



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

September 14, 2022

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 14, 2022, at 4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on September 14, 2022

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

- G.06 Approval of Minutes for Regular Meeting on August 10, 2022

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

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the September 14 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

September 14, 2022

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 14, 2022, at 4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments: <https://forms.gle/HsfWNT5CzZ1QqgGr8>.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on September 14, 2022

G.06 Approval of Minutes for:

- Regular Meeting on August 10, 2022

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

- G.07 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
- General Comments and Updates
- G.08 Personnel Commissioner Comments/Reports:
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.
- G.09 Communications:
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.
- SEIU Report
 - Board of Education Report
- G.10 Public Comments:
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Campus Monitor	4
Children's Center Assistant 1	2
Credential Analyst	7
Gardener	1
Instructional Assistant – Classroom	7
Instructional Assistant – Physical Education	1
Low Voltage Technician	1
Paraeducator 1	5
Paraeducator 2	3
Paraeducator 3	3
Physical Activities Specialist	2
Technical Theater Technician	1

List Extension (Personnel Commission Rule §6.1.3.: *Duration of Eligibility Lists*)

Physical Activities Specialist	2
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- C.02 Advanced Step Placement:
Michelle Fuller in the classification of Custodian at Range A-26 Step C
- C.03 Advanced Step Placement:
Julianne Kluft in the classification of Instructional Assistant-Classroom at Range A-20 Step E
- C.04 Advanced Step Placement:
Oscar Leon in the classification of Plant Supervisor at Range M-43 Step C
- C.05 Advanced Step Placement:
Ismael Ortega Garcia in the classification of Licensed Vocational Nurse at Range A-36 Step F
- C.06 Advanced Step Placement:
Mary Shalaby in the classification of Paraeducator 3 at Range A-28 Step D
- C.07 Advanced Step Placement:
Gohartaj Veisi in the classification of Payroll Specialist at Range A-38 Step E
- C.08 Advanced Step Placement:
Malcom West in the classification of Lead Custodian at Range A-31 Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2021-2022

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)
 - September 1, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 1, 2022
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2022 - 2023
- I.06 Board of Education Meeting Schedule
 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 12, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

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

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

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

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the August 10 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

August 10, 2022

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, August 10, 2022**, at **4:35 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments: <https://forms.gle/HsfWNT5CzZ1QqgGr8>.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:35 p.m.

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

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

G.04 Report from Closed Session:

- **None**

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

G.05 Motion to Approve Agenda: August 10, 2022

It was moved and seconded to approve the agenda with an amendment to postpone Agenda Item III.A.02 to a future regular Personnel Commission meeting. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: July 13, 2022

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

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

G.07 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- General Comments and Updates
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on July 13, 2022.
 - Training and Experience Evaluation was distributed for Credential Analyst.
 - Licenses were verified for the Certified Occupational Therapy Assistant (COTA).
 - The Personnel Commission staff held written exams for Campus Monitor.
 - Performance exams were held for Technical Theater Technician and Bus Driver.
 - Oral exams were administered for the Paraeducator series, Administrative Assistant, Lead Custodian, and Instructional Assistant – Classroom.
 - Final selection interviews were held for the Paraeducator series, Bus Driver, Licensed Vocational Nurse (LVN), Certified Occupational Therapy Assistant, Payroll Specialist, Administrative Assistant, Lead Custodian, and Senior Office Specialist.
 - Recruitments opened for Plumber, HVAC Mechanic, Bilingual Community Liaison, and Instructional Assistant – Bilingual.
 - Recruitments were re-opened for Athletic Trainer, Laboratory Technician, Custodian, and Technology Support Assistant.
 - Recruitments continue to be opened for Bus Driver, Campus Monitor, Instructional Assistant – Classroom, and the Paraeducator series.
 - Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office.

They have processed 17 claims since the last regular Personnel Commission meeting in July.

- Director Kahn informed the Personnel Commission about his participation in an EDD hearing for a certificated employee in Dr. Kelly's absence. He expressed his gratitude to Ms. Christine Garret, Human Resources Technician, who prepared all the supporting documentation for the hearing. Mr. David Chiang, Assistant Director of Fiscal Services, assisted with the payroll information.
- Director Kahn reported to the Personnel Commission on the annual management retreat that took place at the beginning of August. It was well organized by the Educational Services Department.
- Director Kahn informed the Personnel Commission about staff members participating in a District-sponsored workshop called "Summer Well-Being Camp" that focused on positive emotions, engagements, and relationships.
- Commissioner Tarazi inquired about Cafeteria Worker positions in Malibu and classified vacancies in general.
- Director Kahn will be meeting with Ms. Melody Canady, Assistant Superintendent of Business and Fiscal Services, Mr. Isaac Burges, Malibu Pathway Executive Director, and Mr. Marchini, Director of Food and Nutrition Services, to discuss the challenges related to Food Services vacancies in Malibu.
- Director Kahn provided an overview of current vacancies and rationale for staffing challenges.

G.08 Personnel Commissioner Comments/Reports:

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

- **None**

G.09 Communications:

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

- SEIU Report
 - **Mr. Mock, Chief Steward, updated the Personnel Commission about the ratification vote for the tentative agreement on wage increases ending on August 18, 2022.**
 - **Mr. Mock updated the Personnel Commission about contract negotiations between SEIU and the District.**
 - **On behalf of SEIU, Mr. Mock expressed his gratitude to all classified employees for their dedication in preparations for the new school year.**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about certificated administrative staffing for the upcoming school year.**
 - **Dr. Kelly informed the Personnel Commission about the Superintendent's health and safety report for the upcoming school year that will be presented to the Board of Education on August 11, 2022.**

- Dr. Kelly informed the Personnel Commission about bringing the classified Collective Bargaining Unit Agreement to the Board of Education regular meeting on September 1, 2022 for their ratification. It includes 10% salary increase.
- Dr. Kelly provided an update regarding the water intrusion issues at the Muir ES/SMASH campus. Students and personnel will be moved to various campuses that are in the final stage of preparations for the new school year. The Muir ES students will be relocated to Will Rogers LC, some to Grant ES. The SAI program will be moved from Muir ES to McKinley ES, and the Special Education pre-school program will move to Washington West. SMASH will relocate to the Obama Center campus, which means that the Personalized Project Learning, Olympic HS, the Independent Study, Off Campus Learning Center, and the Adult School will be moved to Santa Monica College.
- Dr. Kelly invited the Personnel Commission to the Districtwide Convocation that will take place on August 15, 2022, in Santa Monica High School's Greek amphitheater.
- Commissioner Tarazi inquired about the certificated recruitment for the new principal of Franklin Elementary School.
- Dr. Kelly described the hiring process of a new principal.
- Commissioner Tate inquired about the rationale for Muir ES/SMASH student distribution to other school sites.
- Dr. Kelly explained the criteria for distributing students to various school campuses based on residency, intra-district and inter-district transfers, and schools' capacity for additional classrooms.

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>
Administrative Assistant	4
Bus Driver	2

Certified Occupational Therapy Assistant	3
Laboratory Technician	1
Lead Custodian	7
Licensed Vocational Nurse	3
Paraeducator 1	4
Paraeducator 3	4

C.02 Advanced Step Placement:

Joan Wallace in the classification of Payroll Specialist at Range A-38 Step E

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-02. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Specification Revision:

Licensed Vocational Nurse within the Instructional Assistant and Paraprofessional Job Unit

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions of this classification specification.
- The most significant change occurred with removal of Experience within the Minimum Qualifications since the classification requires candidates to obtain a state license in order to become the Licensed Vocational Nurse (LVN).
- Director Kahn recommended to further revise the language regarding direction of a credentialed School Nurse within the Basic Function category, and supervision received from higher level management as well as the direction received from a credentialed School Nurse in the Supervision category.

- **Director Kahn explained the difference between supervision, that involves evaluations and work schedule, and direction from a licensed nurse or a physician as required by the state license.**

A.02 Classification Description Revision:
Swimming Instructor/Lifeguard within the Instructional Assistant and Paraprofessional Job Unit

It was moved and seconded to postpone Agenda Item III.A.02 to a future regular Personnel Commission meeting. The motion passed.

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

REPORT AND DISCUSSION

- **N/A**

IV. COMMISSIONER TRAINING/BRIEFING:

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

- **None**

V. DISCUSSION ITEMS:

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

- **None**

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - July 21, 2022
 - August 11, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - July 21, 2022
 - August 11, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2021 - 2022
- I.06 Board of Education Meeting Schedule
 - 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:08 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 **5:24 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			✓			
Mahshid Tarazi	✓		✓			
Phillip Tate		✓	✓			

TIME ADJOURNED: 5:24 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 14, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Michelle Fuller

Hire Date: 05/18/2022

ASP Request Submitted: 08/15/2022

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Michelle Fuller	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Michelle Fuller meets the education requirement. 	<p>0 level of education above the required level = 0 Step Advance</p>
Experience: Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Michelle Fuller has over ten (10) years of custodial experience. 	<p>5 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C		

DIRECTOR’S COMMENTS:

Michelle Fuller’s work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.84/hour, while Step C is \$18.57/hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Michelle Fuller at Range A-26, 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 14, 2022

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Julianne Kluff

Hire Date: 8/17/2022

ASP Request Submitted: 8/19/2022

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Julianne Kluff	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Julianne Kluff has a Master's of Education Degree in School Counseling 	<p>2 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<u>Experience:</u> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Julianne Kluff has over seven years of experience working with students and youth as a counselor, advisor and child and family specialist 	<p>3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Accelerated Rate) + 1 (Education) +2 (Experience) = 3 Advanced Steps = STEP E</p>		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step B on the salary schedule. Julianne Kluff's professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step E is \$17.68/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Julianne Kluff at Range A-20, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 14, 2022

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Oscar Leon

Hire Date: 9/1/2022

ASP Request Submitted: 9/6/2022

BACKGROUND INFORMATION:

Classification Title: Plant Supervisor	Employee: Oscar Leon	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Oscar Leon meets education requirement. 	0 level of education above the required level = <u>0</u> Step Advance
Experience: <ul style="list-style-type: none"> Three (3) years of custodial or building maintenance experience, including at least one (1) year in a supervisory or lead position. 	<ul style="list-style-type: none"> Oscar Leon has over sixteen (16) years of experience working in custodial and building maintenance, which two (2) years were as a lead custodian. 	4 (3-year periods) of experience above the required level = <u>2</u> Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C		

DIRECTOR’S COMMENTS:

Oscar Leon’s experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-43 at Step A is \$5,814/month, while Step C is \$6,416/month.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Oscar Leon at Range M-43, 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 14, 2022

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Ismael Ortega Garcia

Hire Date: 08/16/2022

ASP Request Submitted: 08/16/2022

BACKGROUND INFORMATION:

<u>Classification Title:</u> Licensed Vocational Nurse	<u>Employee:</u> Ismael Ortega Garcia	<u>Calculation of Advanced Step Recommendation</u>
<u>Education:</u> A high school diploma or recognized equivalent	<ul style="list-style-type: none"> Ismael Ortega Garcia meets the minimum education requirement. 	<p>0 level of education above the required level = 0 Step Advance</p>
<u>Experience:</u> No experience is required.	<ul style="list-style-type: none"> Ismael Ortega Garcia meets the minimum experience requirement. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none"> The Director has concluded that it would be very challenging to find alternative qualified applicants 	<p>Director concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max. allowed)</p>
<p><u>Total Advanced Steps:</u> Starting Step B (Accelerated Rate) + 0 (Education) + 0 (Experience) + 1 (Difficulty) + 3 (Prior Salary) = 4 Advanced Steps = STEP F</p>		

DIRECTOR'S COMMENTS:

Ismael Ortega Garcia's prior salary as a Licensed Vocational Nurse (\$42/hour) at New Direction Solutions LLC exceeds the current top step of Licensed Vocational Nurse and it will be challenging to find alternative, qualified applicants. Pay rate at salary Range A-36 at Step B is \$22.56/hour, while Step F is \$27.42/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ismael Ortega Garcia at Range A-36, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 14, 2022

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Mary Shalaby

Hire Date: 8/17/2022

ASP Request Submitted: 8/18/2022

BACKGROUND INFORMATION:

<p>Classification Title: Paraeducator-3</p>	<p>Employee: Mary Shalaby</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <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"> • Mary Shalaby has a Bachelor's of Arts in English Language and Literature. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u> Experience is a preferred qualification. Experience caring for the needs of individuals or groups with behavioral/social-emotional deficits is highly desirable.</p>	<ul style="list-style-type: none"> • Mary Shalaby has over eight (8) of experience working with students with special needs. 	<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 Steps = STEP D</u></p>		

DIRECTOR'S COMMENTS:

Mary Shalaby's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step D is \$20.46/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 14, 2022

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Gohartaj Veisi

Hire Date: 08/22/2022

ASP Request Submitted: 08/22/2022

BACKGROUND INFORMATION:

<u>Classification Title:</u> Payroll Specialist	<u>Employee:</u> Gohartaj Veisi	<u>Calculation of Advanced Step Recommendation</u>
<u>Education:</u> Educational attainment equivalent to a high school diploma or its recognized equivalent	<ul style="list-style-type: none"> Gohartaj Veisi exceeds the minimum education experience requirement with a Master’s degree in Information Technology. 	3 level of education above the required level = <u>1 Step Advance</u> (Max. allowed)
<u>Experience:</u> Three (3) years increasingly responsible payroll, accounting or financial record keeping experience.	<ul style="list-style-type: none"> Gohartaj Veisi exceeds the minimum experience requirement with 9+ years of experience related to financial record keeping. 	2 (3-year periods) of experience above the required level = <u>2 Step Advance</u> (Max. allowed)
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none"> The Director has concluded that it would be very challenging to find alternative qualified applicants 	Director concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u> (Max. allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) + 1 (Difficulty) = 4 Advanced Steps = STEP E</u>		

DIRECTOR’S COMMENTS:

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

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Gohartaj Veisi at Range A-38, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 14, 2022

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Malcolm West

Hire Date: 08/01/2022

ASP Request Submitted: 08/18/2022

BACKGROUND INFORMATION:

Classification Title: Lead Custodian	Employee: Malcolm West	Calculation of Advanced Step Recommendation
Education: Training or experience sufficient to demonstrate the knowledge and abilities listed in this job description.	<ul style="list-style-type: none"> Malcolm West meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: Two years custodial experience	<ul style="list-style-type: none"> Malcolm West has over thirteen (13) years of custodial experience. 	5 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C		

DIRECTOR'S COMMENTS:

Malcolm West's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$19.01/hour, while Step C is \$20.96/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Malcolm West at Range A-31, 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 14, 2022

AGENDA ITEM NO: III.A.01

SUBJECT: 2021-2022 Personnel Commission Annual Report

BACKGROUND INFORMATION:

The 2021-2022 Annual Report of the Personnel Commission encompasses the period from July 1, 2021, through June 30, 2022, 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 2021-2022 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

10 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.

57 Advanced Step Placements Approved

61 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.

24% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Child Center Assistant series at 17%, followed by the Instructional Assistant series at 14%.

228 Positions Filled

214 Unemployment Insurance Claim Responses

Personnel Commission staff provides support to the district by responding to classified unemployment insurance claims. 2021-22 saw a 63% decrease from 2020-21 but is still a 161% increase over pre-pandemic years.

32% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 28% for Office, Technical, and Business Services positions, 37% for Operations Support, and 3% for Management positions.

1,553 Applications Reviewed

Other Activities & Accomplishments

Compensation Study

The Personnel Commission completed a comprehensive compensation study for SEIU represented classifications. The study began by establishing a committee consisting of representatives from the District, Union, and Personnel Commission. 28 benchmark classifications and 9 comparable public agencies were then selected by the committee. The results of the study provided support for a 10% increase in salaries for all classifications.

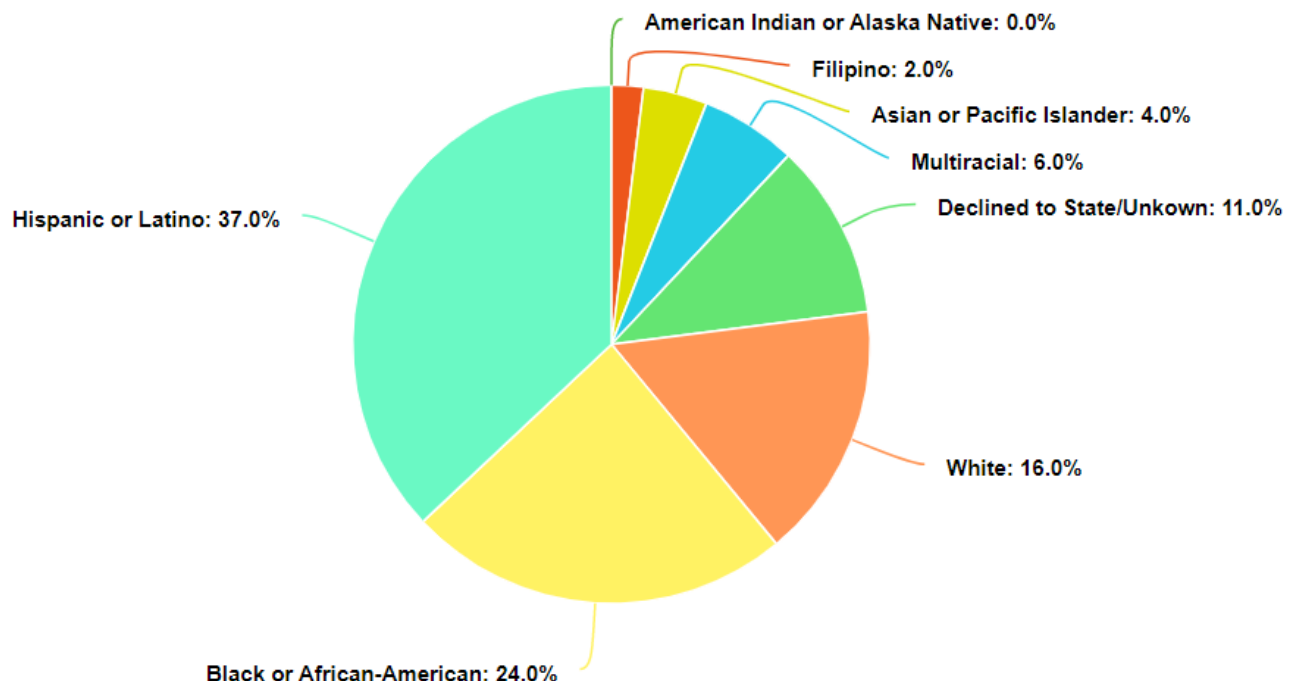
The study reviewed other forms of compensation such as health insurance and stipends that include longevity, night, bilingual, and professional growth. Overall, the results demonstrated that SMMUSD is competitive in all areas, especially in regards to full time employees seeking two party and family medical insurance coverage and our professional growth model.

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 sustain, modify, or reverse the action following a hearing. Two hearings were held in 2021-2022 resulting in one action being sustained and the other modified.

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:



51% of applicants identified as female, 43% identified as male, and 6% declined to state or are unknown.

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (9/8/2022)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
22-251	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	Vac	100
21-099	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
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-104	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
22-232	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75
22-252	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	37.5
23-054	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	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
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
22-285	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	25
23-001	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-002	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	12.5
23-031	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25

22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
23-041	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-043	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	Vac	43.75
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
23-021	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5
23-010	HVAC MECHANIC	MAINTENANCE	New	100
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-267	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5

22-244	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
22-281	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
23-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
23-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-055	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
22-240	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
22-255	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	75
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
23-012	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100
22-089	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	87.5
22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-206	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	79.13
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75

22-260	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-004	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-023	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-026	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-027	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-035	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-036	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	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
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-274	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-015	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-037	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-040	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-049	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	81.25
23-005	PLUMBER	MAINTENANCE	Vac	100

22-280	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-262	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
22-247	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
22-226	SYSTEMS ANALYST	EDUCATIONAL SERVICES	New	100
22-277	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
23-006	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100

Filled Requisitions (9/8/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
23-007	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	8/15/2022
23-030	ADMINISTRATIVE ASSISTANT	MALIBU ELEMENTARY SCHOOL	8/31/2022
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	8/16/2022
23-053	CAFETERIA WORKER I	FS - JOHN ADAMS	8/10/2022
22-248	CAFETERIA WORKER II	MCKINLEY ELEMENTARY SCHOOL	8/17/2022
23-051	CHILDREN'S CENTER ASSISTANT-2	CDS - ITC - SAMOHI	8/16/2022
23-008	CUSTODIAN	MALIBU ELEMENTARY SCHOOL	8/9/2022
23-009	CUSTODIAN	OPERATIONS	8/25/2022
23-032	CUSTODIAN	GRANT ELEMENTARY SCHOOL	8/25/2022
23-052	CUSTODIAN	GRANT ELEMENTARY SCHOOL	9/1/2022
23-022	GARDENER	GROUNDS	9/8/2022
22-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/25/2022
22-268	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	8/23/2022
22-282	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	9/1/2022
23-033	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	8/31/2022
23-056	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	9/7/2022
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	8/10/2022
22-181	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/17/2022
22-221	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	9/6/2022
22-229	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	8/12/2022
23-013	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	9/1/2022
23-014	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	8/24/2022
23-025	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/11/2022
23-028	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	8/12/2022
23-034	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	9/2/2022
23-047	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	8/17/2022
22-188	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	8/10/2022
22-222	PARAEDUCATOR-3	CDS - LINCOLN	9/2/2022
22-230	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	8/12/2022
23-016	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	8/12/2022
23-050	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	9/2/2022
23-038	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	8/24/2022
22-276	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	8/11/2022
22-263	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	8/18/2022

**Classified Personnel – Merit
9/1/22**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Collins, Camilla Special Ed-Malibu MS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	8/17/22
Garcia, Gabriel Facility Use	Custodian 3 Hrs/12 Mo/Range: 26 Step: A	7/30/22
Murcia, Karina Special Ed-McKinley ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	8/17/22
Ruiz, Alyssa Grant ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: B	8/17/22
Wallace, Joan Fiscal Services	Payroll Specialist 8 Hrs/12 Mo/Range: 38 Step: A	8/1/22

PROMOTION

		<u>EFFECTIVE DATE</u>
Hernandez, Edlin Special Ed-Webster ES	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A From: Campus Monitor: 2 Hrs/SY	8/17/22
West, Malcom Operations-Santa Monica HS	Lead Custodian 8 Hrs/12 Mo/Range: 31 Step: E From: Custodian: 8 Hrs/12 Mo	8/1/22

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Johnson, Mayra CDS-Santa Monica HS-ITC	Children's Center Assistant-2 8 Hrs/SY/Range: 20 Step: F	7/17/22

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Bustamante, Angelica FNS-Santa Monica HS	Cafeteria Cook/Baker 8 Hrs/Day	6/29/22-8/16/22
Mesrobian, Varso Franklin ES	Senior Office Specialist 8 Hrs/Day	7/1/22-8/11/22

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Fruchtman, Bettelyn Franklin ES	Administrative Assistant [overtime; clerical support]	8/4/22-6/21/23
Mesrobian, Varso Franklin ES	Senior Office Specialist [overtime; clerical support]	8/11/22-6/14/23

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Richardson, Anthony Operations	Custodian	8/1/22-6/30/23

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Bakhyt, Peter Food and Nutrition Services	Cafeteria Worker/Transporter	9/1/22

Itomura, Terrie CDS-Business Office	Computer Operator	9/1/22
Jackson, LaTasha Special Ed-Muir ES	Paraeducator-2	9/1/22
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator-2	9/1/22
Pullard, Joseph Adams MS	Instructional Assistant-Physical Education	9/1/22
Tran, Daniel Santa Monica HS	Athletic Trainer	9/1/22

CHANGE IN ASSIGNMENT

Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 8 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Santa Monica HS	<u>EFFECTIVE DATE</u> 8/17/22
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CHANGE IN ASSIGNMENT/CLASSIFICATION

Lozano, Jasmine Franklin ES	Senior Office Specialist 8 Hrs/10 Mo From: Paraeducator-3/6.5 Hrs/SY/Special Ed-Santa Monica HS	<u>EFFECTIVE DATE</u> 8/15/22
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CHANGE IN ASSIGNMENT/VOLUNTARY TRANSFER

Campos, Mercedes Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 4.5 Hrs/SY/Special Ed-LCDC	<u>EFFECTIVE DATE</u> 8/17/22
Ratliff, Sheleita Special Ed-Santa Monica HS	Paraeducator-1 6.5 Hrs/SY From: Paraeducator-1/6 Hrs/SY/Special Ed-Rogers LC	8/17/22

INVOLUNTARY TRANSFER

Alvarez, Susana Special Ed-Lincoln MS	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	<u>EFFECTIVE DATE</u> 8/17/22
Webster, Ryan Special Ed-Adams MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	8/17/22

VOLUNTARY TRANSFER

Aranda, Antonio McKinley ES	Campus Monitor 0.92 Hrs/SY From: 1.33 Hrs/SY/McKinley ES	<u>EFFECTIVE DATE</u> 8/17/22
Jenson, Diane Special Ed-Malibu ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-SMASH	8/17/22
Mastroianni, Virginia Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/17/22

Turk, Becky Grant ES	Instructional Assistant-Classroom 3 Hrs/SY From: 3 Hrs/SY/Roosevelt ES	8/17/22
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LEAVE OF ABSENCE (PAID)

Slawter, Mary Malibu HS	Accounting Assistant II Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 8/1/22-1/19/23
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ABOLISHMENT OF POSITION

Buyer 8 Hrs/12 Mo/Purchasing	<u>EFFECTIVE DATE</u> 2/1/21
Education Data Specialist 8 Hrs/12 Mo/Educational Services	2/1/21

DISQUALIFICATION FROM PROBATION

EE2823489 Operations	Custodian	<u>EFFECTIVE DATE</u> 8/19/22
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RESIGNATION

Cervera, Katherine Muir ES	Physical Activities Specialist	<u>EFFECTIVE DATE</u> 6/9/22
Gallegos, Katherine Santa Monica HS	Instructional Assistant - Bilingual	6/30/22
Ramirez, Pablo Grounds	Gardener	7/29/22
Riordan, Jacqueline Special Ed-Malibu ES	Paraeducator-3	8/1/22
Rocha, Patricia CDS-Franklin ES	Children's Center Assistant-2	8/16/22
Taylor, Richard Facility Use	Technical Theater Technician	8/10/22

**Classified Personnel – Non-Merit
9/1/22**

COACHING ASSISTANT

Najera, Pedro

Santa Monica HS

8/15/22-6/30/23

TECHNICAL SPECIALIST – LEVEL III

Stout, Larry

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

4/7/22-6/30/22

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

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

SMMUSD Board of Education Meeting Schedule 2022-23

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

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

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

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

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

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

Meeting Format Structures:

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

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, October 12, 2022, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

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

XI. Adjournment: