



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

November 8, 2023

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 8, 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 November 8, 2023

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

- G.06 Approval of Minutes for Regular Meeting on October 11, 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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

November 8, 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, November 8, 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 November 8, 2023
- G.06 Approval of Minutes for Regular Meeting on October 11, 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>
Bilingual Community Liaison	6
Cafeteria Worker I	3
Campus Monitor	1
Instructional Assistant – Classroom	20
Paraeducator 3	1
Personnel Analyst	6
Technical Theater Coordinator	4
Technical Theater Technician	2

C.02 Advanced Step Placement:
Robert Brown in the classification of Custodian at Range A-26, Step B

- C.03 Advanced Step Placement:
Claudia Chacon in the classification of Cafeteria Worker I at Range A-15, Step F
- C.04 Advanced Step Placement:
Connie Shih Cohn in the classification of Library Assistant at Range A-28, Step B
- C.05 Advanced Step Placement:
Rolando Cruz Rodriguez in the classification of Custodian at Range A-26, Step C
- C.06 Advanced Step Placement:
Nicole Huntley in the classification of Systems Analyst at Range A-53, Step B
- C.07 Advanced Step Placement:
Juliana Simon in the classification of Manager, Facility Services Funding at Range M-52, Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Locksmith within the Operations Support Job Unit

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- 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)
- October 19, 2023
 - November 2, 2023
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- October 19, 2023
 - November 2, 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, December 13, 2023, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

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)

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 was held on **Wednesday, October 11, 2023, at 4:40 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 4:40 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: October 11, 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: September 13, 2023

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on September 13, 2023.
 - Oral exams were administered for Instructional Assistant-Classroom, Bilingual Community Liaison, the Paraeducator series, Technical Theater Technician, Technical Theater Coordinator, and the Spanish language proficiency exam.
 - Final selection interviews were held for Manager-Facility Services Funding, Custodian, Senior Office Specialist, the Paraeducator series, Campus Monitor, and Instructional Assistant-Classroom.
 - The newly opened recruitments include Senior Administrative Assistant - Confidential, and Skilled Maintenance Worker.
 - The continuous recruitments include Swimming Instructor/Lifeguard, 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 1 claim since the last regular Personnel Commission meeting in September.

- The Personnel Commission staff will attend an EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn reported to the Personnel Commission on a recent routine review visit conducted by the California Department of Education resulting in one particular finding that the Personnel Commission Office will help resolve. It pertains to qualifications for Paraprofessionals funded by Title One funds.

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.

- **Commissioner Tarazi announced her interest in seeking re-appointment.**

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
 - **Director Kahn read Mr. Mock's report:**
 - **The full contract negotiations between SEIU, Local 99, and the District continue with Article 29 "Working Out of Class," and will be concluded with the Article on "Wages." The next meeting is scheduled for October 25, 2023.**
 - **The Board of Education recognized and congratulated the District's Student Services Department and campus security officers for receiving the 2023 California K-12 School Security Excellence Award from School Safety Operations, Inc.**
 - **SEIU reached to their members with an invitation to join the labor management teams. In addition to the current ones, teams for Food and Nutrition Services and Student Services have been added to address and resolve employees' concerns.**
 - **Commissioner Tarazi inquired about the negotiations' timelines.**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about the full contract negotiations with SEIU, Local 99, that have been taking place since August 2022. He explained the negotiation process using interest-based bargaining. The current Article deals with "Working Out of Class," and the negotiations will be concluded with the Article on "Wages."**
 - **Dr. Kelly notified the Personnel Commission about the October 19, 2023 Board of Education regular meeting. The Educational Services staff will be presenting academic data from spring to fall 2023.**
 - **Dr. Kelly reported on the California Department of Education's federal program monitoring review in nine areas with approximately 30 findings.**

The response time to those is 45 days. The District is developing a plan how to address these findings.

G.10 Public Comments:

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- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># 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
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-06. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- **None**

IV. COMMISSIONER TRAINING/BRIEFING:

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

- **None**

V. DISCUSSION ITEMS:

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

- **None**

VI. INFORMATION ITEMS:

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VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

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TBD		

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:57 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, November 8, 2023

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Robert Brown

Hire Date: 10/01/2023

ASP Request Submitted: 10/12/2023

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Robert Brown	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Robert Brown 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"> Robert Brown has over three (3) years of custodial experience. 	1 (2-year periods) of experience above the required level = 1 Step Advance
Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Robert Brown's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$18.54/hour, while Step B is \$19.47/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Robert Brown at Range A-26, 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, November 8, 2023

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Claudia Chacon

Hire Date: 9/06/2023

ASP Request Submitted: 11/02/2023

BACKGROUND INFORMATION:

Classification Title: Cafeteria Worker I	Employee: Claudia Chacon	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Claudia Chacon meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: Some experience in preparing and serving large quantities of food.	<ul style="list-style-type: none"> Claudia Chacon has over five (5) years of experience working with large quantities of food. 	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: Starting Step: D (Accelerated Rate) + 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP F		

DIRECTOR'S COMMENTS:

Claudia Chacon's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-15 at Step D is \$16.40/hour, while Step F is \$18.09/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Claudia Chacon Rodriguez at Range A-15, 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, November 8, 2023

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Connie Shih Cohn

Hire Date: 09/18/2023

ASP Request Submitted: 10/12/2023

BACKGROUND INFORMATION:

Classification Title: Library Assistant	Employee: Connie Shih Cohn	Calculation of Advanced Step Recommendation
Education: Two (2) years college-level course work.	<ul style="list-style-type: none"> Connie Shih Cohn has a Bachelor of Arts Degree with a major in Psychology. 	1 levels of education above the required level = 1 Step Advance (Max Allowed)
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"> Connie Shih Cohn meets the minimum requirements. 	0 (2-year periods) of experience above the required level = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Connie Shih Cohn's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47 while Step B is \$20.44.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Connie Shih Cohn at Range A-28, Step B 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, November 8, 2023

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Rolando Cruz Rodriguez

Hire Date: 10/01/2023

ASP Request Submitted: 10/09/2023

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Rolando Cruz Rodriguez	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Rolando Cruz Rodriguez 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"> Rolando Cruz Rodriguez has over 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:

Rolando Cruz Rodriguez' work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$18.54/hour, while Step C is \$20.45/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Rolando Cruz Rodriguez 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, November 08, 2023

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement –Nicole Huntley

Hire Date: 10/11/2023

ASP Request Submitted: 10/11/2023

BACKGROUND INFORMATION:

Classification Title: Systems Analyst	Employee: Nicole Huntley	Calculation of Advanced Step Recommendation
Education: Associate's degree or equivalent units (60 semester or 90 quarter) in Computer Science, Information Technology or a field related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation.	<ul style="list-style-type: none"> Nicole Huntley has a Bachelor's degree. 	1 level of education above the required level = 1 Step Advance (Max Allowed)
Experience: Two (2) years of experience providing technical assistance and managing data within a business enterprise or student information system.	<ul style="list-style-type: none"> Nicole Huntley meets the minimum qualifications for experience. 	0 (2-year period) of experience above the required level = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Nicole Huntley's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-53 at Step A is \$6,215/month, while Step B is \$6,526/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Nicole Huntley at Range A-53, 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, November 08, 2023

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement –Juliana Simon

Hire Date: 10/16/2023

ASP Request Submitted: 10/16/2023

BACKGROUND INFORMATION:

Classification Title: Manager, Facility Services Funding	Employee: Juliana Simon	Calculation of Advanced Step Recommendation
Education: Bachelor's degree in accounting, finance, business administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.	<ul style="list-style-type: none"> Juliana Simon meets the minimum qualification for education. 	<p>0 level of education above the required level =0 Step Advance</p>
Experience: Three (3) years of experience in business analysis for capital improvement projects, including preparing budgets, reconciling accounts, and monitoring for compliance.	<ul style="list-style-type: none"> Juliana Simon has seven (7) total years of related work experience. 	<p>1 (3-year period) of experience above the required level =1 Step Advance</p>
Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Juliana Simon's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-52 at Step A is \$7,259/month, while Step B is \$7,627/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Juliana Simon at Range M-52, 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							

12.2.4 SALARY ON EMPLOYMENT

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

16.4 ADVANCED STEP PLACEMENT

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 8, 2023

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Locksmith

BACKGROUND INFORMATION:

A vacancy exists within the Locksmith classification and staff reviewed the class spec in anticipation of an upcoming recruitment.

METHODOLOGY:

Staff conducted the following activities:

- Met with Glen Infuso, Director, Maintenance and Operations, to learn the needs of the department and review the current classification specification
- Met with former Locksmith incumbent, Cesar Herrera, to clarify details of Locksmith duties
- Met with Catherine Baxter, Consultant with Massetti Consulting, to learn about the Locksmith's role in keyless entry locking systems
- Met with Clifford Dewey, Senior Manager with Simpson and Simpson Management Consulting, Inc., to learn about the Locksmith's working conditions, specifically environment
- Revisions were made based on findings and provided to the Director and union leadership to review and offer feedback

ANALYSIS & FINDINGS:

The recommended changes are summarized as follows:

- The classification description's format was updated to most recent standard
- Removed Education requirement
- Reduced Experience from two (2) years to one (1) and clarified scope of experience
- Defined journey level within classification
- Minor revisions to Basic Function, Environment and Physical Demands
- Added electromechanical locking systems to Representative Duties
- Replaced Abilities with Core Competencies

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Locksmith classification specification as provided.

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

SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560824

CLASS TITLE: LOCKSMITH

Classified Employee's Salary Range: A-35

BASIC FUNCTION:

~~Under supervision, does skilled work as a locksmith; assist in other maintenance trades and tasks as assigned; and perform related work as required.~~

Under general direction, installs, and maintains various locking mechanisms and systems.

MINIMUM QUALIFICATIONS

EXPERIENCE:

One (1) year experience as a journey level locksmith performing full range of skilled work.

Journey level is defined by Department of Consumer Affairs Contractors State License Board as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

ADDITIONAL REQUIREMENTS/INFORMATION:

Valid California Class driver's license and be insurable by the District's carrier. Irregular work hours, including evenings and weekends, are required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- **Installs, repairs, adjusts, and maintains mechanical locking systems, and door/exit hardware**
- ~~Installs, repairs and maintains, electromechanical locking systems, locks, and door/exit hardware and window securing devices;~~
- ~~Repair locks, replacing parts when necessary;~~
- ~~Open locks; changes lock combinations; and cut keys.~~
- **Cuts, codes, and rekeys cylinders and locks for casework, desks, file drawers and furniture**
- **Unlocks and rekeys locks where keys are not available**
- ~~Maintain records and security of master and all duplicate keys.~~
- **Assists in programming electromechanical locking systems**
- **Conducts inspections to evaluate integrity of locking mechanisms and assesses needs for maintenance and repair**

- ~~Repair and replace doors and doorjamb.~~
- Performs ~~related~~ installations and repair for **casework, desks, doors, locks, lockers** window and **file drawers and furniture** closures.
- ~~Assist in other maintenance trade related tasks as assigned including, but not limited to, working with building materials in constructing altering and/or repairing structures and furniture.~~
- ~~Participate in the installation; maintenance and repair of metal and wood door and frames.~~
- ~~Keep labor and material records.~~
- ~~May be required to work after hours and week ends.~~
- **Develops plans, designs, and specifications of new and existing locking mechanisms**
- **Reviews plans and inspects sites to ensure compliance with specifications, codes, and other requirements**
- **Evaluates and assesses District's locking mechanisms needs**
- **Serves as liaison between District and outside vendors**
- **Prepares reports related to time, labor, materials and cost to complete a work order**
- **Updates and maintains records related to inventory, supplies, equipment, and work orders**
- **Cleans and maintains tools, equipment, and work area**
- **Leads by guiding, training and reviewing the work of operational support staff**
- **Performs other related suits as assigned**

OTHER DUTIES

- ~~Perform related duties as assigned.~~

SUPERVISION: SUPERVISION

~~Supervision is received from the Maintenance Supervisor. Technical guidance may be exercised over designated staff.~~

General direction is received from higher level management. Responsibilities include providing lead direction to operational support staff. No supervision is exercised.

KNOWLEDGE AND ABILITIES:

JOB REQUIREMENTS

KNOWLEDGE OF:

- **Federal, state, and local laws, codes, and regulations related to industry**
- Methods, materials, tools, equipment and terminology used in locksmith work-
- **Low and line voltage electromechanical locking systems**
- **Electronic locking devices and keyless entry**
- **Mechanical locking devices**
- **Principles, procedures and techniques of basic carpentry**
- **Principles, practices, and trends in locking mechanisms**

- Principles, procedures, and techniques of installing and repairing locking mechanisms and systems
- Principles of construction and building plans and specifications
- Principles and practices of recordkeeping and maintaining documentation
- Principles, practices, and procedures of worksite safety
- Principles, practices, and procedures of tool and equipment maintenance
- The variety of locks available and the best use for each type.
- Current practices, materials, tools, equipment and terminology used in general maintenance.
- Safety work practices and regulations.

Locksmith – Continued

ABILITY TO:

CORE COMPETENCIES:

- Use the tools, equipment and materials of the locksmithing trade.
- Perform general maintenance and repair work.
- Read and work from drawings, plans and specifications.
- Read and write at a level required for successful job performance.
- Follow oral and written instructions; maintain accurate records.
- Estimate needed materials.
- Attention to Detail - focusing on the details of work content, work steps, and final work products
- Critical Thinking – analytically and logically evaluating information, propositions, and claims
- Customer Focus – attending to the needs and expectations of customers
- Environmental Exposure Tolerance – performing under physically demanding conditions
- Manual Dexterity – using senses, hands, and fingers in manipulating objects quickly and efficiently
- Professional/Technical Expertise - applying technical subject matter to the job
- Project Management – ensuring that projects are on-time, on-budget, and achieve their objectives
- Relationship Building – establishing rapport and maintaining mutually productive relationships
- Safety Focus – showing vigilance and care in identifying and addressing health risks and safety
- Self-Management – showing personal organization, self-discipline, and dependability
- Teamwork – collaborating with others to achieve shared goals
- Using Technology – Working with electronic hardware and software applications

EDUCATION AND EXPERIENCE

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

- One (1) year experience as a journey level locksmith, **and**
- Two (2) years experience in a building trade (carpentry preferred).

OTHER:

Valid California Class driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

This classification works in an indoor, outdoor and shop environment with exposure to noise from equipment operation, dust, fumes, odors, oil/grease; drives a vehicle to conduct work; may be exposed to adverse weather conditions.

The work environment involves moderate risks or discomforts that require special safety precautions. Will work in small, confined crawl spaces. Will be exposed to outdoor weather conditions when inspecting, installing, repairing, and various locking mechanisms. May be exposed to constant or intermittent sounds from alarms at a level to cause marked distraction. Will be exposed to irritants such as dust and fiberglass. Working around and with machinery having moving parts. Exposure to electrical power supply and high and low voltage. Requires frequent travel by van or car.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate specialized equipment and tools; hearing and speaking to exchange information; seeing to read and perform locksmith functions; Ability to frequently lift and carry objects weighing up to fifty (50) pounds and to lift, carry and/or push objects weighing one hundred (100) pounds as assigned by the position; ability to bend at the waist, kneel, crouch, stoop, bend and stretch; ability to reach overhead, above the shoulders and horizontally; freedom from skin and respiratory allergies which would prevent or restrict performance of required duties; may sit or stand for extended periods of time.

The work requires some physical exertion. Lifts items such as tools, and equipment weighing up to 50 lbs. without assistance. Carries items such as tools, and equipment weighing up to 50 lbs. without assistance. Pushes and pulls carts of tools, and equipment weighing up to 50 lbs. without assistance. Ascends and descends ladders to access ceiling crawl space to install cables and wiring. Stands, bends, and stoops to install, maintain, and service locking mechanisms. Moves to and from various locations in the office or school sites on surfaces that may be inclined, uneven and/or rough to install, set up, or repair locking mechanisms. Detects colors to distinguish wires within panels and equipment. Pushes and pulls aside objects that are obstructing work areas. Positions self to inspect items and spaces that are underground, ground level, and on rooftops. Uses near visual acuity at 20 inches or less to observe installation, repairs, and maintenance. Uses far visual acuity at 20 feet or more to inspect worksite. Perceives distances to safely drive agency vehicles and navigate work spaces during inspections. Exchanges information with co-workers and customers regarding work-related matters. Uses hands, wrists, and fingers repetitively to type, grasp, and operate equipment and

hand tools. Rotates the head right or left from a neutral position to review work materials and inspect worksite.

HAZARDS

~~Working around and with machinery having moving parts.~~

~~DUTIES APPROVED~~

~~BOARD OF EDUCATION~~

N/A

~~CLASSIFICATION APPROVED~~

~~PERSONNEL COMMISSION~~

1984

Revised: September 14, 2010

CLASSIFICATION ESTABLISHED:

December 1984

REVISED:

September 14, 2010

PROPOSED November 8, 2023



LOCKSMITH

BASIC FUNCTION

Under general direction, installs, and maintains various locking mechanisms and systems.

MINIMUM QUALIFICATIONS

EXPERIENCE:

One (1) year experience as a journey level locksmith performing full range of skilled work.

Journey level is defined by Department of Consumer Affairs Contractors State License Board as skilled experience performing the full range of work assigned to a trade, after completing a recognized apprenticeship program or after at least four years of general experience in the trade.

ADDITIONAL REQUIREMENTS/INFORMATION:

Valid California Class driver's license and be insurable by the District's carrier. Irregular work hours, including evenings and weekends, are required.

REPRESENTATIVE DUTIES

- Installs, repairs, and maintains mechanical locking systems, and door/exit hardware
- Installs, repairs, and maintains electromechanical locking systems, and door/exit hardware
- Cuts, codes, and rekeys cylinders and locks for casework, desks, file drawers and furniture
- Unlocks and rekeys locks where keys are not available
- Assists in programming electromechanical locking systems
- Conducts inspections to evaluate integrity of locking mechanisms and assesses needs for maintenance and repair
- Performs installations and repairs for casework, desks, doors, locks, lockers, file drawers and furniture
- Develops plans, designs, and specifications of new and existing locking mechanisms
- Reviews plans and inspects sites to ensure compliance with specifications, codes, and other requirements
- Evaluates and assesses District's locking mechanisms needs
- Serves as liaison between District and outside vendors
- Prepares reports related to time, labor, materials and cost to complete a work order
- Updates and maintains records related to inventory, supplies, equipment, and work orders
- Cleans and maintains tools, equipment, and work area
- Leads by guiding, training and reviewing the work of operational support staff
- Performs other related duties as assigned

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

SUPERVISION

General direction is received from higher level management. Responsibilities include providing lead direction to operational support staff. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Federal, state, and local laws, codes, and regulations related to industry
- Methods, materials, tools, equipment and terminology used in locksmith work
- Low and line voltage electromechanical locking systems
- Electronic locking devices and keyless entry
- Programmable key fob and access control devices
- Mechanical locking devices
- Principles, procedures and techniques of basic carpentry
- Principles, practices, and trends in locking mechanisms
- Principles, procedures, and techniques of installing and repairing locking mechanisms and systems
- Principles of construction and building plans and specifications
- Principles and practices of recordkeeping and maintaining documentation
- Principles, practices, and procedures of worksite safety
- Principles, practices, and procedures of tool and equipment maintenance

CORE COMPETENCIES:

- Attention to Detail - focusing on the details of work content, work steps, and final work products
- Critical Thinking – analytically and logically evaluating information, propositions, and claims
- Customer Focus – attending to the needs and expectations of customers
- Environmental Exposure Tolerance – performing under physically demanding conditions
- Manual Dexterity – using senses, hands, and fingers in manipulating objects quickly and efficiently
- Professional/Technical Expertise - applying technical subject matter to the job
- Project Management – ensuring that projects are on-time, on-budget, and achieve their objectives
- Relationship Building – establishing rapport and maintaining mutually productive relationships
- Safety Focus – showing vigilance and care in identifying and addressing health risks and safety
- Self-Management – showing personal organization, self-discipline, and dependability
- Teamwork – collaborating with others to achieve shared goals
- Using Technology – working with electronic hardware and software applications

WORKING CONDITIONS

ENVIRONMENT:

The work environment involves moderate risks or discomforts that require special safety precautions. Will work in small, confined crawl spaces. Will be exposed to outdoor weather conditions when inspecting, installing, and repairing various locking mechanisms. May be exposed to constant or intermittent sounds from alarms at a level to cause marked distraction. Will be exposed to irritants such as dust and fiberglass. Working around and with machinery having moving parts. Exposure to electrical power supply and high and low voltage. Requires frequent travel by van or car.

PHYSICAL DEMANDS:

The work requires some physical exertion. Lifts items such as tools, and equipment weighing up to 50 lbs. without assistance. Carries items such as tools, and equipment weighing up to 50 lbs. without assistance. Pushes and pulls carts of tools, and equipment weighing up to 50 lbs. without assistance. Ascends and descends ladders to access ceiling crawl space to install cables and wiring. Stands, bends, and stoops to install, maintain, and service locking mechanisms. Moves to and from various locations in the office or school sites on surfaces that may be inclined, uneven and/or rough to install,

LOCKSMITH

Proposed Revisions: 11/8/23

set up, or repair locking mechanisms. Detects colors to distinguish wires within panels and equipment. Pushes and pulls aside objects that are obstructing work areas. Positions self to inspect items and spaces that are underground, ground level, and on rooftops. Uses near visual acuity at 20 inches or less to observe installation, repairs, and maintenance. Uses far visual acuity at 20 feet or more to inspect worksite. Perceives distances to safely drive agency vehicles and navigate work spaces during inspections. Exchanges information with co-workers and customers regarding work-related matters. Uses hands, wrists, and fingers repetitively to type, grasp, and operate equipment and hand tools. Rotates the head right or left from a neutral position to review work materials and inspect worksite.

CLASSIFICATION ESTABLISHED:

December 1984

REVISED:

September 14, 2010

PROPOSED November 8, 2023

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (11/2/2023)

Req Number	Req Title	Department	Position Type	FTE
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
24-045	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
23-226	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
24-048	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
24-063	CUSTODIAN	OPERATIONS	Vac	30
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
23-228	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
24-021	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
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
24-064	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5

24-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5
24-015	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
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
24-068	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	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
24-069	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-070	PARAEDUCATOR-3	SMASH (ALTERNATIVE) 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
24-062	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	BUSINESS SERVICES	Vac	100
24-071	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	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 (11/2/2023)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-003	BILINGUAL COMMUNITY LIAISON (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	10/18/2023
24-024	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	10/16/2023
23-128	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	11/1/2023
24-044	CAFETERIA WORKER I	FS - LINCOLN MIDDLE SCHOOL	11/1/2023
23-161	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	10/9/2023
23-225	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	10/9/2023
24-046	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	10/9/2023
23-202	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/20/2023
23-229	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/23/2023
23-230	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/23/2023
24-001	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	10/19/2023
24-034	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/23/2023
24-049	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	10/10/2023
24-054	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	10/20/2023
24-059	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	10/19/2023
23-156	SENIOR ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	10/18/2023

**Classified Personnel – Merit
10/19/23**

NEW HIRES

Bonham, JoAnn Lincoln MS	Campus Security Officer 8 Hrs/10 Mo/Range: 27 Step: A	<u>EFFECTIVE DATE</u> 10/2/23
Cruz Rodriguez, Rolando Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	10/1/23

PROMOTION

Roe, Jennifer Grant ES	Elementary Library Coordinator 7.5 Hrs/10 Mo/Range: 28 Step: A From: Instructional Assistant-Classroom: 3 Hr/SY	<u>EFFECTIVE DATE</u> 9/26/23
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PROVISIONAL ASSIGNMENTS

Hanish, Vanessa Student Services	Health Office Specialist	<u>EFFECTIVE DATE</u> 10/4/23-6/12/24
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SUMMER ASSIGNMENTS

Gutierrez, Nallely Lincoln MS	Bilingual Community Liaison 8 Hrs/Day	<u>EFFECTIVE DATE</u> 8/15/23-8/16/23
Lozano, Jasmine Franklin ES	Senior Office Specialist 8 Hrs/Day	8/14/23-8/16/23
Mesrobian, Varso Franklin ES	Senior Office Specialist 8 Hrs/Day	8/14/23-8/16/23
Quiroz, Timothy Food and Nutrition Services	Production Kitchen Coordinator 2 Hrs/Day	8/21/23

TEMP/ADDITIONAL ASSIGNMENTS

Anderson, Anaradeen Santa Monica HS	Campus Security Officer [additional hours; school events]	<u>EFFECTIVE DATE</u> 8/21/23-6/19/24
Anderson, Anaradeen Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Cisneros, Yolanda Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria support]	8/23/23-6/12/24
Cisneros, Yolanda Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria support]	8/23/23-6/12/24
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Cruz Rodriguez, Rolando Facility Use	Custodian [overtime; Facility Use events support]	10/1/23-6/30/24
Cruz Rodriguez, Rolando Operations	Custodian [overtime; custodial projects]	10/1/23-6/30/24

Davis, Luke Jr. Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
De La Rosa, Christopher Santa Monica HS	Campus Security Officer [additional hours; school events]	9/6/23-6/12/24
De La Rosa, Christopher Santa Monica HS	Campus Security Officer [overtime; school events]	9/6/23-6/12/24
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator 3 [additional hours; after school library support]	8/24/23-6/12/24
Hernandez, Steven Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Hughes, Michael Malibu MS/HS	Campus Security Officer [overtime; school events]	9/1/23-6/12/24
Jelks, Curtis Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Leon Reyes, Fabian Edison LA	Physical Activities Specialist [additional hours; open house yard supervision]	8/29/23-9/5/23
Loza, Adelsa Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	8/24/23-6/12/24
Mangum, Don Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Miller, Melvyn Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Morales, Arturo Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Preciado, Daniel Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Reyes, Marybel Santa Monica HS	Campus Security Officer [additional hours; school events]	8/21/23-6/19/24
Reyes, Marybel Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Rickard, Renee Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	8/24/23-6/12/24
Shanley, Scott Santa Monica HS	Instructional Assistant – Physical Education [additional hours; school events]	8/24/23-6/12/24
Shanley, Scott Santa Monica HS	Instructional Assistant – Physical Education [overtime; school events]	8/24/23-6/12/24
Smith, Dannel Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Taylor, Inelle Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24

Vargas, Christopher Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Vasquez, Graciela Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Villanueva, Nallely Edison LA	Instructional Assistant – Bilingual [additional hours; student support]	8/24/23-10/31/23
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	8/24/23-6/12/24
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [additional hours; before and after school student support]	8/24/23-10/2/23
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24
Wilson, Terry Santa Monica HS	Campus Security Officer [overtime; school events]	8/21/23-6/19/24

SUBSTITUTES

EFFECTIVE DATE

Griffis, Crystal Santa Monica HS	Instructional Assistant – Physical Education	8/21/23-6/19/24
Lerner, Judy Edison LA	Instructional Assistant - Bilingual	8/24/23-6/12/24
Luneva, Elena McKinley ES	Instructional Assistant - Classroom	8/24/23-6/12/24
Reyes, Marybel Personnel Commission	Campus Security Officer	8/16/23-6/30/24
Shanley, Scott Santa Monica HS	Campus Security Officer	8/21/23-6/19/24

CHANGE IN ASSIGNMENT

EFFECTIVE DATE

Rodriguez, Frances CDS-Washington West	Children’s Center Assistant 3 8 Hrs/SY/Range: 21 Step: F From: 7 Hrs/SY/CDS-Washington West	8/17/22
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VOLUNTARY TRANSFER

EFFECTIVE DATE

Vielman-Hernandez, Miriam FNS-Edison LA	Cafeteria Worker I 3 Hrs/SY From: 3 Hrs/SY/FNS-Franklin ES	9/6/23
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LEAVE OF ABSENCE (PAID)

EFFECTIVE DATE

Ayla Quintana, Magdalena Roosevelt ES	Health Office Specialist Medical/FMLA/CFRA	8/23/23-9/24/23
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator 3 Medical/FMLA/CFRA	9/1/23-9/30/23
Fleck, Maria McKinley ES	Instructional Assistant - Classroom Medical/FMLA/CFRA	9/11/23-9/20/23

Gutierrez, Adriana McKinley ES	Physical Activities Specialist Medical Maternity/FMLA	8/28/23-10/29/23
Khodadadi, Shirin Lincoln MS	Health Office Specialist CFRA	10/2/23-12/22/23
Thomas, Craig Special Ed-Santa Monica HS	Paraeducator 1 FMLA	8/23/23-11/15/23

LEAVE OF ABSENCE (UNPAID)

Aranda, Antonio
McKinley ES

Campus Monitor
Instructional Assistant - Classroom
Military

EFFECTIVE DATE

8/23/23-12/6/23

Morales, Steve
Operations-Edison LA

Custodian
Military

4/13/23-11/9/23

WORKING OUT OF CLASS

Delgadillo, Christina
McKinley ES

Bilingual Community Liaison
From: Senior Office Specialist

EFFECTIVE DATE

8/17/23-12/31/23

ABOLISHMENT OF POSITION

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

EFFECTIVE DATE

8/15/22

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

8/17/22

RESIGNATION

Chandler, Maya
McKinley ES

Instructional Assistant - Classroom

EFFECTIVE DATE

10/2/23

Freire, Juana
Special Ed-SMASH

Paraeducator 3

10/11/23

**Classified Personnel – Merit
11/2/23**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Arzu, David Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	10/1/23
Brown, Robert Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	10/1/23
Court Harvey, Dyanne Roosevelt ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: A	10/9/23
Huntley, Nicole Educational Services	Systems Analyst 8 Hrs/12 Mo/Range: 53 Step: A	10/11/23
Simon, Juliana Facility Improvement Projects	Manager, Facility Services Funding 8 Hrs/12 Mo/Range: 52 Step: A	10/16/23
Walker, Cynthiann FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	10/16/23

ADDITIONAL CLASSIFICATION

		<u>EFFECTIVE DATE</u>
Stephansen, Theodore Roosevelt ES	Campus Monitor 0.8 Hr/SY/Range: 15 Step: D Current Class: Instructional Assistant-Classroom: 3 Hrs/SY	10/4/23

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Bonnel, Melissa Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Chawla, Simren Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Friedman, Talia Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Krenik, Sarah Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Maender, Alaina Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Martin, Yvette Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Martino, Jesica Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Ockner, Sari Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Smith, Angelique Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23
Striff, Jill Special Education	Occupational Therapist Not to exceed: 12 Hrs	8/18/23-8/21/23

TEMP/ADDITIONAL ASSIGNMENTS

Brown, Robert Facility Use	Custodian [overtime; Facility Use events support]	<u>EFFECTIVE DATE</u> 10/1/23-6/30/24
Brown, Robert Operations	Custodian [overtime; custodial projects]	10/1/23-6/30/24
Chacon, Claudia FNS-Franklin ES	Cafeteria Worker I [additional hours; cafeteria support]	9/22/23-6/12/24
Davis, Luke Jr. Malibu MS/HS	Campus Security Officer [overtime; school events]	7/1/23-6/30/24
De La Rosa, Christopher Santa Monica HS	Campus Security Officer [additional hours; school events]	9/18/23-6/12/24
Jackson, Donte Facility Use	Lead Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Jala, Ariel Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24
Jensen, Maria FNS-Roosevelt ES	Cafeteria Worker I [additional hours; cafeteria support]	9/22/23-6/12/24
Moore, Tonya Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	9/22/23-6/12/24
Nunez, Maria Franklin ES	Campus Monitor [additional hours; yard supervision]	9/18/23-6/12/24
Perez, Graciela Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24
Stephansen, Theodore Roosevelt ES	Campus Monitor [additional hours; yard supervision]	9/1/23-6/12/24
Vargas, Christopher Malibu MS/HS	Campus Security Officer [overtime; school events]	7/1/23-6/30/24
Watkins, Ernest Operations-Malibu MS/HS	Custodian [overtime; school events]	7/1/23-6/30/24

SUBSTITUTES

Garcia, Norma CDS-Business Office	Children's Center Assistant 2	<u>EFFECTIVE DATE</u> 8/23/23-6/30/24
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CHANGE IN ASSIGNMENT

Field, Larissa Roosevelt ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 20 Step: F From: 3 Hrs/SY/Roosevelt ES	<u>EFFECTIVE DATE</u> 8/23/23
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INVOLUNTARY TRANSFER

Cobbs, Rufus Operations-Adams MS	Custodian-NS 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Adams MS/Custodian-DS	<u>EFFECTIVE DATE</u> 8/23/23
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Mack, Taylor Special Ed-SMASH	Paraeducator 3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Lincoln MS	10/11/23
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VOLUNTARY TRANSFER

Osaki, Brenda Adams MS	Senior Office Specialist 8 Hrs/10 Mo From: 8 Hrs/11 Mo/Santa Monica HS	<u>EFFECTIVE DATE</u> 10/11/23
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LEAVE OF ABSENCE (PAID)

Bryan, Annette Special Ed-Santa Monica HS	Paraeducator 3 Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 10/1/23-10/30/23
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Ellis, Ashley Special Ed-Lincoln MS	Paraeducator 3 Intermittent Medical/FMLA	8/23/23-2/23/24
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Manjarrez, Lisette Special Ed-Santa Monica HS	Paraeducator 2 Medical	9/23/23-11/4/23
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Persinger, Lisa Grant ES	Administrative Assistant Personal	10/27/23-11/17/23
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WORKING OUT OF CLASS

Villa, Paola FNS-Malibu ES	Stock and Delivery Clerk From: Cafeteria Worker I	<u>EFFECTIVE DATE</u> 8/23/23-12/31/23
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DISQUALIFICATION FROM PROBATION

AK1775630 Malibu MS/HS		<u>EFFECTIVE DATE</u> 10/20/23
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RESIGNATION

Tchigashamwa, Benjamin Facility Use	Campus Security Officer	<u>EFFECTIVE DATE</u> 10/9/23
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**Classified Personnel – Non-Merit
10/19/23**

COACHING ASSISTANT

Maidenberg, Justin	Malibu MS/HS	9/26/23-6/12/24
Moore, Liam	Malibu MS/HS	9/21/23-6/12/24
Pritchard, Jonathan	Santa Monica HS	9/26/23-6/30/24

TECHNICAL SPECIALIST – LEVEL II

Chiang, Fuchou	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/23-6/12/24
Parise, Christopher	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/23-6/12/24
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/23-6/12/24
Shinogle, Ellen	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/23-6/12/24

**Classified Personnel – Non-Merit
11/2/23**

COACHING ASSISTANT

Masood, Ahmar	Middle School Athletic Program	8/24/23-6/12/24
Saunders, Kathryn	Middle School Athletic Program	8/24/23-6/12/24

TECHNICAL SPECIALIST – LEVEL III

Bartelt, Benjamin	Santa Monica HS [Violin/Viola Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/28/23-6/12/24
Bordal, Finn	Santa Monica HS [Viola Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	9/1/23-6/12/24
Marin, Charlie	Santa Monica HS [Visual Technician-SMAPA Band] - Funding: Santa Monica Arts Parents Association	8/24/23-6/12/24
Paik, April	Santa Monica HS [Violin Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/28/23-6/12/24
Parise, Christopher	Lincoln MS [Percussions Instructor-Band] - Funding: Gifts	8/24/23-6/12/24
Rowles, Ryan	Lincoln MS [Jazz Instructor-Jazz Band] - Funding: Gifts	8/24/23-6/12/24
Senchuk, Peter	Lincoln MS [Brass Instructor-Band] - Funding: Gifts	8/24/23-6/12/24
Shetzen, Eric	Santa Monica HS [Bass Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/28/23-6/12/24
Tyler, Charles	Santa Monica HS [Cello Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/28/23-6/12/24
Zakzook, Laila	Santa Monica HS [Violin Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/28/23-6/12/24

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

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: