeen
Operations

Custodian
8 Hrs/Day

EFFECTIVE DATE

7/18/22-8/17/22

Benjamin, Venecia
Operations

Custodian
8 Hrs/Day

7/18/22-8/17/22

Bratcher, Jessica
Special Education

Paraeducator-1
3.5 Hrs/Day

7/18/22-7/29/22

Brito, Salvador
Operations

Custodian
8 Hrs/Day

7/18/22-8/17/22

Buendia, Carolina
Special Education

Paraeducator-3
3.5 Hrs/Day

7/18/22-7/29/22

Chawla, Simren
Special Education

Occupational Therapist
6 Hrs/Day

6/20/22-7/15/22

Davis, Jonathan
Operations

Custodian
8 Hrs/Day

7/18/22-8/17/22

Dawson, Kiva
Special Education

Paraeducator-1
3.5 Hrs/Day

7/18/22-7/29/22

Delgado, Eduardo
Special Education

Paraeducator-1
3.5 Hrs/Day

7/18/22-7/29/22

Dixon, Crystal
Special Education

Paraeducator-1
3.5 Hrs/Day

7/18/22-7/29/22

Doty, Joel
Operations

Custodian
8 Hrs/Day

7/18/22-8/17/22

Elie, Latrice Operations	Custodian 8 Hrs/Day	7/18/22-8/17/22
Flores, Ardis Special Education	Paraeducator-1 3.5 Hrs/Day	7/18/22-7/29/22
Gaglione, Lisa Lincoln MS	Senior Office Specialist 8 Hrs/Day	8/8/22-8/10/22
Gauntt, Deborah Operations	Custodian 8 Hrs/Day	7/15/22-8/17/22
Gonzalez, Monica Special Education	Paraeducator-3 3.5 Hrs/Day	7/18/22-7/29/22
Gould, Travis Special Education	Paraeducator-1 3.5 Hrs/Day	7/18/22-7/29/22
Griffis, Crystal Special Ed-Santa Monica HS	Paraeducator-3 Not to exceed: 10 Hrs	7/1/22-7/15/22
Gutierrez, Nallely Lincoln MS	Bilingual Community Liaison 8 Hrs/Day	7/1/22-8/10/22
Hernandez, Patricia Lincoln MS	Senior Office Specialist 8 Hrs/Day	7/1/22-8/10/22
Jackson, Crystal Special Education	Paraeducator-3 3.5 Hrs/Day	7/18/22-7/29/22
Jelks, Curtis Operations	Custodian 8 Hrs/Day	7/18/22-8/17/22
Kachurka, Sabrina Operations	Custodian 8 Hrs/Day	7/15/22-8/17/22
Kennedy, Katherine Special Education	Paraeducator-1 3.5 Hrs/Day	7/18/22-7/29/22
Korduner, Justin Special Education	Paraeducator-1 3.5 Hrs/Day	7/18/22-7/29/22
Lozano, Jasmine Special Education	Paraeducator-3 3.5 Hrs/Day	7/18/22-7/29/22
Lucas, Ralph Operations	Custodian 8 Hrs/Day	7/18/22-8/17/22
Martinez, Isabel Special Education	Paraeducator-3 3.5 Hrs/Day	7/18/22-7/29/22
Moore, Sandra Operations	Custodian 8 Hrs/Day	7/18/22-8/17/22
Pullard, Alexis Special Education	Paraeducator-3 3.5 Hrs/Day	7/18/22-7/29/22
Reed, Desiree Adams MS	Senior Office Specialist Not to exceed: 16 Hrs	6/15/22-6/17/22
Reed, Desiree Adams MS	Senior Office Specialist Not to exceed: 64 Hrs	8/1/22-8/10/22

Riordan, Jacqueline Special Education	Paraeducator-3 3.5 Hrs/Day	7/18/22-7/29/22
Rosa, Lucy Special Education	Paraeducator-2 3.5 Hrs/Day	7/18/22-7/29/22
Sullivan, Diane Malibu ES	Administrative Assistant Not to exceed: 50 Hrs	6/22/22-7/29/22
Taylor, Inelle Operations	Custodian 8 Hrs/Day	7/18/22-8/17/22
Walker, Christine Operations	Custodian 8 Hrs/Day	6/15/22-8/17/22
Wallace, Kymberlee Special Education	Paraeducator-1 3.5 Hrs/Day	7/18/22-7/29/22
Watts, Anne Special Education	Paraeducator-1 3.5 Hrs/Day	7/18/22-7/29/22
Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 Not to exceed: 10 Hrs	7/1/22-7/15/22
Williams, Monica Educational Services-Lincoln MS	Administrative Assistant 5 Hrs/Day	7/11/22-7/15/22
Yates, Kathy Operations	Custodian 8 Hrs/Day	7/18/22-8/17/22
Yoshioka, Mike Lincoln MS	Senior Office Specialist 8 Hrs/Day	7/1/22-8/10/22

TEMP/ADDITIONAL ASSIGNMENTS

Bratcher, Jessica Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; bus supervision]	<u>EFFECTIVE DATE</u> 5/2/22-6/9/22
McAlpin, Michael Operations-Adams MS	Custodian [overtime; school events support]	3/11/22-6/9/22
Miller, Melvyn Adams MS	Campus Security Officer [overtime; end-of-year events support]	4/29/22-6/9/22
Rodriguez, Isaac Operations-Malibu ES	Custodian [overtime; school custodial support]	4/4/22-6/30/22
Wilson, Stanley Adams MS	Campus Security Officer [overtime; end-of-year events support]	4/29/22-6/9/22

SUBSTITUTES

Ramos, Margaret Human Resources	Senior Office Specialist	<u>EFFECTIVE DATE</u> 7/6/22-6/30/23
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PROFESSIONAL GROWTH

Brown, Murphy Operations-Franklin ES	Custodian	<u>EFFECTIVE DATE</u> 8/1/22
Ockner, Sari Special Ed-Muir ES	Occupational Therapist	8/1/22

CHANGE IN ASSIGNMENTMurray, April
Facility UseSwimming Instructor/Lifeguard
5 Hrs/12 Mo
From: 4 Hrs/11 Mo/Facility Use**EFFECTIVE DATE**

6/1/22

VOLUNTARY TRANSFERFlores, Victoria
Special Ed-Santa Monica HSParaeducator-3
6.5 Hrs/SY
From: 4.5 Hrs/SY/Special Ed-LCDC**EFFECTIVE DATE**

8/17/22

LEAVE OF ABSENCE (PAID)Jackson, Michael
GroundsGardener
Medical/FMLA/CFRA**EFFECTIVE DATE**

5/20/22-5/27/22

Moya, Kimberly
TransportationBus Driver
Medical/FMLA/CFRA

6/1/22-6/13/22

WORKING OUT OF CLASSLopez, Saby
FNS-Edison LACafeteria Worker II
From: Cafeteria Worker I**EFFECTIVE DATE**

5/19/22-5/24/22

Martin, Elena
Santa Monica HSSenior Administrative Assistant
From: Administrative Assistant

7/11/22-11/28/22

Suaste, Eduardo
OperationsPlant Supervisor
From: Lead Custodian

6/20/22-6/30/22

Taylor, Amariah
Malibu MS/HSAccounting Assistant II
From: Senior Office Specialist

7/11/22-10/10/22

West, Malcolm
OperationsLead Custodian
From: Custodian

6/20/22-10/7/22

Williams, Monica
Lincoln MSAdministrative Assistant
From: Senior Office Specialist

7/18/22-11/28/22

RESIGNATIONBecherer, Gretchen
McKinley ES

Elementary Library Coordinator

EFFECTIVE DATE

7/27/22

Dao, Thong
Education Technology Services

Technology Support Assistant

7/8/22

Jagoda, Katrina
Special Education

Occupational Therapist

7/10/22

Luis, Melissa
Santa Monica HS

Administrative Assistant

7/7/22

Morales, Louis
Edison LA

Physical Activities Specialist

7/1/22

Quintero Alvarado, Hector
Facility Use

Technical Theater Technician

6/9/22

Ramos, Adrian
Operations

Plant Supervisor

7/20/22

Torres, Virgilio
Edison LA

Instructional Assistant - Bilingual

6/9/22

DECEASED

Mitchell, Alvin
Operations-Santa Monica HS

Lead Custodian

EFFECTIVE DATE

7/10/22

**Classified Personnel – Non-Merit
7/21/22**

STUDENT WORKER – WORKABILITY

Mashiah, Ravi	Special Education	2/18/22-12/31/22
Smith, Christopher	Special Education	5/27/22-12/31/23

**Classified Personnel – Non-Merit
8/11/22**

COACHING ASSISTANT

Paysinger, Vonzie	Santa Monica HS	7/26/22-6/30/23
Robinson, Derrick	Santa Monica HS	7/1/22-6/30/23

TECHNICAL SPECIALIST – LEVEL II

Hoved, Elizabeth	Special Education [Psychologist Intern] - Funding: Other Local Income	8/22/22-6/9/23
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TECHNICAL SPECIALIST – LEVEL III

Ganelis, Inna	Educational Services-Santa Monica HS [Theater Accompanist] - Funding: SMEF – Teacher Grant	2/1/22-3/15/22
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STUDENT WORKER – WORKABILITY

Brutsman, Molly	Special Education	2/18/22-12/30/22
Sercarz, Antonio	Special Education	3/1/22-6/30/23

**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"
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)	1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments	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
Public Employee Performance Evaluation: Director of Classified Personnel	Closed Session	September 14, 2022

VIII. Next Regular Personnel Commission Meeting:

Wednesday, September 14, 2022, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

The Commission adjourned to closed session at _____ p.m.
pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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

XI. Adjournment: