



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

October 11, 2023

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 11, 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 October 11, 2023

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

- G.06 Approval of Minutes for Regular Meeting on September 13, 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)

October 11, 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, October 11, 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 October 11, 2023

G.06 Approval of Minutes for Regular Meeting on September 13, 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>
Instructional Assistant – Bilingual	3
Paraeducator 1	1
Paraeducator 3	5
Senior Administrative Assistant	1
Senior Office Specialist	10

List Extension

Campus Security Office	4
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- C.02 Advanced Step Placement:
Francisco Cortez in the classification of Custodian at Range A-26, Step C
- C.03 Advanced Step Placement:
Linette Galvan-Oneill in the classification of Instructional Assistant – Classroom at Range A-20, Step D
- C.04 Advanced Step Placement:
Alyssa Lazoff in the classification of Library Assistant at Range A-28, Step C
- C.05 Advanced Step Placement:
Julie Novakoff in the classification of Instructional Assistant – Classroom at Range A-20, Step B
- C.06 Advanced Step Placement - Revision:
Kathleen Ryan in the classification of Elementary Library Coordinator at Range A-28, Step C

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.

- 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)
- September 21, 2023
 - October 5, 2023

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 21, 2023
 - October 5, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 8, 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)

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 was held on **Wednesday, September 13, 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 4:37 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: September 13, 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: August 9, 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 welcomed Dr. Douglas Meza, the new Director of Human Resources. Dr. Meza introduced himself and shared his professional background.**
 - **Director Kahn informed the Personnel Commission about his meeting with Dr. Meza and Dr. Kelly on September 13, 2023. Director Kahn looks forward to continuing these productive conversations to collaborate on improvement of recruitments and employee retention.**
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on August 9, 2023.**
 - **Oral exams were administered for Campus Security Officer, Systems Analyst, Manager of Facility Services Funding, Instructional Assistant – Bilingual, the Paraeducator series, Senior Administrative Assistant, Senior Office Specialist, and Health Office Specialist.**
 - **Performance exams were held for Cafeteria Worker I.**
 - **Final selection interviews were held for Cafeteria Worker I, Cafeteria Worker II, Campus Security Officer, and Systems Analyst.**
 - **The newly opened recruitments include Stock and Delivery Clerk, Custodian, and Lead Translator/Interpreter.**
 - **Recruitment for Health Office Specialist was re-opened.**

- The continuous recruitments include Bus Driver, Heavy Duty Vehicle and Equipment Mechanic, Campus Security Officer, the Paraeducator series, Campus Monitor, Instructional Assistant-Classroom, Cafeteria Worker I, 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 5 claims since the last regular Personnel Commission meeting in August.
- 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 District-wide convocation, held on August 21, 2023. This year, the format was changed utilizing small groups exercises to connect with other employees.
- Director Kahn recognized the efforts of the Superintendent Office and the Educational Services and thanked them for their hard work in planning and conducting this great event.
- Director Kahn commended the Personnel Commission staff for their hard work filling 29 vacancies in preparation for the new school year.
- Commissioner Robinson inquired about the trend in vacancies during the summer months.
- Director Kahn stated that the number of vacancies has grown as a result of number of separations in a greater variety of classifications during this period.
- Commissioner Robinson asked about the District's classified employees' turnover in comparison with other comparable districts.
- Director Kahn stated that there is no specific data on separation in terms of the actual retention rate. It is an aspect that it will be explored in cooperation with the Human Resources Department.
- Dr. Meza will be researching retention methods and processes of other comparable districts.
- Commissioner Tate inquired about the reason for a separation spike in August.
- The district has no exit survey for classified employees at this time, and it will be one of the major efforts that the Personnel Commission and the Human Resources will collaboratively focus on.
- Commissioner Robinson suggested to utilize HR service, "WorkSTEPS," to gather exit survey data.
- Dr. Meza mentioned several benefits the District already provides to attract candidates and retain current employees.

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.

- **On behalf of the Personnel Commission, Commissioner Robinson welcomed Dr. Meza to the District.**

G.09 Communications:

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

- SEIU Report
- **None**
- Board of Education Report
- **Dr. Douglas Meza, Director of Human Resources, notified the Personnel Commission about the September 13, 2023 Board of Education special meeting regarding the District’s financial status as of September 8, 2023. The next regular Board of Education meeting will take place on September 21, 2023.**
- **Dr. Meza informed the Personnel Commission about the District’s certificated administrative hiring for the new school year. Three (3) vacancies for principals were filled. Mr. Jose Cuevas became a principal of Lincoln Middle School, Mr. Greg Schellenberg assumed the principalship at Malibu Middle School, and Dr. Amy Onyendu is the new principal at Roosevelt Elementary School.**

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>
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

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-04. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Personnel Commission Annual Report FY 2022-2023

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

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

REPORT AND DISCUSSION

- Director Kahn provided an overview of the Personnel Commission main functions, core responsibilities, other activities, and accomplishments in accordance with Education Code 45266 and Merit Rule 2.4.2.
- Director Kahn highlighted the statistics for new classification specifications classification specification revisions, advanced step placement approvals, and recruitments.
- Regarding filled positions, the data shows similar figures in comparison with the pre-pandemic years. Director Kahn also specified the job series with the largest numbers of filled vacancies.

- Director Kahn updated the Personnel Commission on the number of the unemployment insurance claims in the last fiscal year with a 47% decrease from FYI 2021-2022.
- Director Kahn presented the number of job applications reviewed and processed by the Personnel Commission staff. Thanks to NEOGOV, the recruitment and applicant tracking system, staff can determine the source of applicants' pool. Primarily, applicants learn about classified positions through several websites.
- Director Kahn introduced other notable activities and accomplishments in the Personnel Commission Office such as piloting the use of asynchronous video interviews and classified employees' disciplinary hearings.
- Director Kahn explained in a great detail the advantages of using the asynchronous video interviews. However, they are not used for all recruitments. For example, Campus Security Officer qualification appraisal interviews are conducted in person. In-person performance exams are held for Bus Driver and Cafeteria Worker recruitments.
- Regarding the two (2) classified employees' disciplinary hearings, both of which upheld the decision by the Board of Education.
- Director Kahn presented a statistical summary of the Personnel Commission's commitment to diversity and gender equality.

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)
 - August 17, 2023
 - September 7, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - August 17, 2023
 - September 7, 2023
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2023 - 2024

- I.06 Board of Education Meeting Schedule
- 2023 – 2024

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.

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:59 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, October 11, 2023

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Francisco Cortez

Hire Date: 09/02/2023

ASP Request Submitted: 10/02/2023

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Francisco Cortez	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Francisco Cortez meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Francisco Cortez has twenty (20) years of custodial experience. 	10 (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:

Francisco Cortez’ 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 Francisco Cortez 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, October 11, 2023

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Linette Galvan-Oneill

Hire Date: 09/18/2023

ASP Request Submitted: 09/18/2023

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Linette Galvan-Oneill	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"> • Linette Galvan-Oneill has a Bachelor's degree in Child Development 	<p>1 level of education above the required level = 1 Step Advance (Max allowed)</p>
<u>Experience:</u> Experience is a preferred qualification.	<ul style="list-style-type: none"> • Linette Galvan-Oneill has over five (5) years of experience teaching school-aged children. 	<p>2 (2-year periods) of experience above the required level = 2 Step Advance (Max allowed)</p>
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 1 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Linette Galvan-Oneill's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step D is \$18.54/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Linette Galvan-Oneill at Range A-20, 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, October 11, 2023

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Alyssa Lazoff

Hire Date: 09/05/2023

ASP Request Submitted: 09/12/2023

BACKGROUND INFORMATION:

Classification Title: Library Assistant	Employee: Alyssa Lazoff	Calculation of Advanced Step Recommendation
Education: Two (2) years college-level course work.	<ul style="list-style-type: none"> Alyssa Lazoff has an Associates in Art and Liberal Arts. 	0 levels of education above the required level = 0 Step Advance
Experience: One (1) year of paraprofessional or responsible clerical experience in a library or media center. <i>Experience may substitute for education on a year-for-year basis. A Bachelor's degree may substitute for the experience requirement.</i>	<ul style="list-style-type: none"> Alyssa Lazoff has over four years of responsible clerical and library experience above the minimum qualifications. 	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:

Alyssa Lazoff professional and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47 while Step C is \$21.47

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Alyssa Lazoff at Range A-28, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 11, 2023

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Julie Novakoff

Hire Date: 09/06/2023

ASP Request Submitted: 09/12/2023

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Julie Novakoff</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <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"> • Julie Novakoff has a Bachelor's degree in Psychology. 	<p>2 level of education above the required level = 1 Step Advance (Max allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Julie Novakoff meets the minimum experience requirements. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</p>		

DIRECTOR'S COMMENTS:

Julie Novakoff's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step B is \$16.81/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Julie Novakoff at Range A-20, Step B 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, October 11, 2023

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Kathleen Ryan - Revised

Hire Date: 03/06/2023

ASP Request Submitted: 03/30/2023

BACKGROUND INFORMATION:

Classification Title: Elementary Library Coordinator	Employee: Kathleen Ryan	Calculation of Advanced Step Recommendation
Education: A high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Kathleen Ryan has a Master's of Science in Education in Early childhood and General Education. 	3 levels of education above the required level = 1 Step Advance (Max allowed)
Experience: Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.	<ul style="list-style-type: none"> Kathleen Ryan has over 4 years of experience in electronic recordkeeping, inventory management, and data collection. 	1 (2-year periods) of experience above the required level = 1 Step Advance
Total Advanced Steps: 1 (Education) +1 (Experience) = 1 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

In May 2023, the Personnel Commission approved 1 advanced step placement for Kathleen Ryan, placing them on step B based on having education above the required level. Following the approval, staff learned that Kathleen Ryan had relevant experience that was not taken into consideration for Advanced Step Placement. With a reevaluation, Kathleen Ryan's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47 while Step C is \$21.47

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kathleen Ryan at Range A-28, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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						

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (10/6/2023)

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
23-152	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-044	CAFETERIA WORKER I	FS - LINCOLN MIDDLE SCHOOL	Vac	37.5
24-045	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
24-046	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	15
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-052	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
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
24-053	CUSTODIAN	OPERATIONS	New	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
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
24-049	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-054	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
24-055	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-057	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-059	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
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
24-056	LOW VOLTAGE TECHNICIAN	MAINTENANCE	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
22-250	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
23-209	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
24-060	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-061	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
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
24-062	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	BUSINESS SERVICES	Vac	100
24-051	SKILLED MAINTENANCE WORKER	MAINTENANCE	New	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
23-219	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 (10/6/2023)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-040	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	9/13/2023
24-047	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	10/3/2023
24-026	CUSTODIAN	OPERATIONS	9/15/2023
24-041	CUSTODIAN	OPERATIONS	9/15/2023
24-043	CUSTODIAN	OPERATIONS	9/28/2023
24-030	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	9/27/2023
24-005	MANAGER, FACILITY SERVICES FUNDING	FACILITY IMPROVEMENT PROJECTS	9/22/2023
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	9/27/2023
23-183	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	9/27/2023
24-019	PARAEDUCATOR-3	OBAMA CENTER	10/3/2023
23-189	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	9/27/2023
24-012	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	9/27/2023
23-233	SYSTEMS ANALYST	EDUCATIONAL SERVICES	9/14/2023

**Classified Personnel – Merit
9/21/23**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Chacon, Claudia FNS-Franklin ES	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	9/6/23
Lazoff, Alyssa Lincoln MS	Library Assistant 6 Hrs/10 Mo/Range: 28 Step: A	9/5/23
Novakoff Smith, Julie Franklin ES	Instructional Assistant - Classroom 3.6 Hrs/SY/Range: 20 Step: A	9/6/23

PROVISIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Lund, Alex Educational Services	Physical Activities Specialist	8/30/23-6/12/24

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Cornejo, Natalie Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/10/23-8/15/23
Mangum, Don Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/10/23-8/15/23
Reyes, Marybel Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/10/23-8/15/23
Smith, Dunell Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/10/23-8/15/23
Vasquez, Graciela Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/10/23-8/15/23
Wilson, Stanley Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/10/23-8/15/23

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Khan, Monica Human Resources	Instructional Assistant - Classroom	7/1/23-6/30/24
Slavov, Melissa Special Education	Paraeducator 1	8/24/23-6/30/24

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Hoorizadeh, Shayesteh CDS-Roosevelt ES	Children's Center Assistant 2	9/1/23
Limon Espana, Monica Educational Services	Translator/Interpreter	9/1/23

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Fearon, Mark Special Ed-Franklin ES	Paraeducator 1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	8/23/23

Wilson, Terry Santa Monica HS	Campus Security Officer 8 Hrs/10 Mo From: 8 Hrs/10 Mo/Lincoln MS	8/17/23
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VOLUNTARY TRANSFER/REDUCTION IN ASSIGNMENT

EFFECTIVE DATE

Peters, Lakisha Special Ed-LCDC	Paraeducator 3 4.5 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES	8/23/23
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WORKING OUT OF CLASS

EFFECTIVE DATE

Cline, Megan FNS-Webster ES	Cafeteria Worker II From: Cafeteria Worker I	8/25/23-9/14/23
Gil, Moises Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker I	8/23/23-6/12/24
Lozano, Jasmine Franklin ES	Administrative Assistant From: Senior Office Specialist	8/25/23-9/10/23
Mesrobian, Varso Franklin ES	Administrative Assistant From: Senior Office Specialist	8/10/23-8/24/23
Villa, Paola Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker I	8/23/23-6/12/24

RESIGNATION

EFFECTIVE DATE

Armas, Paola Grant ES	Campus Monitor	6/12/23
Kim, Eunice Special Ed-Adams MS	Paraeducator 1	8/22/23
Landaverde, Elmer Grant ES	Physical Activities Specialist	8/21/23
Manjarrez, Maria FNS-Santa Monica HS	Cafeteria Worker I	8/22/23
Slavov, Melissa Special Ed-Malibu MS/HS	Paraeducator 1	8/23/23
Strauss, Yoko Roosevelt ES	Campus Monitor	8/10/23
Valdivia, Victoria Adams MS	Campus Monitor	6/12/23

**Classified Personnel – Merit
10/5/23**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Baena, Charlotte Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: A	9/18/23
Cohn, Connie Adams MS	Library Assistant 6.5 Hrs/10 Mo/Range: 28 Step: A	9/18/23
Cortez, Francisco Operations	Custodian 2.4 Hrs/12 Mo/Range: 26 Step: A	9/2/23
De La Rosa, Christopher Santa Monica HS	Campus Security Officer 6 Hrs/10 Mo/Range: 27 Step: A	9/6/23
Galvan-O'Neill, Linette Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: A	9/18/23
Jensen, Maria FNS-Roosevelt ES	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	9/23/23
Moore, Tonya FNS-Franklin ES	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	9/18/23
Wood, Cameron Franklin ES	Instructional Assistant - Classroom 3.5 Hrs/SY/Range: 20 Step: A	9/23/23

PROVISIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Norman, Jalil Educational Services	Physical Activities Specialist	9/11/23-6/12/24

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Taylor, Cydnee Special Education	Board Certified Behavior Analyst Not to exceed: 6 Hrs	8/18/23

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Burrell, Catherine Santa Monica HS	Swimming Instructor/Lifeguard [overtime; school events support]	8/21/23-6/19/24
Cervantes, Jose Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24
Cortez, Francisco Operations	Custodian [additional hours; custodial projects]	9/2/23-6/30/24
Cortez, Francisco Operations	Custodian [overtime; custodial projects]	9/2/23-6/30/24
Durham, Michael Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24
Hernandez, Steven Malibu MS/HS	Campus Security Officer [overtime; school events]	7/1/23-6/30/24
Jala, Ariel Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24

Lew, Shawn Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24
Limon Espana, Monica Special Education	Translator/Interpreter [overtime; Community Partners meeting interpreting]	9/6/23
Rosa, Lucy Santa Monica HS	Instructional Assistant – Physical Education [overtime; student support]	8/21/23-6/19/24
Sanders, Justin Operations	Custodian [overtime; custodial projects]	7/1/23-6/30/24
Sandoval, Noelle Rogers LC	Administrative Assistant [overtime; enrollment and class placement]	8/10/23-8/31/23
Yarber-Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk [overtime; cafeteria support]	8/23/23-6/12/24

SUBSTITUTES

EFFECTIVE DATE

Brackett, Kimberly Food and Nutrition Services	Cafeteria Worker I	9/12/23-6/30/24
Persinger, Chae Student Services	Health Office Specialist	9/19/23-6/12/24
Ross, Roger Food and Nutrition Services	Cafeteria Worker I	9/13/23-6/30/24
Siugen, Constanza Malibu MS/HS	Bilingual Community Liaison	8/17/23-12/22/23
Wilson, Amanda Food and Nutrition Services	Cafeteria Worker I	9/11/23-6/12/24

PROFESSIONAL GROWTH

EFFECTIVE DATE

Diaz, Vicente Special Ed-McKinley ES	Paraeducator 3	10/1/23
Maender, Alaina Special Ed-Grant ES	Occupational Therapist	10/1/23
Osaki, Brenda Santa Monica HS	Senior Office Specialist	10/1/23

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Kung, Bonnie Business Services	Senior Administrative Assistant-Confidential 8 Hrs/12 Mo/Range: 38 Step: D From: Senior Administrative Assistant 8 Hrs/12 Mo/Business Services	1/1/23-9/15/23
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Carlstroem, Gabriela McKinley ES	Instructional Assistant - Classroom Medical/FMLA/CFRA	8/23/23-11/16/23
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WORKING OUT OF CLASSCarillo, Ruben
OperationsUtility Worker
From: Custodian**EFFECTIVE DATE**

8/30/23-11/23/23

Cline, Megan
FNS-Malibu ESCafeteria Worker II
From: Cafeteria Worker I

8/25/23-9/14/23

Kung, Bonnie
Business ServicesAssistant to Superintendent
From: Senior Administrative Assistant

1/17/23-3/10/23

RESIGNATIONKung, Bonnie
Business Services

Senior Administrative Assistant-Confidential

EFFECTIVE DATE

9/15/23

Merino-Orellana, Milagro
Roosevelt ES

Campus Monitor

9/5/23

**Classified Personnel – Non-Merit
9/21/23**

COACHING ASSISTANT

LaBorde, Michael

Santa Monica HS

8/18/23-6/30/24

Lino Da Costa, Victor

Santa Monica HS

8/25/23-6/30/24

**Classified Personnel – Non-Merit
10/5/23**

COACHING ASSISTANT

Featherstone, Chris	Santa Monica HS	8/30/23-6/30/24
Parker, Calvin	Middle School Athletic Program	8/24/23-6/30/24
Silverberg, Daniel	Santa Monica HS	7/1/23-6/30/24

TECHNICAL SPECIALIST – LEVEL I

Abastillas, Francis	Santa Monica HS [Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	8/24/23-6/12/24
Benavides, Saray	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	9/12/23-6/19/24

**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, November 8, 2023, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: