



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

September 13, 2023

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 13, 2023**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on September 13, 2023

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

- G.06 Approval of Minutes for Regular Meeting on August 9, 2023

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)

September 13, 2023

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, September 13, 2023**, at **4:30 p.m.**, in the **District Administrative Offices:**

1717 4th Street, Santa Monica, CA.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on September 13, 2023
- G.06 Approval of Minutes for Regular Meeting on August 9, 2023

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>
Cafeteria Worker I	2
Cafeteria Worker II	2
Campus Monitor	7
Campus Security Officer	1
Health Office Specialist	3
Instructional Assistant - Classroom	10
Manager, Facilities Services Funding	3
Systems Analyst	5

C.02 Advanced Step Placement:
Kulsum Baig in the classification of Athletic Trainer at Range A-47, Step C

- C.03 Advanced Step Placement:
Elizabeth Perrine in the classification of Paraeducator 3 at Range A-28, Step C
- C.04 Advanced Step Placement:
Cydnee Taylor in the classification of Board Certified Behavior Analyst at Range A-58,
Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Personnel Commission Annual Report FY 2022-2023

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
I.02 Filled Personnel Requisitions Status Report
I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - August 17, 2023
 - September 7, 2023I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - August 17, 2023
 - September 7, 2023I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 11, 2023, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

August 9, 2023

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, August 9, 2023, at 4:30 p.m.** in the **District Administrative Offices – Personnel Commission Department:** 1717 4th Street, Santa Monica, CA 90401.

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

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:32 p.m.

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

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

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

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

G.04 Report from Closed Session:

- **None**

G.05 Motion to Approve Agenda: August 9, 2023

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

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

G.06 Motion to Approve Regular Meeting Minutes: July 12, 2023

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 July 12, 2023.**
 - **Oral exams were administered for Facilities Technician, Instructional Assistant-Classroom, pre-recorded videos were generated for System Analyst, and ratings have begun for Health Office Specialist.**
 - **Written exams were held for Senior Office Specialist.**
 - **Performance exams were held for Cafeteria Worker I.**
 - **Final selection interviews were held for Board Certified Behavior Analyst, the Paraeducator series, Campus Security Officer, Facilities Technician, Library Assistant, and Instructional Assistant-Classroom.**
 - **The newly opened recruitments include Bilingual Community Liaison, Swimming Instructor/Lifeguard, Technical Theater Coordinator, and Heavy Duty Vehicle and Equipment Mechanic.**
 - **The continuous recruitments include Bus Driver, Cafeteria Worker I, Campus Monitor, Instructional Assistant-Classroom, the Paraeducator series, and Speech Language Pathology Assistant.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office.**

They have processed 6 claims since the last regular Personnel Commission meeting in July.

- The Personnel Commission staff attended an EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn reported to the Personnel Commission on the annual management retreat that took place at the beginning of August. It was a great opportunity to think about the Personnel Commission's role within the District, and how classified staff impacts students' learning.
- Director Kahn expressed his gratitude to the Educational Services Department, particularly to Dr. Stacy Williamson and also to Dr. Antonio Shelton, for this well-organized and meaningful event.
- Director Kahn informed the Personnel Commission about the Board of Education's vote to resend the Covid-19 vaccination requirement for staff at their regular meeting on August 3, 2023.

The Personnel Commission staff removed any language related to this requirement on the application for employment on August 4, 2023.

Any employees who voluntarily separated in lieu of dismissal for not having the vaccination have a right to request re-instatement for 39 months since the last day of work. Their status would be viewed as a transfer candidate, without the competition to be placed in the first (3) three ranks. Any dismissed employees in good standing can re-apply and participate in a recruitment process.

- Director Kahn provided an update on the recruitment for Personnel Analyst that has started on August 1, 2023. Dr. Frank Olmos is currently developing the exam process. He anticipates to open the recruitment for applicants later this week, and the application period will close before Labor Day.

- Commissioner Tarazi inquired about the status of an employee who appealed the dismissal for not fulfilling the Covid-19 vaccination mandate.

Director Kahn stated that each case will be evaluated individually, and the Personnel Commission staff is waiting for further instructions from the District's administration.

- Commissioner Tate inquired about the working out of class process. Director Kahn provided a detailed explanation related to working out of class criteria and the definition of the next lower classification.
- Commissioner Tarazi asked about the District's approach to express appreciation for classified employees that was discussed at the management retreat.

Director Kahn offered examples of the cultural shift within the District in regards to respect and appreciation for classified employees.

- Commissioner Robinson inquired about who is responsible for the determination if an employee separates from the District in good standing.

Director Kahn stated that the decision would come internally from the Human Resources, not from the Board of Education.

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
 - **On behalf of Mr. Mock, Chief Steward, Director Kahn read the SEIU report that included SEIU members’ support to members of SAG-AFTRA WGA, update on negotiating the new contract with the District, cooperation with Dr. Shelton’s team on preparations for Convocation, and activities related to the Labor Management teams in Maintenance, Transportation, and Special Education.**
- Board of Education Report

- **None**

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># Eligible</u>
Board Certified Behavior Analyst	8
Cafeteria Worker I	8
Campus Monitor	1
Facilities Technician	3
Paraeducator 1	1

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

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

REPORT AND DISCUSSION

- None

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)
 - July 20, 2023
 - August 3, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - July 20, 2023
 - August 3, 2023
- 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
Annual Report	N/A	September 13, 2023

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 13, 2023, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **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: 4:59 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 13, 2023

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Kulsum Baig

Hire Date: 07/24/2023

ASP Request Submitted: 08/02/2023

BACKGROUND INFORMATION:

Classification Title: Athletic Trainer	Employee: Kulsum Baig	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> A Bachelor's degree from an accredited college or university 	<ul style="list-style-type: none"> Kulsum Baig meets the minimum requirement. 	0 level of education above the required level = 0 Step Advance (Max allowed)
Experience: <ul style="list-style-type: none"> One year working in athletic training, physical therapy or a related field. 	<ul style="list-style-type: none"> Kulsum has over four (4) years of experience in athletic training and related fields. 	1 (2-year periods) of experience above the required level = 1 Step Advance
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Kulsum was the only rank available from the most recent recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max allowed)
Total Advanced Steps: 0 (Education) + 1 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Kulsum Baig's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-47 at Step A is \$30.97/hour, while Step C is \$34.15/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kulsum Baig at Range A-47, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 13, 2023

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Elizabeth Perrine

Hire Date: 08/23/2023

ASP Request Submitted: 08/25/2023

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Elizabeth Perrine	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> Elizabeth Perrine meets education requirements. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> N/A	<ul style="list-style-type: none"> Elizabeth Perrine has over has over four (4) of experience working with school-aged children and young people. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

Elizabeth Perrine's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step C is \$21.47/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Elizabeth Perrine at Range A-28, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 13, 2023

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Cydnee Taylor

Hire Date: 8/23/2023

ASP Request Submitted: 8/23/2023

BACKGROUND INFORMATION:

Classification Title: Board Certified Behavior Analyst	Employee: Cydnee Taylor	Calculation of Advanced Step Recommendation
Education: Master's degree with graduate level coursework in behavior analysis from an institution of higher learning recognized by the council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.	<ul style="list-style-type: none"> Cydnee Taylor meets the minimum qualifications with a Master's degree in Applied Behavior Analysis 	0 level of education above the required level = 0 Step Advance
EXPERIENCE: Two years of experience providing behavior analytic services to Special Education students in a public K-12 education environment, including developing, implementing, modifying, and monitoring behavior intervention plans.	<ul style="list-style-type: none"> Cydnee Taylor has the equivalent of over six (6) years of full-time experience providing behavior analytic services to Special Education students in a public K-12 education environment 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

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

DIRECTOR'S RECOMMENDATION:

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

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

12.2.4 SALARY ON EMPLOYMENT

- B. A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Personnel Commission.

16.4 ADVANCED STEP PLACEMENT

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

III. Action Items:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 13, 2023

AGENDA ITEM NO: III.A.01

SUBJECT: 2022-2023 Personnel Commission Annual Report

BACKGROUND INFORMATION:

The 2022-2023 Annual Report of the Personnel Commission encompasses the period from July 1, 2022, through June 30, 2023, and includes information on staff, activities, productivity, and the Merit System. The report is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2.

RECOMMENDATION:

It is recommended that the Personnel Commission approve the 2022-2023 Personnel Commission Annual Report and submit it to the Board of Education.

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

By the Numbers

7

**Class Specifications
Revised**

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classes, assigning classifications within occupational hierarchies, and developing written class specifications.

The Personnel Commission is responsible for reviewing and evaluating requests for advanced salary step placement. Advanced steps are based on an employee's experience, education, and other factors related to recruitment.

48

**Advanced Step
Placements
Approved**

66

**Recruitments
Opened**

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant laws, regulations, guidelines, and standards.

25% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Instructional Assistant series at 13%, followed by the Campus Monitor series at 12%.

172

**Positions
Filled**

114

**Unemployment
Insurance Claim
Responses**

Personnel Commission staff provides support to the district by responding to classified unemployment insurance claims. 2022-23 saw a 47% decrease from 2021-22.

27% of our applicants learned about the recruitment through Governmentjobs.com, 23% found it by directly going to our district job page, 22% found it from a job posting aggregator site like Indeed.com, and 13% learned about it from an employee.

1,340

**Applications
Reviewed**

Other Activities & Accomplishments

One-Way Interviews

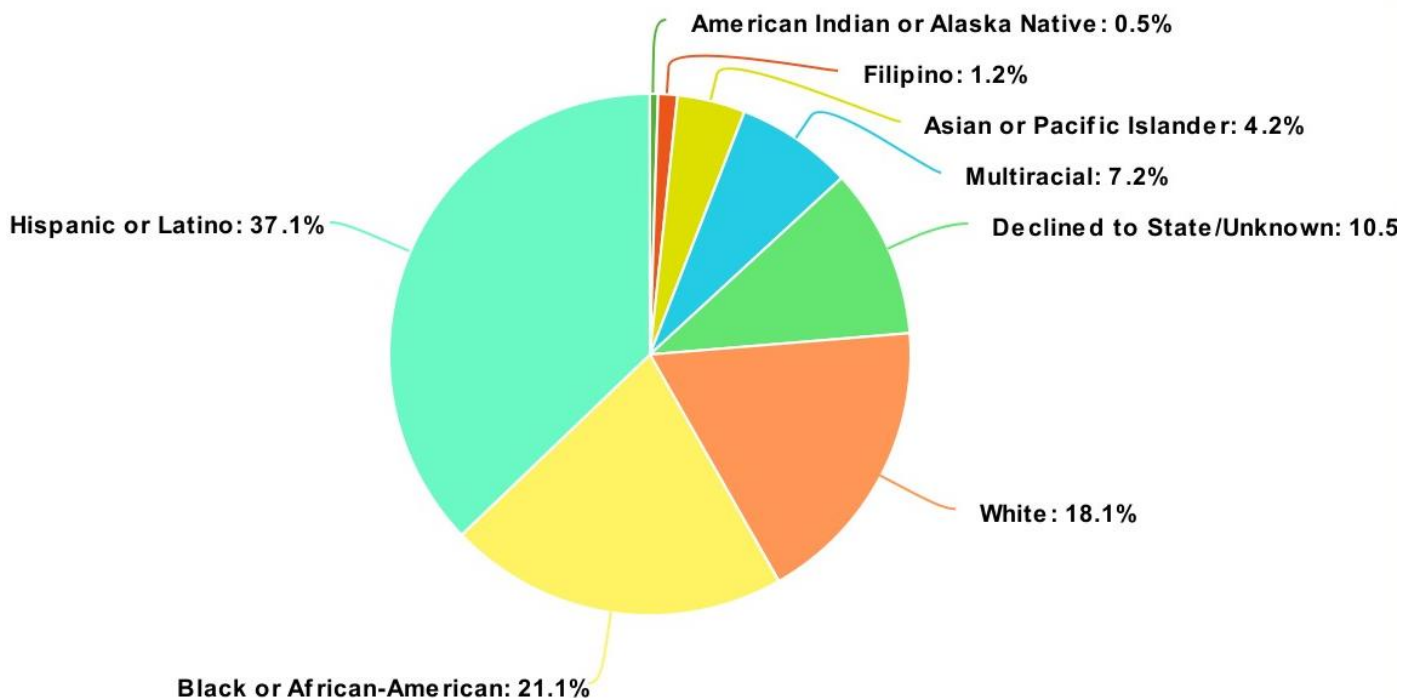
The Personnel Commission has been piloting the use of one-way interviews, also known as asynchronous video interviews, allowing candidates to record their responses to structured interview questions at their own convenience. This gives candidates advantages by eliminating scheduling conflicts, providing an opportunity to review questions prior to recording, and affording everyone a chance to re-record their responses before submitting. Our office benefits by having a streamlined process that reduces time spent on the logistics of scheduling and raters' time is respected since we know exactly how many interviews need to be reviewed and no time is wasted by no-shows. The 2023-24 fiscal year will see an expansion in the use of this tool.

Disciplinary Hearings

Permanent classified employees have the right to appeal a disciplinary action (termination, suspension, involuntary demotion) taken to the Board of Education. The Personnel Commission may uphold, modify, or reverse the action following a hearing. Two hearings were held in 2022-2023 resulting in both being upheld.

Commitment to Diversity

Providing equal employment opportunities is a keystone of merit system principles. We strive to ensure diversity in the candidates available for selection by using a balanced set of recruitment strategies, ensuring that selection criteria are job-related and do not impose unnecessary requirements, assess skills through direct measurement, and develop and use structured rather than unstructured assessments to minimize the possibility that decisions will be influenced by unconscious or unwarranted assumptions about candidates. Below is a chart summarizing the ethnic background of our applicant pool:



48% of applicants identified as female, 45% identified as male, and 8% declined to state or are unknown.

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (9/7/2023)

Req Number	Req Title	Department	Position Type	FTE
24-003	BILINGUAL COMMUNITY LIAISON (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	100
24-024	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
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-040	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
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
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
23-198	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25
23-212	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	37.5
23-223	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-224	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-225	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.09
23-226	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
24-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
24-037	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	Vac	100

22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
24--042	CUSTODIAN	OPERATIONS	New	100
24-026	CUSTODIAN	OPERATIONS	New	100
24-041	CUSTODIAN	OPERATIONS	New	100
24-043	CUSTODIAN	OPERATIONS	New	100
23-136	ELECTRICIAN	MAINTENANCE	Vac	100
23-213	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	75
23-214	HEALTH OFFICE SPECIALIST	MALIBU ELEMENTARY SCHOOL	Vac	75
23-169	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
23-192	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
24-030	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	37.5
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
23-187	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	Vac	48.75
23-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	New	75
23-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	43.75
23-228	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
23-229	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
23-230	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
24-021	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75

24-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	46.88
24-034	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
24-015	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
24-033	LEAD TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	Vac	100
24-005	MANAGER, FACILITY SERVICES FUNDING	FACILITY IMPROVEMENT PROJECTS	New	100
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-114	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-154	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-171	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
23-172	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75

23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-007	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-008	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-016	PARAEDUCATOR-1	CDS - WEST WASHINGTON	Vac	56.25
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25
24-039	PARAEDUCATOR-2	SANTA MONICA HIGH 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
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-183	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-209	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-009	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75

24-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-019	PARAEDUCATOR-3	OBAMA CENTER	Vac	62.5
23-188	PERSONNEL ANALYST	PERSONNEL COMMISSION	Vac	100
24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-031	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
23-156	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	EDUCATIONAL SERVICES	Vac	100
23-189	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	100
24-012	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
24-020	STOCK AND DELIVERY CLERK	FOOD & NUTRITION SERVICES	New	75
23-210	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
23-232	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
23-233	SYSTEMS ANALYST	EDUCATIONAL SERVICES	Vac	100
23-219	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	New	100
23-139	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	100
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (9/7/2023)

Req Number	Req Title	Department	Date of Accepted Job Offer
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	8/18/2023
23-128	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	8/11/2023
23-167	CAFETERIA WORKER I	FS - EDISON	9/5/2023
23-197	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	8/11/2023
23-211	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	8/11/2023
23-222	CAFETERIA WORKER II	MALIBU ELEMENTARY SCHOOL	9/5/2023
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	8/28/2023
24-025	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	9/6/2023
24-035	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL	8/11/2023
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	8/14/2023
24-013	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/14/2023
24-022	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/14/2023
24-023	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/14/2023
24-004	CUSTODIAN	OPERATIONS	8/15/2023
24-014	ELEMENTARY LIBRARY COORDINATOR	GRANT ELEMENTARY SCHOOL	9/5/2023
23-196	FACILITIES TECHNICIAN	MAINTENANCE	8/7/2023
23-180	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	8/10/2023
23-190	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	9/1/2023
23-191	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	9/1/2023
23-200	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/18/2023
23-203	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	8/10/2023
23-215	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/18/2023
23-216	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/18/2023
24-001	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	8/18/2023
23-170	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	8/18/2023
23-204	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	8/8/2023
23-131	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	8/10/2023
23-017	PARAEDUCATOR-3	CDS - LINCOLN	8/8/2023
23-165	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	8/18/2023

**Classified Personnel – Merit
8/17/23**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Baig, Kulsum Malibu MS/HS	Athletic Trainer 7 Hrs/12 Mo/Range: 47 Step: A	7/24/23
Melendrez, Omar Maintenance	HVAC Technician 8 Hrs/12 Mo/Range: 41 Step: A	7/17/23
Slavov, Melissa Special Ed-Malibu HS	Paraeducator 1 6 Hrs/SY/Range: 22 Step: A	8/23/23

PROMOTION

		<u>EFFECTIVE DATE</u>
Reyes-Jimenez, Roxana Special Ed-Rogers LC	Paraeducator 1 6 Hrs/SY/Range: 22 Step: B From: Campus Monitor: 0.45 Hr/SY	8/23/23

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Capitano, Carol Special Ed-Santa Monica HS	Paraeducator 1 Not to exceed: 12 Hrs	6/20/23-6/22/23
Cisneros, Yolanda Operations	Custodian 8 Hrs/Day	7/17/23-8/21/23
Conrad, Wei-Jin Operations	Custodian 8 Hrs/Day	7/17/23-8/21/23
Elie, Latrice Operations	Custodian 8 Hrs/Day	7/1/23-8/21/23
Gonzalez, Ramona Educational Services-Grant ES	Instructional Assistant-Classroom 4 Hrs/Day	6/20/23-7/14/23
Hernandez, Steven Operations	Custodian 8 Hrs/Day	7/17/23-8/21/23
Jones, Chancy Operations	Custodian 8 Hrs/Day	7/17/23-8/21/23
Lo Greco, Vincent Operations	Custodian 8 Hrs/Day	6/14/23-8/21/23
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator 3 Not to exceed: 12 Hrs	6/20/23-6/22/23
Montes, Linda Special Ed-Grant ES	Paraeducator 3 4.5 Hrs/Day	6/20/23-7/18/23
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/14/23-8/21/23
Nolen, Henry Operations	Custodian 8 Hrs/Day	7/17/23-8/21/23
Palmore, Renata Operations	Custodian 8 Hrs/Day	7/21/23-8/21/23

Rosas, Rose Operations	Custodian 8 Hrs/Day	6/14/23-8/21/23
Schmelzer, Nicholas Operations	Custodian 8 Hrs/Day	7/17/23-8/21/23
Smith, Darlene Operations	Custodian 8 Hrs/Day	6/14/23-8/21/23
Walker, Christine Operations	Custodian 8 Hrs/Day	6/14/23-8/21/23
Wilson, Stanley Operations	Custodian 8 Hrs/Day	7/17/23-8/21/23
Winzey, Fidel Food and Nutrition Services	Stock and Delivery Clerk 7 Hrs/Day	6/16/23-6/23/23
Yates, Kathy Operations	Custodian 8 Hrs/Day	6/14/23-8/21/23
Zaheer, Anila Special Ed-Santa Monica HS	Paraeducator 1 Not to exceed: 12 Hrs	6/20/23-6/22/23

TEMP/ADDITIONAL ASSIGNMENTS

EFFECTIVE DATE

Adams, Toni Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Adeyemi, Olayiwola Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Alex, Milton Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Arriaga, Jennifer Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Avina, Fernando Grounds	Lead Grounds Person [overtime; district projects]	7/1/23-6/30/24
Baghoomian, Edwin Maintenance	HVAC Technician [overtime; district projects]	7/1/23-6/30/24
Batmunh, Otgonbayar Maintenance	Electrician [overtime; district projects]	7/1/23-6/30/24
Boyd, Katherine Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Bravo, Richard Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Burdick, Barton Grounds	Equipment Operator/Sports Facilities [overtime; district projects]	7/1/23-6/30/24
Burton, Jerome Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Cage, Ramondo Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24

Carrillo, Rigoberto Maintenance	HVAC Technician [overtime; district projects]	7/1/23-6/30/24
Cervantes, Jose Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Davis, Anthony Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Durham, Michael Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Esquivias, Rene Maintenance	Facilities Technician [overtime; district projects]	7/1/23-6/30/24
Flores, Ana Maintenance	Administrative Assistant [overtime; clerical support]	7/1/23-6/30/24
Ford, Nedra Human Resources	Human Resources Specialist [overtime; HCM/CGI project]	7/1/23-6/30/24
Fuller, Charesse Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Fuller, Michelle Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Gomez, Jack Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Gomez, Luis Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Gonzalez, Arthur Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Gonzalez, Hector Grounds	Sprinkler Repair Technician [overtime; district projects]	7/1/23-6/30/24
Gonzalez, Jose Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Hedges, Eric Maintenance	Low Voltage Technician [overtime; district projects]	7/1/23-6/30/24
Hernandez Cisneros, Alexander Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Herrera, Zenon Maintenance	Locksmith [overtime; district projects]	7/1/23-6/30/24
Ihim, Nnaemeka Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Jimenez, Osvaldo Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Johnson, Peter Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Jones, Dedrick Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24

Lew, Shawn Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Lopez, Luis Facility Use	Sports Facility Attendant [additional hours; Facility Use events support]	4/1/23-6/30/23
Lopez, Luis Facility Use	Sports Facility Attendant [overtime; Facility Use events support]	4/1/23-6/30/23
Lopez, Saby Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Macon, Phillip Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Martinez, Daniel Maintenance	Painter [overtime; district projects]	7/1/23-6/30/24
Mayer, Alison Special Ed-Adams MS	Paraeducator 1 [additional hours; childcare for 6 th grade parent nights]	3/14/23-3/16/23
Melendrez, Omar Maintenance	HVAC Technician [overtime; district projects]	7/1/23-6/30/24
Miller, Maurice Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Molina, Carla Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Morales, Steve Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Morris, Sean Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Niederberger-Beekman, Jenelle Adams MS	Senior Office Specialist [additional hours; clerical support]	11/21/22-6/12/23
Nixon, Robert Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Omari, Joann Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Omari, Saleem Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Peoples, Jeffrey Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Perez, Graciela Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Rams, Florencia Facility Improvement Projects	Bilingual Community Liaison [overtime; translation/interpretation services]	5/5/23-6/30/23
Reyes, Pedro Maintenance	Electrician [overtime; district projects]	7/1/23-6/30/24
Richardson, Anthony Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24

Rodriguez, Evan Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Royal, Kenneth Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Ruiz, Juliana Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Ruiz, Juliana Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Saad, Metias Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Sanders, Justin Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Sandoval Perez, Alejandro Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Sarvey, Roxana Special Ed-Adams MS	Paraeducator 1 [additional hours; 8th grade field trip]	6/7/23
Sarvey, Roxana Special Ed-Adams MS	Paraeducator 1 [overtime; 8th grade field trip]	6/7/23
Smith, Duncan Special Ed-Adams MS	Instructional Assistant-Music [additional hours; 8th grade field trip]	6/7/23
Smith, Duncan Special Ed-Adams MS	Instructional Assistant-Music [overtime; 8th grade field trip]	6/7/23
Stamper, Christopher Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Tate, Wiley Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Terry, Isaura Webster ES	Administrative Assistant [overtime; principal support & after school activities]	8/10/23-6/24/24
Tirado, Fortino Grounds	Equipment Operator/Tree Trimmer [overtime; district projects]	7/1/23-6/30/24
Valdivia, Brenda Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Valverde, Miguel Facility Improvement Projects	Bilingual Community Liaison [overtime; translation/interpretation services]	1/1/23-6/30/23
Vazquez-Gomez, Miguel Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Viesca, Joseph Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Villa, Alejandro Maintenance	Metal Worker [overtime; district projects]	7/1/23-6/30/24
Villasenor, Cindy Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24

Ward, Allison Webster ES	Senior Office Specialist [additional hours; clerical & enrollment support]	8/17/23-6/17/24
Ward, Victor Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Washington, Harelle Maintenance	HVAC Technician [overtime; district projects]	7/1/23-6/30/24
Watkins, Ernest Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [additional hours; 8th grade field trip]	6/7/23
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [overtime; 8th grade field trip]	6/7/23
Wooden, Chris Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Stephens, Joe Special Education	Paraeducator 1	8/24/23-6/12/24
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Bonnel, Melissa Special Education	Occupational Therapist	8/1/23
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Boyd, Katherine Operations-Santa Monica HS	Custodian Medical/FMLA/CFRA	7/29/23-10/8/23/23
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Ortiz, Alma FNS-Lincoln MS	Site Food Services Coordinator From: Cafeteria Worker I	4/17/23-6/12/23
Plascencia, Henry Maintenance	Locksmith From: Skilled Maintenance Worker	6/16/23-7/30/23
<u>TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES</u> (39-MONTH MEDICAL REEMPLOYMENT LIST)		<u>EFFECTIVE DATE</u>
SJ6385047 Special Education	Paraeducator 2	6/12/23
<u>RESIGNATION</u>		<u>EFFECTIVE DATE</u>
Lugo, Rebecca Santa Monica HS	Student Outreach Specialist	6/15/23
McLendon, Gina Rogers LC	Instructional Assistant-Classroom	6/12/23
Monroe, Lisa Special Ed-Lincoln MS	Paraeducator 1	6/2/23

Salvati, Rachel
Grant ES

Instructional Assistant-Classroom

7/14/23

Wallace, Peiyi
Rogers LC

Instructional Assistant-Classroom

8/1/23

**Classified Personnel – Merit
9/7/23**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Perrine, Elizabeth Special Ed-Lincoln MS	Paraeducator 3 6 Hrs/SY/Range: 28 Step: A	8/23/23
Taylor, Cydnee Special Education	Board Certified Behavior Analyst 8 Hrs/SY/Range: 58 Step: A	8/23/23
Tchigashamwa, Benjamin Facility Use	Campus Security Officer 4 Hrs/12 Mo/Range: 27 Step: A	8/5/23
Torrence, Emily Malibu ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: A	8/23/23

PROMOTION

		<u>EFFECTIVE DATE</u>
Fair, James Special Ed-Santa Monica HS	Paraeducator 3 6.5 Hrs/SY/Range: 28 Step: D From: Paraeducator 1: 6.5 Hr/SY	5/22/23
Gul Kessenich, Sahra Special Ed-Roosevelt ES	Paraeducator 1 6 Hrs/SY/Range: 22 Step: C From: Instructional Assistant - Classroom: 3.6 Hr/SY	5/15/23
Herrera, Zenon Maintenance	Facilities Technician 8 Hrs/12 Mo/Range: 47 Step: C From: Locksmith: 8 Hrs/12 Mo	8/14/23

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Jelks, Curtis Lincoln MS	Campus Security Officer Not to exceed: 16 Hrs	8/15/23-8/16/23
Miller, Karen Grant ES	Senior Office Specialist Not to exceed: 16 Hrs	8/15/23-8/16/23
Robinson, Monique Educational Services-Adams MS	Instructional Assistant - Bilingual Not to exceed: 33 Hrs	6/13/23-6/22/23
Sandoval, Noelle Rogers LC	Administrative Assistant 8 Hrs/Day	8/1/23-8/9/23

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Adams, Toni Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Adeyemi, Olayiwola Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Aguilar, Mark Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Alex, Milton Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Alvarez, Jose Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24

Alvarez, Malissa Child Development Services	Children's Center Assistant 1 [additional hours; student support]	8/23/23-6/30/24
Anderson, Anaradeen Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Aquino, Gilda Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Arriaga, Jennifer Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Bonilla, Leroy Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Boyd, Katherine Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Brackett, Kimberly Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Bravo, Richard Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Brown, Lincoln Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Brown, Murphy Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Brown, Shawn Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Burkett, Deena Facility Use	Senior Office Specialist [overtime; Facility Use events support]	7/1/23-6/30/24
Burrell, Catherine Facility Use	Swimming Instructor/Lifeguard [overtime; Facility Use events support]	7/1/23-6/30/24
Burton, Jerome Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Cabrera, Jennifer Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Cage, Ramondo Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Carbajal, Patricia Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Carrillo Castillo, Ruben Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Ceron, Gloria Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Cervantes, Jose Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Cobbs, Rufus Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24

Colvin, Lovell, Jr. Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Cooper, Raymond Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Cornejo, Natalie Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Cortez, Griselda Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Cruz, Carmen Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Davis, Anthony Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Davis, Katherine Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Davis, Luke Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Diaz, Delfina Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Durham, Michael Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Esquivias, Norma Facility Use	Senior Office Specialist [overtime; Facility Use events support]	7/1/23-6/30/24
Fernandez, Angelica Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Fuller, Charesse Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Fuller, Michelle Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Garcia, Gabriel Facility Use	Custodian [additional hours; Facility Use events support]	7/1/23-6/30/24
Garcia, Gabriel Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Garcia, Gabriel Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Gheewala, Mehrun Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Goldberg, Hayden Facility Use	Swimming Instructor/Lifeguard [additional hours; Facility Use events support]	7/1/23-6/30/24
Goldberg, Hayden Facility Use	Swimming Instructor/Lifeguard [overtime; Facility Use events support]	7/1/23-6/30/24
Gomez, Jack Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24

Gomez, Luis Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Gonzalez, Andrea Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Gonzalez, Arthur Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Gonzalez, Cecilia Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Gonzalez, Denise Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Gonzalez, Jose Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Harris, Eddie Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Harris, Kenneth Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Harris, Tracey Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Heiderman, Dan Operations	Utility Worker [overtime; district projects]	7/1/23-6/30/24
Hernandez, Rita Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Hernandez, Steven Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Hernandez Cisneros, Alexander Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Hoorizadeh, Shayetah Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Hunter-Sallustilo, Dominique Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Ihim, Nnaemeka Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Jackson, Michael Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Jala, Ariel Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Jelks, Curtis Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Jimenez, Osvaldo Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Jimenez, Paul Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24

Johnson, Lore Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Johnson, Peter Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Jones, Chancy Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Jones, Dedrick Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Kyle, Yvonne Educational Services	Senior Buyer [overtime; administrative support]	7/1/23-8/31/23
Lew, Shawn Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Lopez, Saby Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Lopez Figueroa, Carlos Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Lopez Velazco, Sarah Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Macon, Phillip Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Magee, Bianca Facility Use	Swimming Instructor/Lifeguard [additional hours; Facility Use events support]	7/1/23-6/30/24
Magee, Bianca Facility Use	Swimming Instructor/Lifeguard [overtime; Facility Use events support]	7/1/23-6/30/24
Mangum, Don Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Manzano, Elva Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
McAlpin, Michael Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Miller, Maurice Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Miller, Melvyn Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Miranda, Cristy Facility Use	Administrative Assistant [overtime; Facility Use events support]	7/1/23-6/30/24
Molina, Carla Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Morales, Steve Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24

Morris, Sean Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Murray, April Facility Use	Swimming Instructor/Lifeguard [additional hours; Facility Use events support]	7/1/23-6/30/24
Murray, April Facility Use	Swimming Instructor/Lifeguard [overtime; Facility Use events support]	7/1/23-6/30/24
Nixon, Robert Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Ochoa, Alberto Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Odom, Lamont Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Omari, Joann Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Omari, Saleem Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Orozco, Abel Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Padilla, Elizabeth Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Palmer, Justin Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Peoples, Jeffrey Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Perez, Grace Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Perez, Graciela Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Perez, Maria Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Pernell, Barbara Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Pineda, Blanca Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Preciado, Daniel Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Quiroz, Timothy Food and Nutrition Services	Production Kitchen Coordinator [overtime; cafeteria support]	8/17/23-6/12/24
Ramirez, Anthony Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Razon-McMillan, Monica Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24

Reyes, Marybel Facility Use	Campus Security Officer [additional hours; Facility Use events support]	7/1/23-6/30/24
Reyes, Marybel Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Richardson, Anthony Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Rodriguez, Cecilia Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Rodriguez, Evan Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Rodriguez, Maria Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Royal, Kenneth Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Saad, Metias Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Sampson, Claudia Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Sanders, Justin Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Sandoval Perez, Alejandro Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Sebastiani, Guido Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Sebastiani Pozu, Juan Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Seklawi, Sara Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Shih, Jennifer Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Smith, Dunnell Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Soto, Sara Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
Stamper, Christopher Operations	Custodian [overtime; custodial support]	7/5/23-6/30/24
Suaste, Eduardo Operations-Malibu MS/HS	Lead Custodian [overtime; custodial support for school events]	7/1/23-6/30/24
Suezo, Aida Operations	Administrative Assistant [overtime; clerical support]	7/1/23-6/30/24
Tate, Wiley Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24

Taylor, Candice Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Taylor, Inelle Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Tchigashamwa, Benjamin Facility Use	Campus Security Officer [additional hours; Facility Use events support]	8/5/23-6/30/24
Tchigashamwa, Benjamin Facility Use	Campus Security Officer [overtime; Facility Use events support]	8/5/23-6/30/24
Torres, Jose Operations	Utility Worker [overtime; district projects]	7/1/23-6/30/24
Tran, Daniel Santa Monica HS	Athletic Trainer [overtime; sporting events support]	7/1/22-6/30/23
Tran, Daniel Santa Monica HS	Athletic Trainer [overtime; sporting events support]	8/21/23-6/19/24
Trujillo, Sandy Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Uliantzeff, Elena Facility Improvement Projects	Bilingual Community Liaison [overtime; translation/interpretation services]	6/15/23-6/30/23
Valdivia, Brenda Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Vargas, Christopher Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Vargas, Christopher Malibu MS/HS	Campus Security Officer [overtime; school events support]	7/1/23-6/30/24
Vasquez, Graciela Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Vazquez-Gomez, Miguel Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Viesca, Joseph Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Villasenor, Cindy Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Walsh, Leslie Child Development Services	Children's Center Assistant 2 [additional hours; student support]	8/23/23-6/30/24
Ward, Victor Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Ward, Victor Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Watkins, Ernest Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
White, Robert Facility Use	Sports Facility Coordinator [overtime; Facility Use events support]	7/1/23-6/30/24

Whitesell, Lori Facility Use	Audience Services Coordinator [additional hours; Facility Use events support]	7/1/23-6/30/24
Whitesell, Lori Facility Use	Audience Services Coordinator [overtime; Facility Use events support]	7/1/23-6/30/24
Wilson, Stanley Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Wilson, Terry Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Wooden, Chris Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Ybarra, Jose, Jr. Grounds	Gardener [overtime; district projects]	7/1/23-6/30/24
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Basha, Arsanios Facility Use	Sports Facility Attendant	5/1/23-6/30/23
Bonham, JoAnn Facility Use	Campus Security Officer	7/1/23-6/30/24
Bonham, JoAnn Personnel Commission	Campus Security Officer	7/3/23-6/30/24
Burrell, Catherine Facility Use	Campus Security Officer	7/1/23-6/30/24
De La Rosa, Christopher Personnel Commission	Campus Security Officer	8/16/23-6/30/24
Hughes, Michael Facility Use	Campus Security Officer	7/1/23-6/30/24
Linskey, Kenneth Franklin ES	Instructional Assistant - Classroom	8/23/23-6/12/24
McAlpin, Michael Facility Use	Campus Security Officer	7/1/23-6/30/24
Plascencia, Henry Facility Use	Campus Security Officer	7/1/23-6/30/24
Proctor, Sean Facility Use	Sports Facility Attendant	5/1/23-6/30/23
Rodriguez, Edward Facility Use	Sports Facility Attendant	5/1/23-6/30/23
Smith, Denise Special Education	Office Specialist	8/21/23-12/31/23
Tchigashamwa, Benjamin Facility Use	Campus Security Officer	7/1/23-8/4/23
Washington, Chanee Facility Use	Campus Security Officer	7/1/23-6/30/24

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Chew, Jenny Santa Monica HS	Administrative Assistant	9/1/23
Davis, Luke, Jr. Malibu HS	Campus Security Officer	9/1/23
Hamilton, Jerrel Special Ed-Malibu HS	Paraeducator 1	9/1/23
Kyle, Yvonne Purchasing	Senior Buyer	9/1/23
Suezo, Aida Operations	Administrative Assistant	9/1/23

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Tran, Daniel Santa Monica HS	Athletic Trainer 8 Hrs/12 Mo/Range: 47 Step: F From: 7 Hrs/12 Mo/Santa Monica HS	7/1/23

VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Needham, Kevin Lincoln MS	Instructional Assistant - Music 6 Hrs/SY From: 6 Hrs/SY/Malibu HS	8/23/23
Uto, Rika Grant ES	Physical Activities Specialist 5 Hrs/SY From: 5 Hrs/SY/Rogers LC	8/19/23

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Gonzalez, Cecilia CDS-Rogers LC	Children's Center Assistant 2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Adams MS	8/23/23
Hunter-Sallustio, Dominique CDS-Franklin ES	Children's Center Assistant 2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Grant ES	8/16/23
Razon-McMillan, Monica CDS-Washington West	Children's Center Assistant 2 7 Hrs/SY From: 7 Hrs/SY/CDS-Adams MS	8/23/23

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Abramson, Neal Transportation	Director of Transportation Intermittent FMLA	4/18/23-12/1/23
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator 3 Medical/FMLA/CFRA	8/23/23-8/31/23
Fruchtman, Bettelyn Franklin ES	Administrative Assistant FMLA	8/10/23-9/10/23
Lee, Dawn Special Ed-Santa Monica HS	Paraeducator 3 Medical/FMLA/CFRA	8/23/23-12/31/23

WORKING OUT OF CLASSJimenez, Paul
GroundsEquipment Operator/Tree Trimmer
From: Gardener**EFFECTIVE DATE**

6/15/23-8/23/23

SUSPENSION WITHOUT PAYRK8020416
Transportation**EFFECTIVE DATE**

9/20/23; 10/3/23

RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENTMock, Christopher
Human Resources/SEIU

Chief Steward

EFFECTIVE DATE

7/1/23-6/30/24

ABOLISHMENT OF POSITIONParaeducator 1
5 Hrs/SY/Special Ed-Rogers LC

8/23/23

Paraeducator 1
6 Hrs/SY/Special Ed-Roosevelt ES

6/13/23

Paraeducator 1
6 Hrs/SY/Special Ed-Webster ES

7/20/23

Paraeducator 1
6 Hrs/SY/Special Ed-Lincoln MS

6/2/23

Paraeducator 1
6.5 Hrs/SY/Special Ed-Santa Monica HS

6/12/23

Paraeducator 3
6 Hrs/SY/Special Ed-Lincoln MS

8/17/23

Licensed Vocational Nurse
8 Hrs/SY/Special Ed-Santa Monica HS

8/18/23

RESIGNATIONBonilla, Marizol
Special Ed-Franklin ES

Paraeducator 3

EFFECTIVE DATE

8/13/23

De Los Santos, Jasmine
Special Ed-Santa Monica HS

Paraeducator 2

8/16/23

Johnson, Mayra
Child Development Services

Children's Center Assistant 2

8/18/23

Larkin, Amy
McKinley ES

Instructional Assistant - Classroom

8/2/23

Rogers, Ericka
Franklin ES

Instructional Assistant - Classroom

8/16/23

Shorts, Gerard
Roosevelt ES

Physical Activities Specialist

8/10/23

Soil, Sophia
Special Ed-Grant ES

Paraeducator 3

8/16/23

Taylor, Christian
Child Development Services

Children's Center Assistant 2

8/16/23

Valverde Miguel, Kevin Bilingual Community Liaison 8/16/23
 McKinley ES

Zalazar, Vanina Lead Translator/Interpreter 9/4/23
 Educational Services

RETIREMENT

Dixon, Guadalupe Bilingual Community Liaison 9/4/23
 Malibu HS Revised from BOE 6-29-23: 8/31/23

Stanton, Kevin Dean Computer Operator 9/30/23
 Education Technology Services

**Classified Personnel – Non-Merit
8/17/23**

COACHING ASSISTANT

Silverberg, Daniel	Santa Monica HS	7/15/23-6/30/24
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TECHNICAL SPECIALIST – LEVEL II

Anteneh, Elenie	Special Education [Psychologist Intern] - Funding: Other Local Income	8/23/23-6/12/24
Barroso, Liliana	Special Education [Psychologist Intern] - Funding: Other Local Income	8/23/23-6/12/24
Esfarjani, Tina	Special Education [Psychologist Intern] - Funding: Other Local Income	8/23/23-6/12/24
Hongo, Tomomi	Special Education [Psychologist Intern] - Funding: Other Local Income	8/23/23-6/12/24
Lopez, Alexis	Special Education [Psychologist Intern] - Funding: Other Local Income	8/23/23-6/12/24
Tostado, Sonia	Special Education [Psychologist Intern] - Funding: Other Local Income	8/23/23-6/12/24

**Classified Personnel – Non-Merit
9/7/23**

COACHING ASSISTANT

Harper, Emily	Santa Monica HS	7/1/23-6/30/24
Moneta, Samuel	Santa Monica HS	10/11/22-6/30/23
Poon, Stanford	Santa Monica HS	7/1/23-6/30/24
Richards, James	Santa Monica HS	7/1/23-6/30/24
Saunders, Kathryn	Middle School Athletic Program	8/24/23-6/12/24

TECHNICAL SPECIALIST – LEVEL I

Albinger, Bailey	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/23-6/12/24
Alvarez, Alfredo	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/23-6/12/24
Baltazar, Abraham	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/23-6/12/24
Clark, Molly	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/23/23-6/12/24
Retts, Kimberly	Malibu MS/HS [Service Learning Coordinator] - Funding: Malibu Education Foundation	8/24/23-6/12/24

TECHNICAL SPECIALIST – LEVEL II

Gittleman, Marni	SMASH [Learning Through Interests Project Coordinator] - Funding: VSS:Stretch Grant Formula & Old Tier III	8/17/23-6/17/24
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TECHNICAL SPECIALIST – LEVEL III

Baxter, Catherine	Santa Monica HS [Special Projects Coordinator] - Funding: Formula & Old Tier III	7/1/23-6/30/24
Harper, William	Facility Use [Permit and Production Coordinator] - Funding: Permits	7/1/23-6/30/24
Middleton, Carolyn	Santa Monica HS [Writing Center Instructor] - Funding: VSS:Stretch Grant	8/21/23-6/19/24

Stout, Larry

Facility Use
[Permit and Production Coordinator]
- Funding: Permits

7/1/23-6/30/24

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2023 – 2024**

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

SMMUSD Board of Education Meeting Schedule 2023-24

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

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

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

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

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

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, October 11, 2023, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: