

VIRTUAL PERSONNEL COMMISSION MEETING

August 11, 2021 at 4:30pm



JOIN ZOOM MEETING

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Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmusd.org

- **Requests must be submitted no later than 5:00 p.m. on Tuesday, August 10, 2021**
- **Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item**
- **During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

August 11, 2021

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 11, 2021**, 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 11, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- G.06 Approval of Minutes for Regular Meeting on July 14, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- 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)

August 11, 2021

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, August 11, 2021**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, August 10, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on August 11, 2021

G.06 Approval of Minutes for Regular Meeting on July 14, 2021

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

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.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># Eligibles</u>
Campus Monitor	2
Director, Maintenance & Operations	5
Gardener	2
Occupational Therapist	11
Paraeducator-1	7
Paraeducator-2	1
Paraeducator-3	4
Senior Office Specialist	8
Technology Support Assistant	4

C.02 Advanced Step Placement:
 Katherine Gershuni in the classification of Health Office Specialist at Range A-27 Step C

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

C.04 Advanced Step Placement:
Monica Limon-Espana in the classification of Translator/Interpreter at Range A-34 Step E

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Accelerated Hiring Rate:
Bus Driver within the Operations Support Unit

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- 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 15, 2021

I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)

- July 15, 2021

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
Personnel Commission Annual Report	Action Item	September 8, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 8, 2021, 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

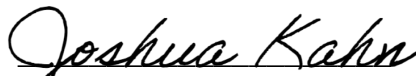
Title: Director of Classified Personnel

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)

July 14, 2021

PERSONNEL COMMISSIONERS:
Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, July 14, 2021**, at **4:34 p.m.**, via Zoom.

- ❖ **Instructions on Public Comments:**
Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, July 13, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:34 p.m.**
- G.02 Roll Call: Commissioners Robinson 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
- G.05 Motion to Approve Agenda: July 14, 2021**
It was moved and seconded to approve the agenda as submitted. The motion passed.

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

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.06 Motion to Approve Minutes: June 9, 2021

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

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

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 and exams since June.**
 - **Since the last meeting, the Personnel Commission staff held a performance exam for Gardener, and a written exam for Bilingual Community Liaison.**
Oral exams were administered for Physical Activities Specialist, Instructional Assistant-Bilingual, Manager of Sustainability, Technology Support Assistant, Bus Driver, and Senior Office Specialist.
Final selection interviews were held for Administrative Assistant, Communication Specialist, Assistant Director of Fiscal Services, Custodian, Manager of Sustainability, and Instructional Assistant-Classroom.
 - **New recruitments have been opened for Student Outreach Specialist (promotional only), Occupational Therapist, Director of Maintenance and Operations, Gardener, Bus Driver, and Communication Specialist.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office.** They have processed 79 claims since the last regular Personnel Commission meeting in June. As a point of comparison, there were 168 EDD claims in June 2020 and 22 claims in June 2019.
Director Kahn commended the Personnel Commission staff for their hard work and dedication completing these claims, especially Ms. Younan who has been in a frequent contact with the EDD Office providing a great insight into the established processes.
 - **Director Kahn informed the Personnel Commission about classified staffing for the new school year for Campus Monitor, the Instructional Assistant job family, the Paraeducator series, Bilingual Community Liaison, and positions in the Food and Nutrition Services.** Children’s Center Assistant positions are also being filled based on the re-employment process.
 - **Director Kahn updated the Personnel Commission on Mrs. Tarazi’s Personnel Commissioner appointment as it is continuously being reviewed by the State Superintendent of Public Instruction.** He assured her that there is nothing specific delaying the process.
Director Kahn thanked her for her patience and dedication attending the monthly meetings in an unofficial capacity.

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 with initiatives of the Special Education, Maintenance and Operations, and Transportation labor management teams to address training and staffing for the next school year.**
 - **Mr. Mock informed the Personnel Commission about SEIU's role in the District's focus on implementing a safety protocol for classified employees.**
 - **Mr. Mock also updated the Personnel Commission on SEIU's initiative to encourage staff getting vaccinated against COVID-19.**

Board of Education Report

- **Dr. Kelly updated the Personnel Commission about staffing for the next school year.**
- **Dr. Kelly informed the Personnel Commission about summer school. The elementary intensive summer school and science and math program will end on July 16, 2021. The secondary high school get ahead and credit recovery programs will finish on July 23, 2021. The Special Education Department is conducting certain special institutes in the coming weeks.**
- **Dr. Kelly provided a detailed update on new school year preparations. Students will continue to wear masks, go through screening upon arrival, and follow established safety protocols. There is no longer a requirement of three (3) feet distancing on school campuses. The District will continue adjusting the safety protocols based on the California and the Los Angeles County Departments of Public Health guidelines. The District's primary goal is to have students returning for in-person instruction. The alternative to the in-person instruction is under the state independent study program model.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education approval of the next fiscal year budget and the Local Control and Accountability Plan at the regular meeting on June 24, 2021.**
- **Commissioner Robinson inquired about guidance from the state of California regarding any threshold that would result in remote learning.**
- **Dr. Kelly stated that the District has not received information about any criteria that would re-institute remote learning only.**

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>
Assistant Director, Fiscal Services	8
Instructional Assistant - Bilingual	8
Manager, Sustainability	8
Paraeducator-1	2
Physical Activities Specialist	4

C.02 Advanced Step Placement:

- None

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

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

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 24, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - None
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2020 - 2021
- I.06 Board of Education Meeting Schedule
 - 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Public Employee Performance Evaluation: Director of Classified Personnel	Closed Session	August 11, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 11, 2021, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

The Commission adjourned to closed session at **4:57 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 **5:21 p.m.** and reported on the following action taken in closed session: **no action was taken.**

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		✓	✓			
Phillip Tate	✓		✓			
vacant						

TIME ADJOURNED: 5:21 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							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 11, 2021

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Gershuni, Katherine

Hire Date: 6/2/2021

ASP Request Submitted: 7/26/2021

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Katherine Gershuni	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Katherine Gershuni meets the minimum qualifications for education. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> One (1) year of clerical experience including record keeping, data entry, and public contact. ADDITIONAL REQUIREMENTS/INFORMATION: <ul style="list-style-type: none"> A valid First Aid, CPR, and AED certification. A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required. Experience working within a health care setting is highly desirable. Experience working with school age children in an organized setting is highly desirable. 	<ul style="list-style-type: none"> Katherine Gershuni 6 years, 2 months clerical experience. 	2 (2-year periods) of experience above the required level = 2 Step Advance
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Katherine Gershuni's educational and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 Step A is \$17.26/hour, while Step C is \$19.01/hour.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 11, 2021

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Henderson, Roshawnda

Hire Date: 5/24/2021

ASP Request Submitted: 7/7/2021

BACKGROUND INFORMATION:

<p>Classification Title: Health Office Specialist</p>	<p>Employee: Roshawnda Henderson</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Roshawnda Henderson has obtained her Associates Degree. 	<p>1 level of education above the required level = 1 Step Advance (Max allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> One (1) year of clerical experience including record keeping, data entry, and public contact. <p>ADDITIONAL REQUIREMENTS/INFORMATION:</p> <ul style="list-style-type: none"> A valid First Aid, CPR, and AED certification. A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required. Experience working within a health care setting is highly desirable. Experience working with school age children in an organized setting is highly desirable. 	<ul style="list-style-type: none"> Roshawnda Henderson has 9 years 4 months clerical experience. 	<p>3 (2-year periods) of experience above the required level = 2 Step Advance (Max allowed)</p>
<p><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></p>		

DIRECTOR’S COMMENTS:

Roshawnda Henderson’s educational and work 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 Roshawnda Henderson 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						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 11, 2021

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Monica Limon-Espana

Hire Date: 07/21/2021

ASP Request Submitted: 07/21/2021

BACKGROUND INFORMATION:

Classification Title: Translator/Interpreter	Employee: Monica Limon-Espana	Calculation of Advanced Step Recommendation
EDUCATION: High school degree or evidence of equivalent educational attainment.	<ul style="list-style-type: none"> Monica has a Bachelor's degree in Liberal Arts 	1 education above the required level = 1 Step Advance (Max allowed)
EXPERIENCE: One year of paid experience translating between English and a designated second language for organizations or groups.	<ul style="list-style-type: none"> Monica has over 10 years of experience working as a Translator/Interpreter for a school district 	2+ (2-year periods) of experience above the required level = 2 Step Advance (Max allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) + 1 (Difficulty of Recruitment) = 4 Advanced Step = STEP E		

DIRECTOR'S COMMENTS:

Monica Limon-Espana's education and experience exceeds the minimum requirements specified for this classification and less than three (3) candidates are on the eligibility list. Pay rate at salary Range A-34 at Step A is \$3,634 monthly, while Step E is \$4,418 monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Monica Limon-Espana at Range A-34, 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						
Phillip Tate						
vacant						

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						
Phillip Tate						
vacant						



PERSONNEL COMMISSION

Regular Meeting: Wednesday, August 11, 2021

AGENDA ITEM NO: III.A.01

Accelerated Hiring Rate: Bus Driver within the Operations Support Unit

BACKGROUND INFORMATION:

Per Merit Rule 12.2.4, for classes where recruitment efforts have indicated difficulty in recruiting at the first step of the salary range, an accelerated hiring rate may be set with approval of the Personnel Commission and Board of Education at a higher step in the range. If an accelerated hiring rate is approved, all current employees in the class shall be advanced to that rate and shall begin a new cycle of step advancement.

Bus Driver is a historically difficult position to recruit for and has become more challenging for school districts across the country (Faheid, Dalia. “Bus Driver Shortages Worsening for Many Districts as Schools Reopen.” Education Week, Education Week, 21 May 2021, www.edweek.org/leadership/bus-driver-shortages-worsening-for-many-districts-as-schools-reopen/2021/05).

METHODOLOGY:

Staff conducted the following activities:

- Collected school bus driver salary data from school districts within Los Angeles County via NeoGov’s Salary Study function and individual school districts’ websites
- Shared data and recommendations with Director, Transportation (Neal Abrams), Assistant Superintendent, Business Services (Melody Canady), and Assistant Superintendent, Human Resources (Dr. Mark Kelly)

ANALYSIS & FINDINGS:

SMMUSD’s Bus Driver classification is on range 32 of salary schedule A. The first step (A) is \$19.49/hour and top step (F) is \$24.88/hour. Staff conducted a salary survey for Bus Driver in 18 school districts within Los Angeles County and found the following:

District	First Step Hourly	Top Step Hourly
Inglewood USD	\$17.15	\$20.56
Rowland USD	\$19.54	\$23.82
Bassett USD	\$19.07	\$24.43
Lynwood USD	\$20.38	\$24.59
Montebello USD	\$19.64	\$25.82
Torrance USD	\$21.39	\$26.00
Culver City USD	\$21.83	\$26.44
Downey USD	\$21.88	\$26.59

ABC USD	\$21.93	\$26.89
Hacienda La Puente USD	\$21.25	\$27.82
Long Beach USD	\$24.38	\$30.21
Los Angeles USD	\$23.00	\$30.33
Manhattan Beach USD	N/A	N/A
El Segundo USD	N/A	N/A
Beverly Hills USD	N/A	N/A
Hawthorne USD	N/A	N/A
Centinela Valley UHSD	N/A	N/A
Palos Verdes USD	N/A	N/A

Of the 18 districts surveyed, 6 districts do not employ Bus Drivers directly as part of their classified service. Of the 12 remaining districts, SMMUSD’s first step of \$19.49/hour is higher than two districts, Inglewood (\$17.15/hour) and Bassett (\$19.07). However, SMMUSD’s top step of \$24.88/hour is higher than all 12 districts’ first step.

Using the Bus Driver’s top step as an entry step will allow the Office of the Personnel Commission to advertise a minimum rate that is higher than other districts’ in an effort to attract more candidates without adjusting the salary range.

Currently, there are 19 active Bus Drivers within SMMUSD with all but four (4) currently on the top step.

DIRECTOR’S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commission approve the Accelerated Hiring Rate of Step F at Range 32 (\$24.88/hour) on the Classified Employee Salary Schedule (A) pursuant to Merit Rule 12.2.4.A for the position of Bus Driver.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Report – Open Requisitions

Open Requisitions (08/01/2021)

Req Number	Req Title	Department	Position Type	FTE	Date Received From HR
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	5/21/2019
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	6/12/2019
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	6/28/2019
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	7/16/2019
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	8/21/2019
20-082	GARDENER	OPERATIONS	Vac	100	9/10/2019
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	11/6/2019
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	1/6/2020
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	1/16/2020
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	2/5/2020
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15	2/20/2020
21-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	8/20/2020
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100	9/4/2020
21-025	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75	9/25/2020
21-026	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	15.63	10/1/2020
21-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	31.25	9/25/2020
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	10/19/2020
21-037	CUSTODIAN	OPERATIONS	Vac	62.5	10/30/2020
21-051	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5	1/5/2021
21-054	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	100	1/19/2021
21-057	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	Vac	100	1/14/2021
21-058	SENIOR ADMINISTRATIVE ASSISTANT	BUSINESS SERVICES	Vac	100	2/2/2021
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5	3/1/2021
21-066	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	2/26/2021
21-067	CUSTODIAN	JOHN MUIR ELEMENTARY SCHOOL	Vac	100	3/10/2021
21-071	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	75	3/10/2021
21-073	HEALTH OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	New	75	3/10/2021
21-078	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Vac	75	3/25/2021

Report – Open Requisitions

21-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	21.25	4/12/2021
21-080	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	4/12/2021
21-081	SENIOR OFFICE SPECIALIST	OPERATIONS	New	100	4/12/2021
21-084	SENIOR BUYER	FACILITY IMPROVEMENT PROJECTS	Vac	100	4/28/2021
21-088	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	5/7/2021
21-089	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100	5/7/2021
21-090	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100	5/7/2021
21-091	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	MAINTENANCE	New	100	5/11/2021
21-094	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	18.75	5/21/2021
21-095	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25	5/21/2021
21-096	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	5/21/2021
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5	6/1/2021
21-100	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	75	6/1/2021
21-101	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	6/1/2021
21-102	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	New	43.75	6/8/2021
21-103	HEALTH OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	New	75	6/8/2021
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25	6/8/2021
21-105	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100	6/8/2021
21-106	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75	6/8/2021
21-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45	6/8/2021
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	0.5	6/18/2021
21-110	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	0.75	6/18/2021
21-111	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	0.75	6/18/2021
21-112	PARAEDUCATOR-1	PROJECT-BASED LEARNING (PBL)	Vac	0.75	6/18/2021
21-113	PARAEDUCATOR-3	PROJECT-BASED LEARNING (PBL)	Vac	0.75	6/18/2021
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.2188	6/18/2021
21-115	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	0.375	6/18/2021
21-116	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	0.375	6/18/2021

Report – Open Requisitions

21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	0.625	6/18/2021
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	0.375	6/22/2021
21-122	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	35.75	6/25/2021
21-123	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	35.75	6/25/2021
22-001	EVENT OPERATIONS SUPERVISOR	FACILITY USE DEPARTMENT	Vac	100	7/6/2021
22-003	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	7/14/2021
22-004	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	75	7/14/2021
22-006	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-014	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-017	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/18/2021
22-018	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-023	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-024	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-026	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-033	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/18/2021
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	7/14/2021
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	8/18/2021
22-044	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	7/22/2021
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5	7/22/2021
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5	7/22/2021
22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	75	7/22/2021
22-048	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75	7/27/2021
22-049	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75	7/27/2021

Report – Filled Requisitions

Filled Requisition (08/01/2021)

Req Number	Req Title	Department	Date of Accepted Job Offer
20-068	ASSISTANT DIRECTOR, FISCAL SERVICES	FISCAL SERVICES	7/20/2021
21-074	CAFETERIA COOK/BAKER	FOOD & NUTRITION SERVICES	7/15/2021
21-093	ADMINISTRATIVE ASSISTANT	TRANSPORTATION	7/12/2021
21-119	PARAEDUCATOR-2	MCKINLEY ELEMENTARY SCHOOL	7/15/2021
21-120	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	7/12/2021
21-124	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	7/29/2021
21-125	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	7/29/2021
22-007	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/20/2021
22-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/20/2021
22-009	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/27/2021
22-010	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/27/2021
22-012	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/20/2021
22-013	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/22/2021
22-015	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/27/2021
22-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/27/2021
22-019	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/20/2021
22-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/20/2021
22-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/28/2021
22-022	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/28/2021
22-025	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/28/2021
22-027	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/26/2021
22-028	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/20/2021
22-029	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/21/2021
22-030	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/27/2021
22-031	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/27/2021
22-032	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/27/2021
22-035	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/26/2021
22-036	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/21/2021
22-037	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/26/2021
22-040	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/20/2021
22-041	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/26/2021
22-042	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/28/2021
22-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	7/28/2021

**Classified Personnel – Merit
7/15/21**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Mortensen, Peter Facility Use	Sports Facility Attendant 6 Hrs/12 Mo/Range: 26 Step: A	6/19/21
Ortiz, Alondra Student Services-McKinley ES	Health Office Specialist 6 Hrs/SY/Range: 27 Step: B	5/17/21

PROMOTION

		<u>EFFECTIVE DATE</u>
Boothby, Devon Purchasing	Buyer 8 Hrs/12 Mo/Range: 39 Step: D From: Administrative Assistant: 8 Hrs/12 Mo	5/17/21
Navarro, Nancy Muir ES	Administrative Assistant 8 Hrs/10 Mo+10/Range: 33 Step: D From: Senior Office Specialist: 4 Hrs/10 Mo+10	5/26/21

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Aguilar, Mary Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Aldana, Monica Student Services-Franklin ES	Health Office Specialist 8 Hrs/SY/Range: 27 Step: F	5/17/21-6/11/21
Bakhyt, Peter Food and Nutrition Services	Cafeteria Worker/Transporter 5.5 Hrs/SY/Range: 17 Step: F	4/19/21-6/11/21
Benjamin, Venecia Food and Nutrition Services	Cafeteria Worker II 5 Hrs/SY/Range: 19 Step: F	4/19/21-6/11/21
Bieber, Alexandra Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	4/19/21-6/11/21
Cisneros, Yolanda Food and Nutrition Services	Cafeteria Worker II 7 Hrs/SY/Range: 19 Step: F	4/19/21-6/11/21
Cline, Wendy Food and Nutrition Services	Cafeteria Worker II 5.5 Hrs/SY/Range: 19 Step: F	4/19/21-6/11/21
Cojan, Carmen Food and Nutrition Services	Cafeteria Worker II 5 Hrs/SY/Range: 19 Step: F	4/19/21-6/11/21
Danganan, Maye Muir ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: F	4/1/21-6/11/21
Davis, Lisa Rogers ES	Senior Office Specialist 4 Hrs/SY/Range: 27 Step: C	3/1/21-6/11/21
Field, Larissa Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Gaglione, Lisa Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Gibson, Leticia Food and Nutrition Services	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: F	4/16/21-6/11/21

Gonzalez, Cecilia CDS-Adams MS Preschool	Children's Center Assistant-2 3.5 Hrs/SY/Range: 20 Step: F	4/15/21-6/11/21
Gonzalez, Cindy Student Services-Rogers ES	Health Office Specialist 8 Hrs/SY/Range: 27 Step: F	4/1/21-6/11/21
Gonzalez, Luz Food and Nutrition Services	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: F	4/16/21-6/11/21
Gonzalez, Teresa Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Gonzalez Mortensen, Simona Muir ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: F	4/1/21-6/11/21
Gonzalez Ortiz, Luz Food and Nutrition Services	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: F	4/16/21-6/11/21
Graves, McKenzi Special Ed-Grant ES	Paraeducator-1 8 Hrs/SY/Range: 22 Step: B	4/19/21-6/11/21
Hatcher, Crystal Special Ed-Rogers ES	Paraeducator-2 8 Hrs/SY/Range: 27 Step: C	4/1/21-6/11/21
Holsome, Dorothy Food and Nutrition Services	Cafeteria Worker I 6 Hrs/SY/Range: 15 Step: F	4/16/21-6/11/21
Jimenez, Maria CDS-Edison ES	Children's Center Assistant-2 7 Hrs/SY/Range: 20 Step: F	2/16/21-3/26/21
Kuyama, Keiko Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Mandic, Elvira Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: D	4/19/21-6/11/21
Marland, Tatiana Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
McClung, Vitty Business Services	Office Specialist 5 Hrs/12 Mo/Range: 24 Step: A	3/15/21-8/31/21
Morales Mendez, Prisma Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Murphy, Tony McKinley ES	Physical Activities Specialist 6.5 Hrs/SY/Range: 26 Step: F	4/19/21-6/11/21
Ortiz, Karina Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: D	4/19/21-6/11/21
Osanitsch, Gregory Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	4/19/21-6/11/21
Roe, Jennifer Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Safavi, Moshir Muir ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: D	4/1/21-6/11/21
Salzman, Stacy Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: E	4/19/21-6/11/21

Shandalov, Lisa Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Shorts, Gerard Grant ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: A	6/1/21-6/11/21
Soni, Ekta Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: D	4/19/21-6/11/21
Strauss, Yoko Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Torres, Corina Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	4/19/21-6/11/21
Turk, Becky Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: D	4/19/21-6/11/21
Villegas, Bibiana Student Services-Rogers ES	Health Office Specialist 8 Hrs/SY/Range: 27 Step: F	4/1/21-6/11/21
Ward, Michaele Webster ES	Senior Office Specialist 4 Hrs/SY/Range: 27 Step: F	4/1/21-6/21/21

SUMMER ASSIGNMENTS

EFFECTIVE DATE

Aldana, Monica Educational Services	Health Office Specialist Not to exceed: 5 Hrs	6/17/21-6/18/21
Aldana, Monica Educational Services-Malibu ES	Health Office Specialist 5 Hrs/Day	6/21/21-7/16/21
Alvarez, Malissa Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/14/21-8/17/21
Alvarez, Maryke Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Alvarez, Susana Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Anderson, Anaradeen Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Aranda, Antonio Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/17/21-6/18/21
Ausmus, Juley Educational Services-Malibu ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Benjamin, Venecia Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Berman, Terri Special Education	Paraeducator-1 3 Hrs/Day	6/21/21-7/16/21
Bilotti, Alfred Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Bonnel, Melissa Special Education	Occupational Therapist Not to exceed: 12 Hrs	6/17/21-6/18/21

Bratcher, Jessica Special Education	Paraeducator-1 3 Hrs/Day	6/21/21-7/16/21
Brito, Salvador Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Brooks, Latricia Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Brotman, Mary Special Education	Certified Occupational Therapy Assistant Not to exceed: 12 Hrs	6/17/21-6/18/21
Brotman, Mary Special Education	Certified Occupational Therapy Assistant 6 Hrs/Day	6/21/21-7/16/21
Brown, Steve Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Burnham, REXANNE Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Burrell, Catherine Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Burton, Taylor Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Calvert, Cheryl Educational Services-Malibu ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Carbajal, Patricia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Ceasar, Jaquay Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Ceron, Gloria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Chapman, Vance Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Cisneros, Yolanda FNS-Santa Monica HS	Cafeteria Worker II 4 Hrs/Day	6/14/21-7/23/21
Cline, Wendy Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Colula Moncada, Anilu Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Cornejo, Natalie Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Daniels, Delone Special Education	Paraeducator-2 6.5 Hrs/Day	6/21/21-7/16/21
Davis, Lenora Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Dawson, Kiva Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21

DeLeon, Adrian Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Dixon, Crystal Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Dixon, Guadalupe Educational Services-Malibu ES	Bilingual Community Liaison Not to exceed: 20 Hrs	6/21/21-7/16/21
Doty, Joel Special Education	Paraeducator-1 6.5 Hrs/Day	6/21/21-7/16/21
Drewry, Ristin Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Elie, Latrice Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Espana, Shamshi Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Everage, Askia Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Flores, Victoria Special Education	Paraeducator-1 3 Hrs/Day	6/21/21-7/16/21
Friedenberg, Mindy Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Friedman, Talia Special Education	Occupational Therapist Not to exceed: 30 Hrs	6/14/21-8/18/21
Gauntt, Deborah Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Godinez, Lorena Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Gomez, Jose Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Gondo, Janet Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Gonzalez, Andrea Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Gonzalez, Jessica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Gonzalez, Monica Special Education	Paraeducator-3 6.5 Hrs/Day	6/21/21-7/16/21
Gonzalez, Monica Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Gonzalez, Ramona Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/17/21-6/18/21
Gonzalez, Ramona Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21

Goodman, GERALYN Educational Services	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Gould, Travis Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Granadino, Frank Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Graves, Ikeisha Transportation	Bus Driver 6.5 Hrs/Day	6/23/21-7/16/21
Griffis, Crystal Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Griffis, Denise FNS-Adams MS	Cafeteria Worker I 4 Hrs/Day	6/21/21-8/17/21
Gutierrez, Cindy Student Svcs-Santa Monica HS	Health Office Specialist 4 Hrs/Day	6/18/21-7/23/21
Gutierrez, Mary Ann Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/17/21-6/18/21
Gutierrez, Mary Ann Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Gutierrez, Rosa Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Gutierrez Torres, Filiberto Transportation	Bus Driver 6.5 Hrs/Day	6/22/21-7/16/21
Hatchett, Ashley Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Henderson, Roshawnda Educational Services	Health Office Specialist Not to exceed: 5 Hrs	6/17/21-6/18/21
Henderson, Roshawnda Educational Services-Malibu ES	Health Office Specialist 5 Hrs/Day	6/21/21-7/16/21
Hendricks, David Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Hernandez, Patricia Lincoln MS	Senior Office Specialist Not to exceed: 80 Hrs	6/15/21-6/30/21
Hernandez, Steven Malibu MS/HS	Campus Security Officer 5 Hrs/Day	6/21/21-7/23/21
Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Iverson, Ocea Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Jackson, Crystal Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Jelks, Curtis Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21

Jimenez, Maria Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Jimenez, Osvaldo Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Johnson, Lore Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Johnson, Mayra Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Jones, Mashawnda Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Kachurka, Sabrina Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Kahaleuahi, Joan Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Kennedy, Katherine Special Education	Paraeducator-1 3 Hrs/Day	6/21/21-7/16/21
Kim, Eunice Special Education	Paraeducator-1 3 Hrs/Day	6/21/21-7/16/21
Korduner, Justin Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Kramer, Quinton Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Krstic, Nadine Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Landaverde, Elmer Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Lee, Dawn Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Levy, Robin Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Liggins, Christopher Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
LoGreco, Vincent Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Lopez, Francisco FNS-Adams MS	Cafeteria Worker I 4 Hrs/Day	6/14/21-8/17/21
Lopez, Saby FNS-Adams MS	Cafeteria Worker I 4 Hrs/Day	6/14/21-8/17/21
Lopez Velazco, Sarah Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Loza, Adelsa Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21

Lucas, Ralph Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/17/21-6/18/21
Lucas, Ralph Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Madsen, Kaitlin Educational Services	Health Office Specialist Not to exceed: 5 Hrs	6/17/21-6/18/21
Madsen, Kaitlin Educational Services-Adams MS	Health Office Specialist 5 Hrs/Day	6/21/21-7/16/21
Mangum, Don Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/21/21-7/23/21
Martinez, Isabel Special Education	Paraeducator-3 6.5 Hrs/Day	6/21/21-7/16/21
Martinez, Isabel Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Martinez, Melinda Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
McKeever, Marissa Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Medellin, Diana Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Miller, Melvyn Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Morales, Daniel Child Development Services	Children's Center Assistant-1 8 Hrs/Day	6/14/21-8/17/21
Moreno, Rosa FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/14/21-7/23/21
Morgan, Sadrica Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Morich, Karin Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Morich, Karin Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Moya, Kimberly Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Mulligan, Tiffany Educational Services	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Munoz, Scarlet Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Newman, Pasley Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21

Nguyen, Chieu Special Education	Paraeducator-2 4.5 Hrs/Day	6/21/21-7/16/21
Ockner, Sari Special Education	Occupational Therapist Not to exceed: 12 Hrs	6/17/21-6/18/21
Orozco, Cecilia Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Ortiz, Alondra Educational Services	Health Office Specialist Not to exceed: 5 Hrs	6/17/21-6/18/21
Ortiz, Alondra Educational Services-McKinley ES	Health Office Specialist 5 Hrs/Day	6/21/21-7/16/21
Palmore, Renata FNS-Adams MS	Cafeteria Worker I 4 Hrs/Day	6/14/21-8/17/21
Payton, Tawny Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Perez, Carmen Operations	Custodian 8 Hrs/Day	6/15/21-8/13/21
Perez, Grace Special Education	Paraeducator-1 3 Hrs/Day	6/21/21-7/16/21
Pineda, Blanca Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Pineda Balbuena, Luz Special Education	Paraeducator-2 4.5 Hrs/Day	6/21/21-7/16/21
Pollack, Bridget Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Pongas, Dorothea Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Portillo, Cristina Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/14/21-8/17/21
Preciado, Edwin Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Preciado, Edwin Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Quiroz, Timothy Food and Nutrition Services	Site Food Services Coordinator 7 Hrs/Day	6/14/21-8/17/21
Ramirez, Armida Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Ramos, Asuncion Special Education	Paraeducator-1 3 Hrs/Day	6/21/21-7/16/21
Ramos, Margaret Educational Services	Instructional Assistant - Bilingual Not to exceed: 5 Hrs	6/17/21-6/18/21
Ramos, Margaret Educational Services-McKinley ES	Instructional Assistant - Bilingual 5 Hrs/Day	6/21/21-7/16/21

Razon McMillan, Monica Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Reilly, Sami Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Reuther, Theresa Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Reynolds, Luz Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Richards, Ingrid FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/14/21-8/17/21
Ridley, Latresse Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Ridley, Tischa FNS-McKinley ES	Cafeteria Worker II 4 Hrs/Day	6/14/21-7/16/21
Rodgers, Rodney Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Rodriguez, Ashleigh Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Rodriguez, Ofelia Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Rodriguez, Sara Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Roller, Yolanda Special Education	Paraeducator-2 6.5 Hrs/Day	6/21/21-7/16/21
Rosa, Lucy Special Education	Paraeducator-2 6.5 Hrs/Day	6/21/21-7/16/21
Ruiz, Juliana FNS-Santa Monica HS	Cafeteria Worker I 4 Hrs/Day	6/14/21-7/23/21
Sammann, Kevin Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Sampson, Claudia Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Santin, Aura Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Sernas, Angelica Educational Services-Adams MS	Campus Monitor 3.5 Hrs/Day	6/21/21-7/16/21
Serrano, Elva Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Shafai, Kymberley Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/17/21-6/18/21
Shafai, Kymberley Educational Services-Malibu ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21

Shih, Jennifer Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 12 Hrs	6/17/21-6/18/21
Smith, Darlene FNS-McKinley ES	Cafeteria Worker I 4 Hrs/Day	6/14/21-7/16/21
Smith, Dunnell Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/21/21-7/23/21
Sotoj, Elizabeth Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/17/21-6/18/21
Sotoj, Elizabeth Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/2/21
Sullivan, Diane Educational Services-Malibu ES	Administrative Assistant 5 Hrs/Day	6/21/21-7/16/21
Taylor, Christian Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Taylor, Inelle Malibu MS/HS	Campus Security Officer 5 Hrs/Day	6/21/21-7/23/21
Tenison, Laura Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Terry, Isaura Educational Services-McKinley ES	Administrative Assistant 5 Hrs/Day	6/21/21-7/16/21
Thompson, Nichole Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Thompson, Raquel Educational Services	Health Office Specialist Not to exceed: 5 Hrs	6/17/21-6/18/21
Thompson, Raquel Educational Services-McKinley ES	Health Office Specialist 5 Hrs/Day	6/21/21-7/16/21
Tirado, Leticia Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Torres, Virgilio Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Tran, Daniel Santa Monica HS	Athletic Trainer Not to exceed: 145 Hrs	6/21/21-8/14/21
Trujillo, Sandy Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Tse, Pui Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Turner, Gearl Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Valdivia, Matteo Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21

Vargas, Cynthia Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Vasquez, Grace Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/21/21-7/23/21
Velazquez, Alejandra Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Villegas, Bibiana Educational Services	Health Office Specialist Not to exceed: 5 Hrs	6/17/21-6/18/21
Villegas, Bibiana Educational Services-Adams MS	Health Office Specialist 5 Hrs/Day	6/21/21-7/16/21
Villegas, Lorena Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Walker, Christine Operations	Custodian 8 Hrs/Day	6/23/21-8/13/21
Walsh, Leslie Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Watts, Anne Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21
Webster, Ryan Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Wedlow, Darina Educational Services-McKinley ES	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/21/21-7/16/21
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk 5.5 Hrs/Day	6/14/21-8/17/21
Willie, Kyrie Educational Services	Instructional Assistant - Classroom Not to exceed: 5 Hrs	6/17/21-6/18/21
Willie, Kyrie Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	6/21/21-7/16/21
Wilson, Stanley Adams MS	Campus Security Officer 5 Hrs/Day	6/21/21-7/16/21
Wilson, Terry Operations	Custodian 8 Hrs/Day	6/14/21-8/13/21
Wilson, Walter Special Education	Paraeducator-3 4.5 Hrs/Day	6/21/21-7/16/21
Winger, Nidra Educational Svcs-Malibu MS/HS	Health Office Specialist 5 Hrs/Day	6/21/21-7/23/21
Winzey, Fidel Food and Nutrition Services	Stock and Delivery Clerk 7 Hrs/Day	6/14/21-8/18/21
Womack, Raven Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/17/21
Yadegari, Shiva Educational Services-Adams MS	Campus Monitor 3.5 Hrs/Day	6/21/21-7/16/21

Yates, Kathy Transportation	Bus Driver 6.5 Hrs/Day	6/21/21-7/16/21
Yoshioka, Mike Lincoln MS	Senior Office Specialist Not to exceed: 24 Hrs	6/15/21-6/30/21
Zheng, Jin Special Education	Paraeducator-1 4.5 Hrs/Day	6/21/21-7/16/21

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Agaton, Joel Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects support]	3/1/21-6/30/21
Albrecht-Gray, Pia Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Alvarado, Nancy Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Alvarez, Guillermina Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Ayala, Magdalena Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Cortez, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria reopening support]	4/16/21-6/11/21
Cruz-Aguilar, Julia Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Cunningham, Jill Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Danganan, Maye Roosevelt ES	Physical Activities Specialist [additional hours; school reopening support]	4/19/21-6/11/21
DeLeon, Adrian Special Ed-McKinley ES	Paraeducator-3 [additional hours; bus ride supervision]	5/24/21
Flores, Nancy Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Gil, Moises Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Girgis, Salwa Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Gonzalez, Diane Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Gonzalez, Martha Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Gonzalez Mortensen, Simona Roosevelt ES	Physical Activities Specialist [additional hours; school reopening support]	4/19/21-6/11/21
Griffis, Denise Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21

Gutierrez, Cindy Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Gutierrez, Nancy Special Ed-Franklin ES	Bilingual Community Liaison [overtime; parent meeting interpreting]	2/8/21
Hernandez, Yolanda Student Services-Webster ES	Health Office Specialist [additional hours; antigen testing support]	4/26/21-6/10/21
Islas, Gloria Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Johnson, Kerri Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Jorgenson, Stephanie Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Kamkar, Vida Human Resources	Human Resources Specialist [overtime; PC processing and HR projects]	6/1/21-6/30/21
Kyle, Yvonne Educational Services	Senior Administrative Assistant [overtime; office visit]	6/6/21
Landaverde, Elmer Grant ES	Physical Activities Specialist [additional hours; school reopening support]	4/1/21-6/11/21
Machado, Marissa Facility Use	Sports Facility Attendant [additional hours; Facility Use events support]	3/22/21-6/30/21
Mack, Taylor Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Madsen, Karla Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Martinez, Melinda Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
McAlpin, Michael Operations-Adams MS	Custodian [overtime; campus beautification]	3/20/21-6/11/21
Montoya, Gerald Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Moreno, Rosa Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Morich, Karin Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Nairouz, Dina Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Orozco, Cecilia Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Ortiz, Alondra Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Ortiz Ortiz, Alma Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21

Palkovic, Diane Special Ed-Olympic HS	Paraeducator-1 [additional hours; antigen testing support]	4/16/21-6/30/21
Palmore, Renata Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Perez Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Richards, Ingrid Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Ridley, Tischa Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria reopening support]	4/16/21-6/11/21
Rosas, Rosemarie Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Rovetto, Nicole Student Services-Muir ES&SMASH	Health Office Specialist [additional hours; antigen testing support]	4/19/21-6/11/21
Ruiz, Juliana Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Safavi, Moshir Roosevelt ES	Physical Activities Specialist [additional hours; school reopening support]	4/19/21-6/11/21
Serrano, Elva Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Smith, Darlene Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Smith, Dylon Grant ES	Physical Activities Specialist [additional hours; school reopening support]	4/27/21-6/11/21
Sullivan, Diane Student Services-Malibu ES	Administrative Assistant [overtime; Covid-19 PPE support]	3/31/21-6/11/21
Sullivan, Diane Malibu ES	Administrative Assistant [overtime; antigen testing support]	5/3/21-6/11/21
Sze, Patricia Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Terry, Isaura Webster ES	Administrative Assistant [overtime; antigen testing support]	4/26/21-6/10/21
Thompson, Raquel Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Tirado, Leticia Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria reopening support]	4/16/21-6/11/21
Torres, Veronica Human Resources	Senior Office Specialist [additional hours; clerical support]	6/14/21-8/31/21

Vielman Hernandez, Miriam Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Villa, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; lunch time support]	4/19/21-6/11/21
Villegas, Bibiana Student Services	Health Office Specialist [additional hours; Covid-19 PPE distribution]	3/24/21-6/11/21
Webster, Ryan Special Ed-Webster ES	Paraeducator-3 [additional hours; antigen testing support]	4/26/21-6/10/21
Williams, Monica Lincoln MS	Senior Office Specialist [overtime; antigen testing support]	5/25/21-6/11/21
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk [additional hours; school site deliveries]	4/19/21-6/11/21
Yamamoto, Mikiko Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; school reopening support]	4/19/21-6/11/21
Zalazar, Vanina Educational Svcs-Santa Monica HS	Translator/Interpreter [overtime; school events]	1/26/21-6/30/21

SUBSTITUTES

EFFECTIVE DATE

Cabrera, Ana Food and Nutrition Services	Cafeteria Worker I	5/1/21-6/11/21
Cortez, Griselda Child Development Services	Children's Center Assistant-2	4/26/21-6/11/21
Gomez, Aida Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21
Gonzalez, Andrea Child Development Services	Children's Center Assistant-2	4/19/21-6/11/21
Gonzalez, Cecilia Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21
Jimenez, Maria Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21
Lopez, Felicita Food and Nutrition Services	Cafeteria Worker I	5/1/21-6/11/21
Rodriguez, Edward Facility Use	Sports Facility Attendant	6/4/21-7/30/21
Taylor, Christian Child Development Services	Children's Center Assistant-2	4/19/21-6/11/21
Womack, Raven Child Development Services	Children's Center Assistant-2	4/15/21-6/11/21

PROFESSIONAL GROWTH

EFFECTIVE DATE

Bacich, Nicholas Grant ES	Instructional Assistant-Classroom	7/1/21
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Brooks, Latricia Special Ed-Roosevelt ES	Paraeducator-1	7/1/21
Flores, Ana Maintenance	Administrative Assistant	7/1/21
Jackson, Donte Operations-Lincoln MS	Custodian	7/1/21
Kim, Eunice Special Ed-Adams MS	Paraeducator-1	7/1/21
Nwaigwe, Moses Transportation	Vehicle and Equipment Mechanic	7/1/21

CHANGE IN ASSIGNMENT

Lopez, Luis Facility Use	Sports Facility Attendant 5 Hrs/12 Mo From: 3 Hrs/12 Mo/Facility Use	<u>EFFECTIVE DATE</u> 6/19/21
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INVOLUNTARY TRANSFER

Etchison, Chauncey Operations-Olympic HS	Custodian 5 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Adams MS	<u>EFFECTIVE DATE</u> 4/21/21
Taylor, Candice Operations-Day Shift	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Night Shift	5/21/21
Thompson, Raquel Student Services-Olympic HS	Health Office Specialist 6 Hrs/SY From: 3.5 Hrs/SY/ Student Services-Malibu ES	2/25/21

LEAVE OF ABSENCE (PAID)

Berumen, Theodore Purchasing	Senior Buyer Medical	<u>EFFECTIVE DATE</u> 6/28/21-7/31/21
Brown, Shawn Operations-Lincoln MS	Custodian SPSL	5/3/21-5/9/21
Cooper, Raymond Santa Monica HS	Campus Security Officer Medical/FMLA/CFRA	5/27/21-8/6/21
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator-3 SPSL	5/17/21-5/24/21
Griffis, Crystal Special Ed-Santa Monica HS	Paraeducator-1 Medical/FMLA/CFRA	5/12/21-6/1/21
Kahaleuahi, Joan Special Ed-Lincoln MS	Paraeducator-1 Medical/FMLA/CFRA	5/14/21-6/11/21
Martinez, Daniel Maintenance	Painter CFRA	7/1/21-7/16/21
Martinez, Maisha Special Ed-Santa Monica HS	Paraeducator-1 Medical/FMLA/CFRA	5/19/21-6/11/21

McAlpin, Michael Operations-Adams MS	Custodian Medical/FMLA/CFRA	6/23/21-8/2/21
Odom, Lamont Operations-Rogers ES	Custodian Medical/FMLA/CFRA	6/1/21-6/20/21
Villagomez, Alice Rogers ES	Instructional Assistant-Classroom Medical/FMLA/CFRA	4/19/21-6/11/21
Washington, Chanee Santa Monica HS	Administrative Assistant Medical/FMLA/CFRA	6/8/21-7/12/21
Watts, Anne Special Ed-Adams MS	Paraeducator-1 SPSL	5/10/21-5/17/21
Yerushalmi, Sara Special Ed-Franklin ES	Paraeducator-3 Medical/FMLA/CFRA	5/17/21-5/28/21
Zibahalat, Haide Special Ed-Franklin ES	Paraeducator-1 Medical/FMLA/CFRA	4/13/21-5/14/21
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Adams, Melissa Special Ed-Webster ES	Paraeducator-1 Personal	4/26/21-6/11/21
Vigoren, Jeanne Special Ed-McKinley ES	Occupational Therapist Child Care	5/6/21-6/3/21
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Brackett, Kimberly Operations	Custodian From: Children's Center Assistant-1	3/15/21-6/30/21
Burton, Lisa Fiscal Services	Payroll Specialist: Higher Level Duties From: Payroll Specialist	1/1/21-7/31/21
Carrillo, Brenda Purchasing	Buyer From: Administrative Assistant	6/9/21-7/30/21
Gibson, Leticia FNS-McKinley ES	Cafeteria Worker II From: Cafeteria Worker I	5/25/21
Iverson, Ocea Operations	Custodian From: Paraeducator-1	3/15/21-6/30/21
Jimenez, Osvaldo Operations	Custodian From: Paraeducator-1	3/15/21-6/30/21
Lacson, Andrew Fiscal Services	Payroll Specialist: Higher Level Duties From: Payroll Specialist	1/1/21-7/31/21
Lucas, Ralph Operations	Custodian From: Instructional Assistant - Classroom	3/15/21-6/30/21
Newman, Pasley Operations	Custodian From: Paraeducator-3	3/15/21-6/30/21
Rizk, Rizk Fiscal Services	Payroll Specialist: Higher Level Duties From: Payroll Specialist	1/1/21-7/31/21

Serna, Angelica Operations	Custodian From: Campus Monitor	3/15/21-6/30/21
Sotoj, Maria Operations	Custodian From: Campus Monitor	3/15/21-6/30/21
Velasquez, Alejandra Operations	Custodian From: Campus Monitor	3/15/21-6/30/21
Womack, Raven Operations	Custodian From: Children's Center Assistant-2	3/1/21-6/30/21

ABOLISHMENT OF POSITION

	<u>EFFECTIVE DATE</u>
Administrative Assistant 8 Hrs/12 Mo/Operations	3/19/21
Paraeducator-2 5 Hrs/SY/Special Ed-Rogers ES	4/12/21
Senior Office Specialist 8 Hrs/12 Mo/Superintendent's Office	6/30/21
Skilled Maintenance Worker 8 Hrs/12 Mo/Maintenance	5/3/21

RESIGNATION

	<u>EFFECTIVE DATE</u>
Arriaga, Jennifer CDS-Washington West	Children's Center Assistant-2 4/16/21
Banda, Christian Franklin ES	Instructional Assistant-Classroom 6/11/21
Clarke, Brandon Special Ed-Olympic HS	Paraeducator-1 6/11/21
De Pablo, Diana Franklin ES	Instructional Assistant-Classroom 6/11/21
Hanford, Jeffery Special Ed-Olympic HS	Paraeducator-3 6/11/21
Histand, Megan Franklin ES	Instructional Assistant-Classroom 6/11/21
Moton, Amy Special Ed-Lincoln MS	Paraeducator-1 5/5/21
Persaud, Brian McKinley ES	Instructional Assistant-Classroom 6/11/21
Vigoren, Jeanne Special Ed-McKinley ES	Occupational Therapist 6/3/21

**Classified Personnel – Non-Merit
7/15/21**

COACHING ASSISTANT

Folonis, Jonathan	Santa Monica HS	3/9/21-6/30/21
Humphrey, Regence	Malibu MS/HS	4/12/21-6/11/21
Jones, Eugene	Santa Monica HS	8/24/20-6/30/21
Lorick, Kevin	Santa Monica HS	8/24/20-6/30/21
Poon, Wilston	Santa Monica HS	8/24/20-6/30/21
Steekelenburg, Annelies	Malibu MS/HS	6/9/21-6/30/21

TECHNICAL SPECIALIST – LEVEL III

Tran, Kevin	Santa Monica HS [Percussion Instructor-Band] - Funding: Measure "R"	4/12/21-4/30/21
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2021 – 2022**

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



School Board Meeting Dates

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

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

Closed Session begins at 4:30 p.m.

Public Meetings begin at 5:30 p.m.

(Meeting dates and locations are subject to change.)

School Board Meetings: 2021-2022

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

Meeting Format Structures:

Meeting "A"

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

Meeting "B"

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

Hybrid of "A" and "B"

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

VII. Personnel Commission Business:

B. 01 Future Items:

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report	Action Item	September 8, 2021

VIII. Next Regular Personnel Commission Meeting:

Wednesday, September 8, 2021, 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: