



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING  
AGENDA**

**November 9, 2022**

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 9, 2022**, at **4:30 p.m.**, via Zoom.

**I. General Functions:**

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on November 9, 2022

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

- G.06 Approval of Minutes for Regular Meeting on October 12, 2022

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING AGENDA**

Electronically Recorded (AUDIO ONLY)

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

**November 9, 2022**

### **PERSONNEL COMMISSIONERS:**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 9, 2022, at 4:30 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

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

### **OPEN SESSION**

#### **I. GENERAL FUNCTIONS:**

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on November 9, 2022

G.06 Approval of Minutes for:

- Regular Meeting on October 12, 2022

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

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

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligible</u>
Bilingual Community Liaison	2
Campus Security Officer	4
Custodian	12
Instructional Assistant – Classroom	10
Laboratory Technician	2
Technical Theater Technician	2

- C.02 Advanced Step Placement:  
Logan Fricke in the classification of Instructional Technology Support Assistant at Range A-40 Step C

- C.03 Advanced Step Placement:  
Jayon Randolph in the classification of Physical Activities Specialist at Range A-28 Step B
- C.04 Advanced Step Placement:  
Renee Rickard in the classification of Paraeducator-1 at Range A-22 Step D
- C.05 Advanced Step Placement:  
Urvashi Sumaria in the classification of Paraeducator-1 at Range A-22 Step C
- C.06 Advanced Step Placement:  
Joshua Walker in the classification of Paraeducator-3 at Range A-28 Step D

**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.

- 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)
- October 20, 2022
  - November 3, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- October 20, 2022
  - November 3, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2022 - 2023
- I.06 Board of Education Meeting Schedule
- 2022 – 2023

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

<b>Subject</b>	<b>Action Steps</b>	<b>Tentative Date</b>
TBD		

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

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

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## **PERSONNEL COMMISSION MEETING MINUTES**

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the October 12 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

**September 14, 2022**

### **PERSONNEL COMMISSIONERS:**

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, October 12, 2022**, at **4:32 p.m.**, via Zoom.

### ❖ **Instructions on Public Comments:**

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

## **OPEN SESSION**

### **I. GENERAL FUNCTIONS:**

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

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

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

**G.04 Report from Closed Session:**

- **None**

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

**G.05 Motion to Approve Agenda: October 12, 2022**

It was moved and seconded to approve the agenda with an amendment to place Agenda Items III.A.01 – III.A.04 into the Consent Calendar. 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 14, 2022**

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

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

**G.07 Report from the Director of Classified Personnel:**

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

- General Comments and Updates
  - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on September 14, 2022.**
  - **The Personnel Commission staff held written exams for Campus Monitor and Senior Administrative Assistant.**
  - **Performance exams were held for Plumber, Custodian, and Technical Theater Technician.**
  - **Oral exams were administered for the Paraeducator series, Instructional Assistant-Classroom, Instructional Assistant-Bilingual, Sports Facility Attendant, Bilingual Community Liaison, Library Assistant, Athletic Trainer, HVAC Mechanic, and the bilingual proficiency exam.**
  - **Final selection interviews were held for Technology Support Assistant, Cafeteria Worker I, Plumber, HVAC Mechanic, and Library Assistant.**
  - **Recruitments continue to be open for Campus Monitor, Instructional Assistant – Classroom, the Paraeducator series, Cafeteria Worker I, Laboratory Technician, Campus Security Office, and Bus Driver.**
  - **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 September.**
  - **Director Kahn informed the Personnel Commission about ratification of the 10% base wage increase for all classified employees that took place in September.**  
**NEOGOV is being updated with the new salary schedules.**  
**Director Kahn expressed his gratitude to Ms. Younan for updating the system.**

- **Director Kahn informed the Personnel Commission about utilizing a new examination tool, MyInterview, for conducting one-way interviews. It allows candidates to access, and review interview questions. Then they record their responses to be reviewed by raters at a later date. It is an effective way to coordinate oral exams. This platform was successfully implemented during the Library Assistant recruitment. Director Kahn commended Ms. Caldera for working with MyInterview, designing the exam, and implementing the tool well. Commissioner Tarazi inquired about a potential unconscious bias while utilizing this platform. Director Kahn will welcome any research regarding this concern.**

**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 Tate announced his intention to seek reappointment for another term.**

**G.09 Communications:**

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

- SEIU Report
  - **Mr. Mock, Chief Steward, informed the Personnel Commission about the successful reinstating the Skilled Maintenance Worker position that was abolished a year ago. The Maintenance Department also hired another HVAC Technician.**
  - **Mr. Mock updated the Personnel Commission on the SEIU, Local 99, political initiatives related to the mid-term elections.**
  - **Mr. Mock announced walk-through with the Board of Education leadership to visit the Transportation, Maintenance and Operations departments on Thursday, October 20, 2022.**
  - **Mr. Mock updated the Personnel Commission on the continuous negotiations between SEIU, Local 99 and the District. The next meeting will take place on October 13, 2022.**
  - **Mr. Mock informed the Personnel Commission about open enrollment that will begin on October 31, 2022, and end on December 2, 2022.**
- Board of Education Report
  - **Dr. Kelly informed the Personnel Commission about changes in the District's medical program from CalPERS to Self-Insured Schools of California starting on January 1, 2023. Every District employee and retiree will meet with an American Fidelity representative to get enrolled into new medical and dental plans. The process will take place from October 31, 2022 till December 2, 2022.**
  - **Dr. Kelly announced celebrating this week as Week of the School Administrator expressing his gratitude to all District managers and certificated administrators for their hard work and leadership.**

**Commissioner Robinson also thanked all District administrators for their dedication.**

**G.10 Public Comments:**

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

**II. CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligibles</u>
Athletic Trainer	1
Cafeteria Worker I	3
Campus Monitor	6
HVAC Mechanic	1
Instructional Assistant – Bilingual	2
Library Assistant	8
Plumber	3

C.02 Advanced Step Placement:

Jillian Ciproso in the classification of Instructional Assistant - Classroom at Range A-20 Step E

C.03 Advanced Step Placement:

Sandra Cueva in the classification of Paraeducator-3 at Range A-28 Step C

C.04 Advanced Step Placement:

Natalie Fuentes in the classification of Instructional Assistant - Classroom at Range A-20 Step C

C.05 Advanced Step Placement:

Sarah Krenik in the classification of Occupational Therapist at Range A-63 Step D

C.06 Advanced Step Placement:

Anthony Richardson in the classification of Custodian at Range A-26 Step C

- C.07 Advanced Step Placement:  
Aleah Zandi in the classification of Instructional Assistant - Classroom at Range A-20 Step C

Approval of Action Items:

**These items were presented as part of the Consent Calendar.**

- A.01 Certification from Another Class List: Library Assistant for Elementary Library Coordinator
- A.02 Classification Specification Revision:  
Facilities Technician within the Operations Support Job Unit
- A.03 Classification Specification Revision:  
HVAC Mechanic within the Operations Support Job Unit
- A.04 Classification Specification Revision:  
Skilled Maintenance Worker within the Operations Support Job Unit  
**It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-07 and III.A.01 - III.A.04 as submitted. The motion passed.**

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

**REPORT AND DISCUSSION**

- None

**IV. COMMISSIONER TRAINING/BRIEFING:**

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

- None

**V. DISCUSSION ITEMS:**

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

- None

**VI. INFORMATION ITEMS:**

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

- I.01 Open Personnel Requisitions Status Report
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- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
  - September 14, 2022

- October 6, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
  - September 14, 2022
  - October 6
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
  - 2022 - 2023
- I.06 Board of Education Meeting Schedule
  - 2022 – 2023

**VII. PERSONNEL COMMISSION BUSINESS:**

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

**VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:**

Wednesday, November 9, 2022, at 4:30 p.m. – *via Zoom*

**IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:**

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

- **None**

**X. CLOSED SESSION:**

- **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: 4:55 p.m.**

Submitted by:

\_\_\_\_\_  
 Joshua Kahn  
 Secretary to the Personnel Commission  
 Director, Classified Personnel

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## II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

## PERSONNEL COMMISSION

### Regular Meeting: Wednesday, November 9, 2022

**AGENDA ITEM NO:II.C.02**

SUBJECT: Advanced Step Placement – Logan Fricke

Hire Date: 10/17/2022

ASP Request Submitted: 10/19/2022

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Technology Support Assistant	<b>Employee:</b> Logan Fricke	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> <ul style="list-style-type: none"> <li>High school diploma or recognized equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Logan Fricke meets education requirement.</li> </ul>	<b>0</b> levels of education above the required level = <b>0 Step Advance</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>One (1) year of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices.</li> </ul>	<ul style="list-style-type: none"> <li>Logan Fricke has over seven (7) years of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max. allowed)
<b><u>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</u></b>		

**DIRECTOR’S COMMENTS:**

Logan Fricke’s experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-40 at Step A is \$26.11/hour, while Step C is \$28.79/hour.

**DIRECTOR’S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Logan Fricke at Range A-40, 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 9, 2022

### AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Jayon Randolph

Hire Date: 8/17/2022

ASP Request Submitted: 9/21/2022

### BACKGROUND INFORMATION:

<b>Classification Title:</b> Physical Activities Specialist	<b>Employee:</b> Jayon Randolph	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Graduation from high school or equivalent.	<ul style="list-style-type: none"> <li>Jayon Randolph meets the minimum education requirements.</li> </ul>	<b>0</b> level of education above the required level = <b>0 Step Advance</b>
<b>Experience:</b> One (1) year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc.	<ul style="list-style-type: none"> <li>Jayon Randolph has over four (4) years of experience working with school aged children or young people in organized group activities.</li> </ul>	<b>1</b> (2-year periods) of experience above the required level = <b>1 Step Advance</b>
<b>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</b>		

### DIRECTOR'S COMMENTS:

Jayon Randolph's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step B is \$20.45/hour.

### DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jayon Randolph at Range A-28, 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 9, 2022

**AGENDA ITEM NO: II.C.04**

SUBJECT: Advanced Step Placement – Renee Rickard

Hire Date: 09/19/2022  
 ASP Request Submitted: 10/30/2022

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Renee Rickard	<b>Calculation of Advanced Step Recommendation</b>
<b><u>Education:</u></b> Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>• Completed 48 units at an institution of higher learning OR</li> <li>• Obtained an Associate's (or higher) degree OR</li> <li>• Obtaining a passing score on the District's Instructional Assistance (ESSA) written examination</li> </ul>	<ul style="list-style-type: none"> <li>• Renee Rickard has Bachelor of Science in Family and Consumer Sciences.</li> </ul>	<b>1</b> level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b><u>Experience:</u></b> None	<ul style="list-style-type: none"> <li>• Renee Rickard has over five (5) years of experience working with children.</li> </ul>	<b>2</b> (2-year periods) of experience above the required level = <b>2 Step Advance</b> (Max. allowed)
<b>Total Advanced Steps: 1 (Education) + 2 (Experience) = 2 Advanced Step = STEP D</b>		

**DIRECTOR'S COMMENTS:**

Renee Rickard's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$16.81/hour, while Step D is \$19.47/hour.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Renee Rickard at Range A-22, 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, November 9, 2022

**AGENDA ITEM NO: II.C.05**

SUBJECT: Advanced Step Placement – Urvashi Sumaria

Hire Date: 08/17/2022  
 ASP Request Submitted: 10/13/2022

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-1	<b>Employee:</b> Urvashi Sumaria	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Must have a high school diploma or its recognized equivalent and <b>ONE</b> of the following: <ul style="list-style-type: none"> <li>• Completed 48 units at an institution of higher learning OR</li> <li>• Obtained an Associate's (or higher) degree OR</li> <li>• Obtaining a passing score on the District's Instructional Assistance (ESSA) written examination</li> </ul>	<ul style="list-style-type: none"> <li>• Urvashi Sumaria has a Bachelor of Arts in Sociology.</li> </ul>	<b>1</b> level of education above the required level = <b>1 Step Advance</b> (Max. allowed)
<b>Experience:</b> None	<ul style="list-style-type: none"> <li>• Urvashi Sumaria has over three (3) years of experience working with children.</li> </ul>	<b>1</b> (2-year periods) of experience above the required level = <b>1 Step Advance</b>
<b>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</b>		

**DIRECTOR'S COMMENTS:**

Urvashi Sumaria's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$16.81/hour, while Step C is \$18.54/hour.

**DIRECTOR'S RECOMMENDATION:**

It is recommended that the Personnel Commission approve Advanced Step Placement for Urvashi Sumaria at Range A-22, 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 9, 2022

**AGENDA ITEM NO: II.C.06**

SUBJECT: Advanced Step Placement – Joshua Walker

Hire Date: 10/03/2022

ASP Request Submitted: 10/11/2022

**BACKGROUND INFORMATION:**

<b>Classification Title:</b> Paraeducator-3	<b>Employee:</b> Joshua Walker	<b>Calculation of Advanced Step Recommendation</b>
<b>Education:</b> Must have a high school diploma or its recognized equivalent <u>and ONE</u> of the following: <ul style="list-style-type: none"> <li>Completed 48 units at an institution of higher learning OR</li> <li>Obtained an Associate's (or higher) degree OR</li> <li>Obtaining a passing score on the District's Instructional Assistance (ESSA) written examination</li> </ul>	<ul style="list-style-type: none"> <li>Joshua Walker has a Bachelor's of Arts in Psychology.</li> </ul>	<b>1</b> level of education above the required level = <b>1</b> Step Advance (Max. allowed)
<b>Experience:</b> Experience caring for the needs of individuals or groups with behavioral/social-emotional deficits is highly desirable.	<ul style="list-style-type: none"> <li>Joshua Walker has over ten (10) of experience working with students with special needs.</li> </ul>	<b>5</b> (2-year periods) of experience above the required level = <b>2</b> Step Advance (Max. allowed)
<b>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</b>		

**DIRECTOR'S COMMENTS:**

Joshua Walkers' education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$19.47/hour, while Step D is \$22.55/hour.

**DIRECTOR'S RECOMMENDATION:**

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

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

#### 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.

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### III. Action Items:

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

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**IV. Commissioner Training/Briefing:**

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**V. Discussion Items:**

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**VI. Information Items:**

## Open Requisitions (11/4/2022)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
22-251	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	Vac	100
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-252	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-031	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
23-063	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-064	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-075	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	18.75
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50

22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
23-041	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-043	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	Vac	43.75
23-066	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75
23-100	CUSTODIAN	OPERATIONS	Vac	30
23-021	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5
23-076	FACILITIES TECHNICIAN	MAINTENANCE	Vac	100
23-091	HVAC MECHANIC	MAINTENANCE	New	100
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-267	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
23-058	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5

22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
22-244	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
22-281	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
23-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
23-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
23-077	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
23-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
23-095	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
23-096	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
23-097	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	MALIBU HIGH SCHOOL	Vac	75
23-098	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75

22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-260	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-023	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-026	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-027	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-035	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-036	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-078	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-086	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-087	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-081	PARAEDUCATOR-2	OLYMPIC HIGH SCHOOL	Vac	96.63
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75

22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-015	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-037	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-040	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-049	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	81.25
23-069	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-070	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
22-280	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-262	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
22-247	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
23-073	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	Vac	80
23-092	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
22-226	SYSTEMS ANALYST	EDUCATIONAL SERVICES	New	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

## Filled Requisitions (11/4/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
22-104	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	10/25/2022
23-093	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	11/2/2022
23-002	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	10/17/2022
23-062	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	11/2/2022
23-094	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	10/24/2022
23-072	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	10/25/2022
23-090	CUSTODIAN	EDISON LANGUAGE ACADEMY	10/25/2022
23-055	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	10/21/2022
22-240	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	11/2/2022
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	10/20/2022
22-255	LIBRARY ASSISTANT	LINCOLN MIDDLE SCHOOL	10/10/2022
23-024	PARAEDUCATOR 3	LINCOLN MIDDLE SCHOOL	11/04/2022
23-084	SENIOR OFFICE SPECIALIST	HUMAN RESOURCES	10/19/2022
22-277	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	10/26/2022
23-082	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	10/27/2022

**Classified Personnel – Merit  
10/20/22**

**NEW HIRES**

Schmelzer, Nicholas  
Rogers LC

Instructional Assistant-Classroom  
3.5 Hrs/SY/Range: 20 Step: A

**EFFECTIVE DATE**

9/22/22

**LIMITED TERM**

Davis, Lisa  
Rogers LC

Senior Office Specialist  
8 Hrs/10 Mo/Range: 27 Step: E

**EFFECTIVE DATE**

8/4/22-8/10/22

Lavin, Angela  
Rogers LC

Administrative Assistant  
8 Hrs/10 Mo + 10/Range: 33 Step: F

7/28/22-8/3/22

**PROMOTION**

Cueva, Sandra  
Special Ed-Grant ES

Paraeducator-3  
6 Hrs/SY/Range: 28 Step: C  
From: Instructional Assistant-Classroom: 3 Hrs/SY

**EFFECTIVE DATE**

8/17/22

Willie, Kyrie  
Special Ed-Grant ES

Paraeducator-1  
6 Hrs/SY/Range: 22 Step: F  
From: Instructional Assistant-Classroom: 3 Hrs/SY

9/20/22

**SUMMER ASSIGNMENTS**

Burrell, Catherine  
Santa Monica HS

Swimming Instructor/Lifeguard  
Not to exceed: 5.25 Hrs

**EFFECTIVE DATE**

8/12/22-8/16/22

Fargnoli, Cathy  
Adams MS

Senior Office Specialist  
Not to exceed: 8 Hrs

8/10/22

Wong, Annie  
Special Education

Physical Therapist  
Not to exceed: 6 Hrs

8/12/22

**TEMP/ADDITIONAL ASSIGNMENTS**

Alba Hernandez, Julio  
Facility Improvement Projects

Technology Support Assistant  
[overtime; FIP projects support]

**EFFECTIVE DATE**

7/1/22-6/30/23

Barrett, Kenny  
Facility Improvement Projects

Technology Support Assistant  
[overtime; FIP projects support]

7/1/22-6/30/23

Bechtloff, Julie  
Fiscal Services

Accounting Technician  
[overtime; fiscal support]

7/1/22-6/30/23

Bechtloff, Julie  
Human Resources

Accounting Technician  
[overtime; health benefits committee]

8/1/22-6/30/23

Benitez, Jesus  
Facility Improvement Projects

Facilities Technician  
[overtime; FIP projects support]

7/1/22-6/30/23

Benjamin, Venecia  
FNS-Webster ES

Cafeteria Worker II  
[additional hours; cafeteria operations support]

8/12/22-6/12/23

Bouchaaya, Diana  
Facility Improvement Projects

Communications Specialist  
[overtime; FIP projects support]

7/1/22-6/30/23

Burrell, Catherine  
Santa Monica HS

Swimming Instructor/Lifeguard  
[overtime; pool supervision]

8/18/22-6/12/23

Bustamante, Angelica FNS-Santa Monica HS	Cafeteria Cook/Baker [additional hours; cafeteria operations support]	9/1/22-6/12/23
Careaga, Esmeralda Facility Improvement Projects	Communications Specialist [overtime; FIP projects support]	7/1/22-6/30/23
Castillo, John Facility Improvement Projects	Senior Network Engineer [overtime; FIP projects support]	7/1/22-6/30/23
Cisneros, Yolanda FNS-Grant ES	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Cline, Wendy FNS-Malibu ES	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Cojan, Carmen FNS-Roosevelt ES	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Escobar, Victoria FNS-Rogers LC	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Dela Paz, Luzviminda Facility Improvement Projects	Accounting Technician [overtime; FIP projects support]	7/1/22-6/30/23
Diaz Gomez, Angel Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects support]	7/1/22-6/30/23
Dominguez-Morales, Yanet Facility Improvement Projects	Senior Technology Support Assistant [overtime; FIP projects support]	7/1/22-6/30/23
Fuller, Michelle Facility Use	Custodian [overtime; Facility Use events support]	7/1/22-6/30/23
Kachurka, Sabrina FNS-Santa Monica HS	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Khimani, Ashraf Facility Improvement Projects	Accountant [overtime; FIP projects support]	7/1/22-6/30/23
Magee, Bianca Santa Monica HS	Instructional Assistant-Physical Education [overtime; student support]	8/18/22-6/12/23
Manzur, Juan Facility Improvement Projects	Senior Technology Support Assistant [overtime; FIP projects support]	7/1/22-6/30/23
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; FIP projects support]	7/1/22-6/30/23
Martinez, Santiago Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects support]	7/1/22-6/30/23
Moore, Sandra FNS-McKinley ES	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Moreno, Rosa FNS-Santa Monica HS	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Nolen, Henry FNS-Franklin ES	Cafeteria Worker II [additional hours; cafeteria operations support]	8/12/22-6/12/23
Richardson, Anthony Facility Use	Custodian [overtime; Facility Use events support]	7/1/22-6/30/23

Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; student support]	8/18/22-6/12/23
Ridley, Tischa FNS-Adams MS	Site Food Services Coordinator [additional hours; cafeteria operations support]	8/15/22-6/12/23
Staib, Katherine Facility Improvement Projects	Administrative Assistant [overtime; FIP projects support]	7/1/22-6/30/23
Valdivia, Brenda Facility Use	Custodian [overtime; Facility Use events support]	5/1/22-6/30/23

**SUBSTITUTES**

		<b><u>EFFECTIVE DATE</u></b>
De La Rosa, Christopher CDS-Business Office	Children's Center Assistant-2	8/17/22-6/12/23
Garcia, Norma CDS-Business Office	Children's Center Assistant-2	8/17/22-6/12/23
Johnson, Raymonda CDS-Business Office	Children's Center Assistant-2	8/17/22-6/12/23
Ramirez, Armida Child Development Services	Children's Center Assistant-2	8/17/22-6/12/23

**PROFESSIONAL GROWTH**

		<b><u>EFFECTIVE DATE</u></b>
Soloway, Beth Malibu HS	Senior Office Specialist	10/1/22

**CHANGE IN ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Antheil, Angela Franklin ES	Instructional Assistant-Classroom 6 Hrs/SY From: 3.6 Hrs/SY/Franklin ES	8/17/22
Gutierrez, Corina Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY From: 4 Hrs/SY/Special Ed-McKinley ES	10/13/22
Kuyama, Keiko Roosevelt ES	Instructional Assistant-Classroom 6 Hrs/SY From: 3 Hrs/SY/Roosevelt ES	8/17/22
Le, Corinne Webster ES	Instructional Assistant-Classroom 5 Hrs/SY From: 3 Hrs/SY/Webster ES	8/17/22
Shafai, Kymberly Webster ES	Instructional Assistant-Classroom 6 Hrs/SY From: 3 Hrs/SY/Webster ES	8/17/22

**INVOLUNTARY TRANSFER**

		<b><u>EFFECTIVE DATE</u></b>
Daniels, Delone Special Ed-McKinley ES	Paraeducator-2 6.5 Hrs/SY From: 6.5 Hrs/SY/Special Ed-Rogers LC	8/17/22
Mastroianni, Virginia Special Ed-Grant ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-McKinley ES	8/17/22

Montes, Linda Special Ed-Rogers LC	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Muir ES	8/17/22
<b><u>VOLUNTARY DEMOTION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Rosa, Lucy Santa Monica HS	Instructional Assistant – Physical Education 8 Hrs/SY From: 7.73 Hrs/SY/Paraeducator-2 Special Ed-Santa Monica HS	9/21/22
<b><u>LEAVE OF ABSENCE (PAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Bracey, Kendra Special Ed-Malibu ES	Paraeducator-1 Medical/FMLA/CFRA	8/17/22-11/13/22
Cummings, Nichelle Personnel Commission	Human Resources Technician Medical/FMLA/CFRA	9/19/22-10/21/22
Myles, Donald Operations-Malibu HS	Custodian Medical/FMLA/CFRA	6/20/22-10/31/22
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator-3 Medical/FMLA/CFRA	8/17/22-10/31/22
<b><u>LEAVE OF ABSENCE (UNPAID)</u></b>		<b><u>EFFECTIVE DATE</u></b>
Mulligan, Sara Special Ed-CDS-Washington West	Paraeducator-1 Personal	8/17/22-12/31/22
<b><u>WORKING OUT OF CLASS</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ballat, Nawal FNS-Rogers LC	Cafeteria Worker II From: Cafeteria Worker I	8/31/22-9/9/22
Cornejo, Ana FNS-Rogers LC	Cafeteria Worker II From: Cafeteria Worker I	9/6/22
Kamkar, Vida Human Resources	Credential Analyst Higher Level Duties From: Human Resources Specialist	10/1/22-10/31/22
Palmore, Renata FNS-Muir ES	Cafeteria Worker II From: Cafeteria Worker I	4/20/22-4/22/22
<b><u>ABOLISHMENT OF POSITION</u></b>		<b><u>EFFECTIVE DATE</u></b>
	Campus Monitor 0.33 Hr/SY/McKinley ES	8/17/22
	Paraeducator-1 6 Hrs/SY/Special Ed-Franklin ES	9/21/22
<b><u>RESIGNATION</u></b>		<b><u>EFFECTIVE DATE</u></b>
Ardon, Cristina McKinley ES	Instructional Assistant-Classroom	9/23/22
Gutierrez Torres, Filiberto Transportation	Bus Driver	10/6/22

**Classified Personnel – Merit  
11/3/22**

**NEW HIRES**

		<b><u>EFFECTIVE DATE</u></b>
Beaver, Dorian Special Ed-Roosevelt ES	Paraeducator 1 6 Hrs/SY/Range: 22 Step: A	10/3/22
Boughton, Yan Franklin ES	Instructional Assistant-Classroom 3.6 Hrs/SY/Range: 20 Step: A	10/3/22
Fricke, Logan Education Technology Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 40 Step: A	10/17/22
Guerra, Gisel Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: E	10/11/22
Rubio, Carolina Special Ed-Lincoln CDC	Paraeducator 3 4.5 Hrs/SY/Range: 28 Step: A	10/3/22
Walker, Joshua Special Ed-Santa Monica HS	Paraeducator 3 6.5 Hrs/SY/Range: 28 Step: A	10/3/22
Wicker, Keith Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: E	10/11/22
Wilson, Malcom Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 37 Step: A	9/27/22

**PROMOTION**

		<b><u>EFFECTIVE DATE</u></b>
Brito, Maria Special Ed-Webster ES	Paraeducator 1 6 Hrs/SY/Range: 22 Step: F From: Instructional Assistant-Classroom: 3.5 Hrs/SY	10/17/22
Hedges, Eric Maintenance	Low Voltage Technician 8 Hrs/12 Mo/Range: 47 Step: F From: Facilities Technician: 8 Hrs/12 Mo	9/19/22

**PROVISIONAL ASSIGNMENT**

		<b><u>EFFECTIVE DATE</u></b>
Fleck, Maria McKinley ES	Instructional Assistant-Classroom 3 Hrs/Day	9/27/22-6/9/23

**RE-INSTATEMENT**

		<b><u>EFFECTIVE DATE</u></b>
Badillo, Abraham Edison LA	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: F	8/17/22

**SUMMER ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Everage, Askia Special Ed-Santa Monica HS	Paraeducator 3 Not to exceed: 5.5 Hrs	8/8/22

**TEMP/ADDITIONAL ASSIGNMENTS**

		<b><u>EFFECTIVE DATE</u></b>
Adams, Toni Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Alvarez, Jose Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23

Boyd, Katherine Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Buchanan, Timothy Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Cage, Ramondo Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Fuentes, Mario Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Fuller, Charesse Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Gomez, Jack Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Gonzalez, Jose Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Harris, Eddie Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Harris, Tracey Facility Use	Custodian [overtime; Facility Use events support]	7/1/22-6/30/23
Hedges, Eric Maintenance	Low Voltage Technician [overtime; fire alarms, cameras maintenance]	9/19/22-6/30/23
Jackson, Michael Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Jimenez, Osvaldo Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Jimenez, Paul Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Krstic, Nadine Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; bus supervision]	8/18/22-6/12/23
Lopez Figueroa, Carlos Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Mack, Taylor Special Ed-Lincoln MS	Paraeducator 3 [additional hours; movie night student support]	10/7/22-10/14/22
Montoya, Lisa Educational Services	Administrative Assistant [overtime; district convocation support]	8/15/22
Morris, Sean Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Ochoa, Alberto Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Orozco, Abel Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Pullard, Alexis Special Ed-Lincoln MS	Paraeducator 3 [additional hours; bus supervision]	8/17/22-6/12/23

Richardson, Anthony Operations-Grant ES	Custodian [overtime; custodial projects]	9/12/22-6/30/23
Rodriguez, Evan Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Rodriguez, Maria Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Romero, Clara Rogers LC	Administrative Assistant [additional hours; clerical support]	8/18/22-6/12/23
Sebastiani, Guido Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Sebastiani Pozu, Juan Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Soto, Sara Grounds	Gardener [overtime; district projects]	7/1/22-6/30/23
Strahn, Yvonne Educational Services	Administrative Assistant [overtime; district convocation support]	8/15/22
Tate, Wiley Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Taylor, Candice Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Walker, Louis Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
Wooden, Chris Operations-Santa Monica HS	Custodian [overtime; custodial projects]	8/18/22-6/12/23
<b><u>SUBSTITUTES</u></b>		<b><u>EFFECTIVE DATE</u></b>
Azzariti, Annie McKinley ES	Instructional Assistant-Classroom	8/17/22-6/12/23
Aquino, Gilda Child Development Services	Children's Center Assistant 2	8/17/22-6/12/23
Brown, Lincoln Child Development Services	Children's Center Assistant 2	8/17/22-6/12/23
Cabrera, Jennifer Child Development Services	Children's Center Assistant 2	8/17/22-6/12/23
Carbajal, Patricia Child Development Services	Children's Center Assistant 2	8/17/22-6/12/23
Ceron, Gloria Child Development Services	Children's Center Assistant 2	8/17/22-6/12/23
Cortez, Griselda Child Development Services	Children's Center Assistant 2	8/17/22-6/12/23
Gutierrez, Corina Child Development Services	Children's Center Assistant 2	8/16/22-6/12/23

Ledoux, Kimberly Human Resources	Office Specialist	10/13/22-6/30/23
Morales, Steven Operations	Custodian	9/12/22-6/30/23
Orsolini, Simona Rogers LC	Instructional Assistant-Classroom	9/19/22-6/12/23
Sember, Judy Human Resources	Administrative Assistant	9/1/22-6/30/23
Webb, Kevin Malibu MS/HS	Swimming Instructor/Lifeguard	9/1/22-6/12/23
Yadegari, Sholeh Rogers LC	Instructional Assistant-Classroom	8/17/22-6/12/23

**PROFESSIONAL GROWTH**

Colula, Anilu  
Special Ed-Santa Monica HS

Paraeducator 3

**EFFECTIVE DATE**

11/1/22

**CHANGE IN ASSIGNMENT**

Walley, Dayna  
Webster ES

Instructional Assistant-Classroom  
5 Hrs/SY  
From: 3 Hrs/SY/Webster ES

**EFFECTIVE DATE**

8/17/22

**INVOLUNTARY TRANSFER**

Flores, Ardis  
Special Ed-Santa Monica HS

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

**EFFECTIVE DATE**

8/17/22

**LEAVE OF ABSENCE (PAID)**

Amaya, Janene  
CDS-Adams Preschool

Children's Center Assistant 2  
Medical/FMLA/CFRA

**EFFECTIVE DATE**

8/17/22-10/19/22

Bakhyt, Peter  
Food and Nutrition Services

Cafeteria Worker-Transporter  
Medical-partial

8/17/22-12/31/22

Orozco, Cecilia  
FNS-Lincoln MS

Cafeteria Worker I  
FMLA

8/22/22-9/30/22

Washington, Chanee  
Transportation

Administrative Assistant  
Medical/FMLA

7/1/22-6/30/23

Williams, Monay  
McKinley ES

Health Office Specialist  
Medical/FMLA/CFRA

9/22/22-10/22/22

**LEAVE OF ABSENCE (UNPAID)**

Le, Corinne  
Webster ES

Instructional Assistant-Classroom  
Personal

**EFFECTIVE DATE**

10/20/22-11/4/22

Soni, Ekta  
Roosevelt ES

Instructional Assistant-Classroom  
Personal

10/4/22-11/7/22

**WORKING OUT OF CLASS**

		<b><u>EFFECTIVE DATE</u></b>
Flores, Ardis Operations-Santa Monica HS	Custodian From: Paraeducator 1	8/18/22-1/13/23
Sotoj, Maria Operations	Custodian From: Campus Monitor	8/18/22-1/13/23
Velazquez, Alejandra Operations	Custodian From: Campus Monitor	8/18/22-1/13/23
Walker, Christine Operations	Custodian From: Campus Monitor	8/18/22-1/13/23

**RESIGNATION**

		<b><u>EFFECTIVE DATE</u></b>
Crilley, Angela Malibu HS	Library Assistant	10/28/22
Gould, Travis Special Ed-Santa Monica HS	Paraeducator 1	8/17/22
Gsell-Waldon, Jenniffer Special Ed-Lincoln MS	Paraeducator 3	8/31/22
Humphrey, Regence Malibu HS	Instructional Assistant-Physical Education	10/21/22
Johnson, Marc Special Ed-Lincoln MS	Paraeducator 1	6/9/22
Nwaigwe, Moses Transportation	Vehicle and Equipment Mechanic	10/6/22
Shafai, Kymberly Webster ES	Campus Monitor	6/10/22

**RETIREMENT**

		<b><u>EFFECTIVE DATE</u></b>
Gonzalez, Martina FNS-Santa Monica HS	Cafeteria Worker I	9/29/22
Myles, Donald Operations-Malibu HS	Custodian	10/31/22

**Classified Personnel – Non-Merit  
10/20/22**

**AVID TUTOR**

Huq, Ahin	Adams MS	8/18/22-6/12/23
Osuna, Adamary	Adams MS	9/20/22-6/12/23
Osuna, Adamary	Santa Monica HS	9/20/22-6/12/23
Rocha, Sebastian	Adams MS	8/18/22-6/12/23
Ruvolo, Morgan	Adams MS	8/18/22-6/12/23

**COACHING ASSISTANT**

Dowler, Nathan	Malibu MS/HS	8/1/22-6/12/23
Sandoval, Christopher	Santa Monica HS	7/1/22-6/30/23
Zweig, Marie	Malibu MS/HS	9/1/22-6/12/23

**TECHNICAL SPECIALIST – LEVEL I**

Bordal, Finn	Educational Services [Dream Strings Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
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**TECHNICAL SPECIALIST – LEVEL II**

Bordal, Finn	Adams MS [Strings Instructor] - Funding: Gifts	9/8/22-6/12/23
Gittleman, Marni	SMASH [Learning Through Interests Project Coordinator] - Funding: VSS: Stretch Grant	8/19/22-6/9/23
Harper, Mary	Educational Services [Dream Voice Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
Leon Mazora, Maria	Educational Services [Elementary Dream Voice Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
McCrary, Collin	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
Ostrovsky, Julianna	SMASH [Visual Arts Instructor] - Funding: VSS: Stretch Grant	8/19/22-6/9/23
Pace, Kristy	SMASH [Visual Arts Instructor] - Funding: VSS: Stretch Grant	8/19/22-6/9/23

Reis, Stephen	Educational Services [Dream Strings Instructor] - Funding: Gifts	8/18/22-6/12/23
Rettig, Elizabeth	Adams MS [Strings Instructor] - Funding: Gifts	9/8/22-6/12/23
Sleugh, Byron	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23

**TECHNICAL SPECIALIST – LEVEL III**

Bartelt, Ben	Santa Monica HS [Violin/Viola Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/29/22-6/12/23
Baxter, Catherine	Santa Monica HS [Special Projects Coordinator] - Funding: Formula & Old Tier III	7/1/22-6/30/23
Chiang, Fuchou	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
Paik, April	Santa Monica HS [Violin Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/29/22-6/12/23
Parise, Chris	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
Rettig, Elizabeth	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
Senchuk, Emily	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
Shinogle, Ellen	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	8/18/22-6/12/23
Tyler, Charles	Santa Monica HS [Cello Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/29/22-6/12/23

**STUDENT WORKER - WORKABILITY**

Metzger, Kailen	Special Education	5/18/22-6/30/23
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**Classified Personnel – Non-Merit  
11/3/22**

**TECHNICAL SPECIALIST – LEVEL I**

Lowe, Heather	Student Services [MSW Intern - Malibu] - Funding: LCAP-LCFF SUPPLEMENTAL GRANT	9/20/22-6/12/23
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**TECHNICAL SPECIALIST – LEVEL II**

Chiang, Fuchou	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/22-6/12/23
Hill, Natalie	Facility Use [Permit and Production Coordinator] - Funding: Permits	7/1/22-12/31/22
Parise, Christopher	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/22-6/12/23
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/22-6/12/23
Shinogle, Ellen	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/7/22-6/12/23

**TECHNICAL SPECIALIST – LEVEL III**

Abastillas, Francis	Santa Monica HS [Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	10/7/22-6/12/23
Marin, Charlie	Santa Monica HS [Visual Technology Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	10/4/22-6/12/23
Schultz, Owen	Santa Monica HS [Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	10/7/22-6/12/23
Wyant, Allison	Santa Monica HS [Marching Band Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	8/1/22-6/12/23

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

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

## SMMUSD Board of Education Meeting Schedule 2022-23

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

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

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

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

District Office (DO): 1651 16<sup>th</sup> Street, Santa Monica.

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

### **Meeting Format Structures:**

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

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

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## VII. Personnel Commission Business:

### A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

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**VIII. Next Regular Personnel Commission Meeting:**

Wednesday, December 14, 2022, at 4:30 pm, *via Zoom*

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**IX. Public Comments for Closed Session Items Only:**

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**X. Closed Session:**

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**XI. Adjournment:**