

VIRTUAL PERSONNEL COMMISSION MEETING

November 10, 2021 at 4:30pm



JOIN ZOOM MEETING

<http://bit.ly/SMMUSDPCMEETING>

Meeting ID: 898 6103 9433

Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmusd.org

- Requests must be submitted no later than 5:00 p.m. on Tuesday, November 09, 2021
- Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item
- During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

November 10, 2021

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 10, 2021**, 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 10, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- G.06 Approval of Minutes for Regular Meeting on October 13, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

Approval of Minutes for Special Meeting on October 13, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- 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 10 Personnel Commission meeting will be held virtually.

November 10, 2021

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 10, 2021**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, November 9, 2021. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's 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 10, 2021

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.06 Approval of Minutes for:
- Regular Meeting on October 13, 2021
 - Special Meeting on October 13, 2021
- 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># Eligibles</u>
Campus Monitor	1
Custodian	13
Facilities Technician	2
Instructional Assistant - Bilingual	4
Instructional Assistant - Classroom	5
Instructional Assistant - Music	5
Paraeducator-1	1

Paraeducator-3	2
Physical Activities Specialist	4
Physical Activities Specialist	2
Senior Office Specialist	8

- C.02 Advanced Step Placement:
Diana Bouchaaya in the classification of Communication Specialist at Range A-49 Step C
- C.03 Advanced Step Placement:
Esmeralda Careaga in the classification of Communication Specialist at Range A-49 Step C
- C.04 Advanced Step Placement:
Simren Chawla in the classification of Occupational Therapist at Range A-63 Step D
- C.05 Advanced Step Placement:
Justine Elitzur in the classification of Instructional Assistant - Classroom at Range A-20 Step C
- C.06 Advanced Step Placement:
Taj Leihua Hartley in the classification of Event Operations Supervisor at Range A-47 Step C
- C.07 Advanced Step Placement:
Bryant Heatherly in the classification of Technical Theater Technician at Range A-37 Step C
- C.08 Advanced Step Placement:
Bonnie Kung in the classification of Senior Administrative Assistant at Range A-38 Step C
- C.09 Advanced Step Placement:
Aneta Orlinski in the classification of Paraeducator-1 at Range A-22 Step D
- C.10 Advanced Step Placement:
Aida Suezo in the classification of Senior Office Specialist at Range A-27 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 21, 2021
 - November 4, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 21, 2021
 - November 4, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2021 - 2022
- I.06 Board of Education Meeting Schedule
 - 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, December 8, 2021, 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.



**SPECIAL PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

October 13, 2021

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson and Mr. Phillip Tate

A special meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 13, 2021, at 4:00 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, October 12, 2021. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Special Meeting of the Personnel Commission was called to order at 4:03 p.m.

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

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

G.03 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**

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.

II. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Adopt Resolution No. 21-01: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of October 1, 2021, through October 31, 2021

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

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

REPORT AND DISCUSSION

- Commissioner Tate inquired about the format of future meetings.
- Director Kahn provided a rationale for approving the resolution regarding teleconferencing in order to reduce risks to the health or safety of meeting attendees. The Board of Education has been through the exact process of approving remote sessions one (1) month at a time.

III. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 13, 2021, at 4:30 p.m. – *via Zoom*

IV. 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		✓	✓			
Phillip Tate	✓		✓			
vacant						

TIME ADJOURNED: 4:07 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

October 13, 2021

PERSONNEL COMMISSIONERS:
Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, October 13, 2021, at 4:31 p.m.**, via Zoom.

- ❖ **Instructions on Public Comments:**
Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, October 12, 2021. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's 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 4:31 p.m.**
- G.02 Roll Call: Commissioners Robinson and Tate were present.**
- G.03 Pledge of Allegiance: Commissioner Tate led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda: October 13, 2021**
It was moved and seconded to approve the agenda with an amendment – Agenda Item II.C.02 – Advanced Step Placement - was postponed till November 10, 2021. The motion passed.

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

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.06 Motion to Approve Minutes: September 8, 2021

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

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

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 informed the Personnel Commission about the Board of Education’s Resolution to Require Covid-19 Vaccination of All District Employees, Universal Indoor and Outdoor Masking on District Campuses and Authorizing Additional Health and Safety Measures to Mitigate the Impact of Covid-19, Including Universal Masking and Regular Testing. All employees must show proof of vaccination or receive exemption by October 1, 2021.**
 - **Director Kahn stated that the overall number of employees affected by this mandate is significantly less than initially expected.**
 - **Director Kahn updated the Personnel Commission on his presentation to the Board of Education on September 22, 2021 regarding challenges with the Bus Driver recruitment.**
 - **Director Kahn informed the Personnel Commission about an article in October 12, 2021 Santa Monica Daily Press concerning the District staffing difficulties- both classified and certificated.**
 - **Director Kahn notified the Personnel Commission about a productive compensation study meeting with Dr. Kelly, Mr. Mock, and Mrs. Johnston identifying benchmark classifications as well as comparable agencies from which to collect salary data in the near future.**
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since September. The exams and selection interviews are still conducted remotely via Zoom.**
 - **Since the last meeting, the Personnel Commission staff held several written exams for Campus Monitor, Senior Office Specialist, and Technical Theater Technician.**
 - **Oral exams were administered for Administrative Assistant, Senior Administrative Assistant, Campus Security Officer, Health Office Specialist, the Paraeducator job series, and Sports Facility Attendant. Performance exams were conducted for Custodian and Cafeteria Worker I.**
 - **Final selection interviews were held for Instructional Assistant – Bilingual, Paraeducator, Student Outreach Specialist, Bilingual Community Liaison, Campus Monitor, Senior Administrative Assistant, Instructional Assistant – Classroom, and Custodian.**

- **New recruitments have been opened for Speech Language Pathology Assistant, Senior Buyer, the Children’s Assistant job series, Campus Security Officer, and Physical Activities Specialist. Instructional Assistant – Music recruitment was extended for an additional week.**
- **Campus Monitor, Bus Driver, and Paraeducator recruitments remain continuous.**
- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 26 claims since the last regular Personnel Commission meeting in September. As a point of comparison, there were 77 EDD claims in September 2020 and 15 claims in September 2019.**
- **Commissioner Robinson inquired about a potential uptick in EDD claims as a direct result of the vaccine mandate. Director Kahn stated that the Personnel Commission will respond to the EDD requests providing them with facts about the employee’s status, but the staff has not been informed about the EDD’s approach or outcome of this type of claim.**
- **Director Kahn updated the Personnel Commission on Mrs. Tarazi’s Personnel Commissioner appointment as it is continuously being reviewed by the State Superintendent of Public Instruction. Several attempts to receive an update or a timeline were made by Director Kahn and Mrs. Tarazi to no avail.**

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.

- **Commissioners Robinson announced that she will seek a re-appointment for the next three-year 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 compensation study meeting with Director Kahn.**
 - **Mr. Mock updated the Personnel Commission on the challenges related to safety protocols and vaccination requirements. The Union has negotiated MOU with the District regarding the impact of those protocols and mandates.**
 - **Mr. Mock expressed the Union’s concerns about workload, working-out-of-class, and overtime assignments for custodians that were most impacted by the current mandates and health protocols. He thanked classified staff for their service and dedication to the District’s students under these difficult circumstances.**
 - **Commissioner Robinson inquired about the status of Custodian recruitment to secure permanent and also substitute employees.**

- Director Kahn stated that the Personnel Commission staff addressed the need for substitutes in spring 2021 in anticipation of school opening. The current recruitment resulted in 13 custodial candidates who successfully passed the examination process.
- Commissioner Tate inquired about the District's future plan in regards to increased number of custodial staff.

Board of Education Report

- Dr. Kelly updated the Personnel Commission about staffing level changes that are distinctly different from the pre-pandemic times, especially in health services. In addition, many part-time classified employees accepted working-out-of-class custodial assignments.
- Dr. Kelly has been in conversations with the Maintenance and Operation management about the staffing needs related to the enhanced cleaning practices that will remain in place.
- Dr. Kelly also addressed the District challenges securing substitutes for Paraeducator jobs as candidates who successfully complete the examination process are immediately moved into permanent positions.
- Mrs. Tarazi inquired about resources the District uses for custodial substitutes.
- Dr. Kelly explained that the District uses their own substitutes because the ones provided by outside agencies are not eligible for a permanent hire.
- Dr. Kelly updated the Personnel Commission on the vaccination mandate. He provided a sound rationale why the Board of Education was strongly in support of this mandate. The current protocol states that if employees are exposed, but vaccinated, they don't have to quarantine unlike the unvaccinated employees who have to quarantine, which is disruptive to teaching and learning. The same protocol applies to students 12 years old and older. Dr. Kelly provided a concrete example from Santa Monica High School how the vaccination status prevented a large number of students from being quarantined. Fortunately, there has not been an outbreak in the District since the beginning of the pandemic; just several positive cases.
- Currently, there are about 35 classified employees who choose not to get vaccinated. Unless they comply with the Board's resolution, they will be recommended for dismissal. They will receive a due process, which was outlined to SEIU.
- The Board of Education has been considering a resolution requiring student vaccination for all eligible students as it has been implemented in LAUSD and Culver City USD. In the meantime, Governor Newsom has already announced student vaccination requirement in California. The Board will continue discussing this issue at their future meetings.
- Dr. Kelly informed the Personnel Commission about Governor Newsom signing Assembly Bill 438, effective January 1, 2022, to change the classified layoff process aligning it with the certificated layoffs. He explained the challenges associated with the certificated layoff process. He expressed his concerns that the very same challenges will be present with the classified layoffs.

G.10 Public Comments:

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

- None

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant	1
Cafeteria Worker I	4
Campus Monitor	9
Campus Security Officer	2
Health Office Specialist	4
Paraeducator-1	6
Paraeducator-3	7
Senior Administrative Assistant	2
Technical Theater Technician	8

C.02 Advanced Step Placement:

Simren Chawla in the classification of Occupational Therapist at Range A-63 Step C

C.03 Advanced Step Placement:

David Chiang in the classification of Assistant Director, Fiscal Services at Range M-62 Step E

C.04 Advanced Step Placement:

Vicente Diaz in the classification of Paraeducator-3 at Range A-28 Step B

C.05 Advanced Step Placement:

Glen Infuso in the classification of Director, Maintenance and Operations at Range M-65 Step C

C.06 Advanced Step Placement:

Brenda Miller in the classification of Health Office Specialist at Range A-27 Step C

C.07 Advanced Step Placement:

Lisa Monroe in the classification of Paraeducator-1 at Range A-22 Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01; 03-07. The Agenda Item C.02 has been postponed to November 10, 2021. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Adopt Resolution No. 21-01: Proclaiming a Local Emergency, Ratifying the Proclamation of a State of Emergency by Governor Newsom Dated March 4, 2020, and Authorizing Remote Teleconference Meetings for the Period of November 1, 2021, through November 30, 2021

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

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

REPORT AND DISCUSSION

- None

A.02 Certification from Another Class List: Event Operations Supervisor for Audience Services Coordinator

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.02 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- **Director Kahn provided a brief rationale for the Certification of Event Operations Supervisor (EOS) for the Audience Services Coordinator (ASC) classification.**

- These two classifications are within the same job series- the Audience Services Coordinator is below the Event Operations Supervisor.
- Since an eligibility list was established for Event Operations Supervisor and the EOS's scope of duties and responsibilities extend beyond the scope of ASC, it is appropriate to use it in order to fill the ASC vacancy instead of opening a new recruitment.
- Based on canvassing the existing EOS list, several candidates expressed interest in being considered for ASC position.

A.03 Authorize Emergency Extension of Limited-Term Assignments: Implementing Health and Safety Protocols to Respond to Ongoing COVID Pandemic

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.03 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn defined Limited Term based on California Education Code §45286. The code authorizes an extension of one (1) year if there is an emergency. Such an emergency was declared by Governor Newsom allowing the District to establish limited term positions for an entire school year.
- These positions provide support for Covid-19 measures:
 - Instructional Assistant
 - Campus Monitor
 - Physical Activities Specialist
 - Senior Office Specialist
 - Cafeteria Worker
 - Custodian

A.04 Classification Specification Revision:
Bus Driver within the Operations Support Unit

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.04 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a brief rationale for the revisions as another way to address the difficulties with this continuous recruitment due to a nationwide Bus Driver shortage.

- The Education and Experience requirements were revised to desirable rather than required for high school education and professional school bus driving experience in order to remove barriers for newly licensed candidates who will have an opportunity to gain more professional experience.
- All California state required licenses, endorsements, and other requirements remain.

A.05 Classification Specification Revision:
 Special Education Specialist within the Office Technical and Business Services Unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.05 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that the Representative Duties include working with CALPADS data. In addition, the minimum educational qualifications were broadened to strong administrative experience rather than having a specific experience managing contracts. This also has the benefit of being eligible to run the recruitment as promotional only for current District employees.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - September 22, 2021
 - October 7, 2021

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 22, 2021
 - October 7, 2021
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2021 - 2022
- I.06 Board of Education Meeting Schedule
 - 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 10, 2021, 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		✓	✓			
Phillip Tate	✓		✓			
vacant						

TIME ADJOURNED: 5:44 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Diana Bouchaaya

Hire Date: 11/01/2021

ASP Request Submitted: 11/03/2021

BACKGROUND INFORMATION:

Classification Title: Communications Specialist	Employee: Diana Bouchaaya	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, Broadcasting or a closely related field 	<ul style="list-style-type: none"> Diana has a Master's Degree in Communication Management 	<p>1 level of education above the required level = 1 Step Advance (max allowed)</p>
Experience: <ul style="list-style-type: none"> One (1) year of experience in journalism, news reporting, public relations, marketing, or other communications-related field 	<ul style="list-style-type: none"> Diana has 2 years of experience in journalism, news reporting, public relations, marketing, or other communications-related field 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Diana's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-49 is \$5,114 monthly, at Step B is \$5,369 monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Diana at Range A-49, 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
Laura Robinson						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Careaga, Esmeralda

Hire Date: 10/22/2021

ASP Request Submitted: 11/02/2021

BACKGROUND INFORMATION:

Classification Title: Communications Specialist	Employee: Esmeralda Careaga	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Bachelor's Degree from an accredited college or university in Mass Communications, Journalism, Public Relations, Marketing, Broadcasting or a closely related field. 	<ul style="list-style-type: none"> Esmeralda has a Bachelor's Degree in Journalism 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> One (1) year of experience in journalism, news reporting, public relations, marketing, or other communications-related field. 	<ul style="list-style-type: none"> Esmeralda has over 7 years' experience related to journalism, news reporting, public relations, marketing, and the communications field at-large. 	2+ (2-year periods) of experience above the required level = 2 Step Advance (max allowed)
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Esmeralda Careaga's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-49 is \$5,114 monthly, at Step C is \$5,638 monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Esmeralda Careaga at Range A-49, 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
Laura Robinson						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Simren Chawla

Hire Date: 09/20/2021

ASP Request Submitted: 09/23/2021

BACKGROUND INFORMATION:

Classification Title: Occupational Therapist	Employee: Simren Chawla	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field. 	<ul style="list-style-type: none"> Simren Chawla has a Master's Degree in Occupational Therapy 	1 level of education above the required level = 1 Step Advance (max allowed)
Experience: <ul style="list-style-type: none"> One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting. 	<ul style="list-style-type: none"> Simren Chawla has 10+ years' experience providing occupational therapy services for children and young adults 	2+ (2-year periods) of experience above the required level = 2 Step Advance (max allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Simren Chawla's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-63 is \$7,194 monthly, at Step D is \$8,330 monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Simren Chawla at Range A-63, 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
Laura Robinson							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Justine Elitzur

Hire Date: 09/22/2021

ASP Request Submitted: 10/22/2021

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant-Classroom	Employee: Justine Elitzur	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent AND: <ul style="list-style-type: none"> Completed 48 units at an accredited institution of higher learning; OR Obtained an Associate's (or higher) degree. 	<ul style="list-style-type: none"> Justine has a Bachelor of Art's degree in Political Science 	1 level of education above the required level = 1 Step Advance (max allowed)
<u>Experience:</u> <ul style="list-style-type: none"> Six (6) months paid or volunteer experience that has provided first-hand knowledge of the needs of school-aged children and young people is <i>PREFERRED</i> 	<ul style="list-style-type: none"> Justine has less than 6 month's experience working with school-aged children and young people 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step + 1 (Living Wage) = STEP C		

DIRECTOR'S COMMENTS:

Justine Elitzur's education exceeds the minimum education requirement specified for this classification. Pay rate at salary Range A-20 step B (first step) is \$15.28 hourly, at Step C is \$16.04 hourly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Justine Elitzur at Range A-20, 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
Laura Robinson						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Taj Leihua Hartley

Hire Date: 10/28/2021

ASP Request Submitted: 11/02/2021

BACKGROUND INFORMATION:

Classification Title: Event Operations Supervisor	Employee: Taj Leihua Hartley	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Taj Leihua meets the education requirement. 	<p>0 level of education above the required level = 0 Step Advance</p>
Experience: <ul style="list-style-type: none"> Three (3) years of professional experience in planning and coordinating theater operations or event productions, including one (1) year of experience in a lead role providing direction and guidance. 	<ul style="list-style-type: none"> Taj Leihua has 10+ years of professional experience in planning and coordinating theater operations or event productions. 	<p>2+ (3-year periods) of experience above the required level = 2 Step Advance (max allowed)</p>
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Steps = STEP C		

DIRECTOR'S COMMENTS:

Taj Leihua Hartley's experience exceeds the minimum requirement specified for this classification. Pay rate at salary Range M-47 is \$5,833 monthly, at Step C is \$6,438 monthly.

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S		Yes	No	Abstain	ABSENT
Laura Robinson							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Bryant Heatherly

Hire Date: 10/18/2021

ASP Request Submitted: 10/20/2021

BACKGROUND INFORMATION:

Classification Title: Technical Theater Technician	Employee: Bryant Heatherly	Calculation of Advanced Step Recommendation
<p><u>Education:</u> A high school diploma or recognized equivalent.</p> <p><u>EXPERIENCE:</u> One (1) year of technical theater production experience, including the set-up and operation of sound and lighting equipment.</p>	<ul style="list-style-type: none"> • Bryant Heatherly has a Bachelor of Arts. • Bryant Heatherly has three (3) years of experience working with technical theater productions. 	<p>2 level of education above the required level = 1 Step Advance (max allowed)</p> <p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Steps = STEP C</u></p>		

DIRECTOR’S COMMENTS:

Mr. Bryant Heatherly’s education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-37 at Step A is \$22.02/hour, while Step C is \$24.27/hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Bryant Heatherly at Range A-37, 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							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Bonnie Kung

Hire Date: 10/01/2021

ASP Request Submitted: 10/01/2021

BACKGROUND INFORMATION:

Classification Title: Senior Administrative Assistant	Employee: Bonnie Kung	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Equivalent to completion of high school. 	<ul style="list-style-type: none"> Bonnie Kung has a Master’s in School Counseling and a Bachelor’s in English. 	2 levels of education above the required level = <u>1 Step Advance</u> (max allowed)
Experience: <ul style="list-style-type: none"> Five or more years of varied administrative, secretarial and clerical support experience. 	<ul style="list-style-type: none"> Bonnie has over six years of varied clerical support experience. 	0 (2-year periods) of experience above the required level = <u>0 Step Advance</u>
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Bonnie was one of only two ranks available from the most recent recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = <u>1 Step Advance</u>
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C</u>		

DIRECTOR’S COMMENTS:

Bonnie Kung’s educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-38 at Step A is \$3,910/month, while Step C is \$4,313/month.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Bonnie Kung at Range A-38, 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
Laura Robinson							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Aneta Orlinski

Hire Date: 11/01/2021

ASP Request Submitted: 11/01/2021

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Aneta Orlinski	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> Aneta Orlinski has a Master's degree in Social Work. Aneta Orlinski has over 15 years of experience working with individuals with special needs. 	<p>2 level of education above the required level = 1 Step Advance (max allowed)</p> <p>7 (2-year periods) of experience above the required level = 2 Step Advance (max allowed)</p>
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR'S COMMENTS:

Mrs. Orlinski's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$15.28/hour, while Step D is \$17.68/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Aneta Orlinski 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						
Phillip Tate						
vacant						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 10, 2021

AGENDA ITEM NO: II.C.10

SUBJECT: Advanced Step Placement – Aida Suezo

Hire Date: 08/24/2021

ASP Request Submitted: 10/14/2021

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Aida Suezo	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>A high school diploma or recognized equivalent.</p> <p><u>Experience:</u></p> <p>Two years of varied office support experience.</p>	<ul style="list-style-type: none"> Aida Suezo has a Bachelor’s degree in Chemical Engineering. Aida Suezo has over ten (10) years’ experience working in an office support environment. 	<p>2 level of education above the required level = 1 Step Advance (max allowed)</p> <p>4 (2-year periods) of experience above the required level = 2 Step Advance (max allowed)</p>
<p>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</p>		

DIRECTOR’S COMMENTS:

Mr. Suezo’s education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$17.26/hour, while Step D is \$19.97/hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Aida Suezo at Range A-27, 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							
Phillip Tate							
vacant							

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						
Phillip Tate						
vacant						

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (11/5/2021)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-044	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	0.5
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
22-104	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	21.25
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.2188
22-098	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.09
22-116	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-032	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
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5

22-070	CUSTODIAN	OPERATIONS	Vac	62.5
22-131	CUSTODIAN	LINCOLN MIDDLE SCHOOL	Vac	100
22-121	FACILITIES TECHNICIAN	MAINTENANCE	Vac	100
22-138	HEALTH OFFICE SPECIALIST	MALIBU ELEMENTARY SCHOOL	Vac	75
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	0.375
22-132	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	0.625
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-062	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-099	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
22-133	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	48.75
22-137	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
21-110	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	0.75
22-063	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	75
22-085	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25

22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-124	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-139	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
22-140	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75
22-135	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-143	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75
22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	75
22-119	PLANT SUPERVISOR	OPERATIONS	Vac	100
22-065	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	New	100
21-084	SENIOR BUYER	FACILITY IMPROVEMENT PROJECTS	Vac	100
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
22-086	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	New	100
22-096	SENIOR OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	100
22-142	SPECIAL EDUCATION SPECIALIST	SPECIAL EDUCATION	New	100
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
22-004	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	75

Filled Requisitions (11/05/2021)

Req Number	Req Title	Department	Date of Accepted Job Offer
21-121	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	10/20/2021
22-067	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	10/28/2021
22-130	BILINGUAL COMMUNITY LIAISON (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	11/1/2021
21-123	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	10/5/2021
22-071	CUSTODIAN	OPERATIONS	10/7/2021
22-072	CUSTODIAN	OPERATIONS	10/7/2021
22-105	CUSTODIAN	OPERATIONS	10/14/2021
22-127	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	10/18/2021
21-102	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	10/13/2021
22-078	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	10/13/2021
21-096	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/2/2021
22-109	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/5/2021
22-122	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	10/5/2021
22-048	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	10/15/2021
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	10/14/2021
22-091	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	10/14/2021
22-106	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	10/14/2021
22-110	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	10/14/2021
22-111	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	10/29/2021
22-123	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	10/14/2021
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	11/5/2021
22-134	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	11/5/2021
22-075	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	11/5/2021
22-093	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	10/13/2021
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	10/13/2021
22-118	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	10/13/2021
22-126	PARAEDUCATOR-3	CDS - LINCOLN	11/5/2021
21-124	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	11/3/2021
22-120	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	11/3/2021
22-103	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	11/2/2021
22-136	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	10/1/2021
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	10/28/2021

**Classified Personnel – Merit
10/21/21**

NEW HIRES

Gutierrez, Melissa Santa Monica HS	Instructional Assistant - Bilingual 3.5 Hrs/SY/Range: 22 Step: A	<u>EFFECTIVE DATE</u> 9/23/21
Williams, Monay Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: F	9/23/21

PROVISIONAL ASSIGNMENT

Sutton, Michael Educational Services	Physical Activities Specialist 8 Hrs/SY/Range: 28 Step: A	<u>EFFECTIVE DATE</u> 9/27/21-6/9/22
---	--	--

LIMITED TERM

Aguilar, Mary Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	<u>EFFECTIVE DATE</u> 8/18/21-6/9/22
Albrecht-Gray, Pia Student Services	Health Office Specialist 4.5 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Aldana, Monica Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Alvarez, Maryke Special Ed-Roosevelt ES	Paraeducator-1 2 Hrs/SY/Range: 22 Step: E	8/18/21-6/9/22
Andrews, Scott Franklin ES	Physical Activities Specialist 2 Hrs/SY/Range: 28 Step: E	8/18/21-6/30/22
Antheil, Angela Franklin ES	Instructional Assistant - Classroom 4.4 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Aranda, Antonio McKinley ES	Campus Monitor 6.67 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Aranda, Antonio McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Ardon, Christina McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: B	8/18/21-6/30/22
Armas, Paola Grant ES	Campus Monitor 6.5 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Ausmus, Juley Malibu ES	Instructional Assistant - Classroom 4.1 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Ayala Quintana, Magdalena Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Azzariti, Annie McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Barreras Graciano, Laura Edison LA	Instructional Assistant - Bilingual 4.5 Hrs/SY/Range: 22 Step: F	8/18/21-6/30/22
Benjamin, Venecia Food and Nutrition Services	Cafeteria Worker II 3 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22

Bersche, Haley Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: D	8/19/21-6/9/22
Bieber, Alexandra Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: B	8/18/21-6/9/22
Brito, Maria Muir ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Brooks, Latricia Special Ed-Roosevelt ES	Paraeducator-1 2 Hrs/SY/Range: 22 Step: F	8/18/21-6/9/22
Burton, Taylor Special Ed-Roosevelt ES	Paraeducator-1 2 Hrs/SY/Range: 22 Step: C	8/18/21-6/9/22
Caceres-Navarrete, Teresa Franklin ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: B	8/18/21-6/30/22
Calvert, Cheryl Malibu ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Carlstroem, Gabriella McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Castillo, Mirella Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: B	8/19/21-6/9/22
Chavez, Luis Rogers ES	Campus Monitor 4.5 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Chiang, Faline Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: B	8/19/21-6/9/22
Cisneros, Yolanda Food and Nutrition Services	Cafeteria Worker II 1 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Cojan, Carmen Food and Nutrition Services	Cafeteria Worker II 3 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Coleman, Daniel Franklin ES	Physical Activities Specialist 2 Hrs/SY/Range: 28 Step: F	8/18/21-6/30/22
Conrad, Wei-Jin Webster ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Coroy, Lauren Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/19/21-6/9/22
Cortez, Maria Edison LA	Campus Monitor 1 Hr/SY/Range: 13 Step: F	8/26/21-6/30/22
Cueva, Sandra Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/19/21-6/9/22
Daniels, Adriana Rogers ES	Campus Monitor 6.25 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Davidson, Diane Malibu ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Davis, Lisa Rogers ES	Senior Office Specialist 4 Hrs/SY/Range: 27 Step: D	8/18/21-6/30/22

Dorn, Heidi Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: D	8/16/21-6/10/22
Eby, David Grant ES	Campus Monitor 7 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Escobar, Victoria Food and Nutrition Services	Cafeteria Worker II 1.5 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Fausto, Victoria Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: D	8/18/21-6/30/22
Field, Larissa Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Flores, Nancy Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: D	8/16/21-6/10/22
Fountain, Maresa Grant ES	Campus Monitor 6.5 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Fountain, Maresa Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: E	8/19/21-6/9/22
Gaglione, Lisa Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Gayler, Kim Franklin ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: B	8/18/21-6/30/22
Gershuni, Katherine Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: C	8/16/21-6/10/22
Gomez, Aida Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Gomez, Martha Muir ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Gonzalez, Diane Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Gonzalez, Ramona Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/19/21-6/9/22
Gonzalez, Teresa Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Goodman, GERALYN Edison LA	Instructional Assistant - Bilingual 4.5 Hrs/SY/Range: 22 Step: F	8/18/21-6/30/22
Gutierrez, Cindy Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: E	8/16/21-6/10/22
Gutierrez, Mary McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: E	8/18/21-6/30/22
Gutierrez, Nallely Edison LA	Instructional Assistant - Bilingual 4.5 Hrs/SY/Range: 22 Step: F	8/18/21-6/30/22
Hatchett, Ashley Franklin ES	Instructional Assistant - Classroom 4.25 Hrs/SY/Range: 20 Step: E	8/18/21-6/30/22

Henderson, Roshawnda Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: A	8/16/21-6/10/22
Hernandez, Beatriz Grant ES	Campus Monitor 6.5 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Hernandez, Christopher Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Hernandez, Edlin Webster ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Hernandez, Yolanda Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Johnson, Kerri Special Ed-Roosevelt ES	Paraeducator-3 1.6 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
Jorgenson, Stephanie Special Ed-Roosevelt ES	Paraeducator-3 2 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
Kachurka, Sabrina Food and Nutrition Services	Cafeteria Worker II 0.5 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Khodadadi, Shirin Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: D	8/16/21-6/10/22
Klein, Barbara McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: D	8/18/21-6/30/22
Kuyama, Keiko Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: C	8/18/21-6/9/22
Lavin, Angela Rogers ES	Senior Office Specialist 8 Hrs/SY/Range: 27 Step: E	8/18/21-6/30/22
Le, Corinne Webster ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Llosa, Silvia Rogers ES	Campus Monitor 6.25 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Lucas, Ralph McKinley ES	Campus Monitor 7.67 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Lucas, Ralph McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Luneva, Elena McKinley ES	Campus Monitor 5.34 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Machare, Vivian Grant ES	Campus Monitor 6.5 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Madiraju, Vidya Muir ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: E	8/18/21-6/30/22
Madsen, Kaitlin Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: C	8/16/21-6/10/22
Madsen, Karla Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22

Mahir, Sarah Grant ES	Campus Monitor 6.5 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Mandic, Elvira Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: D	8/18/21-6/9/22
Martinez, Aida Rogers ES	Campus Monitor 5.75 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Martinez, Melinda Special Ed-Roosevelt ES	Paraeducator-3 8 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
McDonough, Barbara Grant ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Miller, Brenda Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: A	8/16/21-6/10/22
Montoya, Gerald Special Ed-Roosevelt ES	Paraeducator-3 2 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
Moore, Sandra Food and Nutrition Services	Cafeteria Worker II 2 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Morales Mendez, Prisma Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Morich, Karin Special Ed-Roosevelt ES	Paraeducator-3 2 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
Mulligan, Tiffany Webster ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: C	8/18/21-6/30/22
Niederberger-Beekman, Jenelle Adams MS	Senior Office Specialist 4 Hrs/SY/Range: 27 Step: B	8/18/21-6/30/22
Nolen, Henry Food and Nutrition Services	Cafeteria Worker II 3 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Norton, Tayah McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: D	8/18/21-6/30/22
Nunez, Maria Franklin ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
O'Connor, Denise Webster ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: D	8/18/21-6/30/22
Ochoa, Barbara Franklin ES	Instructional Assistant - Classroom 4.3 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Oliva, Refugio Rogers ES	Campus Monitor 6.25 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Orsolini, Simona Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: D	8/18/21-6/30/22
Ortiz, Alondra Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: B	8/16/21-6/10/22
Ortiz, Karina Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: E	8/18/21-6/9/22

Osanitsch, Gregory Special Ed-Roosevelt ES	Paraeducator-1 2 Hrs/SY/Range: 22 Step: A	8/18/21-6/9/22
Payton, Tawny Special Ed-Roosevelt ES	Paraeducator-3 8 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
Perez, Carmen Franklin ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Perez-Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 8 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
Pham, Nhi Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: C	8/19/21-6/9/22
Pollack, Bridget Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Portillo, Isaac Franklin ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Preston, Deborah Grant ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/19/21-6/9/22
Ramirez, Armida McKinley ES	Campus Monitor 5.14 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Reed, Luanne Student Services	Licensed Vocational Nurse 8 Hrs/SY/Range: 36 Step: F	8/16/21-6/10/22
Reynolds, Luz Muir ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator-1 2 Hrs/SY/Range: 22 Step: F	8/18/21-6/9/22
Ridley, Tischa Food and Nutrition Services	Cafeteria Worker II 1 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Rivas de Hernandez, Gladis Rogers ES	Campus Monitor 5.5 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Rivetti, Kimberly Malibu ES	Senior Office Specialist 4 Hrs/SY/Range: 27 Step: F	8/18/21-6/30/22
Rodriguez, Ofelia Edison LA	Campus Monitor 0.5 Hr/SY/Range: 13 Step: F	8/19/21-6/30/22
Rodriguez, Sara Special Ed-Rogers ES	Paraeducator-1 2 Hrs/SY/Range: 22 Step: F	8/18/21-6/9/22
Roe, Jennifer Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Rogers, Ericka Franklin ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Rovetto, Nicole Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Salzman, Stacy Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22

Sandoval, Noelle McKinley ES	Senior Office Specialist 4.5 Hrs/SY/Range: 27 Step: C	8/18/21-6/30/22
Santino, Susan Muir ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Sawyer, Amy Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/19/21-6/9/22
Seiden, Abbey Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: D	8/16/21-6/10/22
Serna, Angelica McKinley ES	Campus Monitor 5.59 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Shafai, Kymberley Webster ES	Instructional Assistant - Classroom 6.5 Hrs/SY/Range: 20 Step: E	8/18/21-6/30/22
Shandalov, Lisa Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Soni, Ekta Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: E	8/18/21-6/9/22
Sotoj, Elizabeth Muir ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: D	8/18/21-6/30/22
Sotoj, Maria McKinley ES	Campus Monitor 5.59 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Strauss, Yoko Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Sullivan, Brianna Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/19/21-6/9/22
Thompson, Raquel Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Tirado, Leticia Food and Nutrition Services	Cafeteria Worker II 1.75 Hrs/SY/Range: 19 Step: F	8/18/21-6/9/22
Torres, Corina Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/9/22
Torres, Virgilio Edison LA	Instructional Assistant - Bilingual 4.5 Hrs/SY/Range: 22 Step: E	8/18/21-6/30/22
Turk, Becky Roosevelt ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: D	8/18/21-6/9/22
Valadez, Luz Edison LA	Instructional Assistant - Bilingual 4.5 Hrs/SY/Range: 22 Step: F	8/18/21-6/30/22
Vazquez, Analia Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Velazquez, Alejandra McKinley ES	Campus Monitor 5.09 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Villagomez, Alice Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22

Villegas, Bibiana Student Services	Health Office Specialist 4.5 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Wallace, Peiyi Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Walley, Dayna Webster ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Ward, Allison Webster ES	Senior Office Specialist 3 Hrs/SY/Range: 27 Step: F	8/18/21-6/30/22
Waterford Bailey, Elzamarco Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: E	8/18/21-6/30/22
Wedhas, Karu Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/19/21-6/9/22
Wedlow, Darina McKinley ES	Campus Monitor 7.17 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Wedlow, Darina McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Williams, Elyssa Rogers ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/18/21-6/30/22
Willie, Kyrie Grant ES	Campus Monitor 7.25 Hr/SY/Range: 13 Step: E	8/19/21-6/9/22
Willie, Kyrie Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: E	8/19/21-6/9/22
Winger, Nidra Student Services	Health Office Specialist 2 Hrs/SY/Range: 27 Step: F	8/16/21-6/10/22
Witherspoon, Colbie McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: B	8/18/21-6/30/22
Yadegari, Shiva Franklin ES	Campus Monitor 6 Hr/SY/Range: 13 Step: F	8/18/21-6/30/22
Yamamoto, Mikiko Special Ed-Roosevelt ES	Paraeducator-3 2 Hrs/SY/Range: 28 Step: F	8/18/21-6/9/22
Yerushalmi, Sara Franklin ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: F	8/19/21-6/9/22
Young, Sameisha Grant ES	Instructional Assistant - Classroom 5 Hrs/SY/Range: 20 Step: B	8/19/21-6/9/22
Zigler, Kenny McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: B	8/18/21-6/30/22

RE-EMPLOYMENT

Ceron, Gloria
CDS-Edison ES

Children's Center Assistant-2
3.5 Hrs/SY/Range: 20 Step: F

EFFECTIVE DATE

8/18/21

RE-INSTATEMENTMachare, Viviana
Grant ESCampus Monitor
1.5 Hrs/SY/Range: 13 Step: F**EFFECTIVE DATE**

8/19/21

SUMMER ASSIGNMENTSFruchtman, Bettelyn
Franklin ESAdministrative Assistant
8 Hrs/Day**EFFECTIVE DATE**

7/1/21-7/31/21

TEMP/ADDITIONAL ASSIGNMENTSAlaniz, Federico
Food and Nutrition ServicesStock and Delivery Clerk
[additional hours; cafeteria supply support]**EFFECTIVE DATE**

8/16/21-6/9/22

Albrecht-Gray, Pia
Educational ServicesHealth Office Specialist
[additional hours; Aeries training for staff]

7/1/21-6/30/22

Aldana, Monica
Educational ServicesHealth Office Specialist
[additional hours; Aeries training for staff]

7/1/21-6/30/22

Alvarado, Nancy
Food and Nutrition ServicesCafeteria Worker I
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Alvarez, Guillermina
Food and Nutrition ServicesCafeteria Worker I
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Ayala Quintana, Magdalena
Educational ServicesHealth Office Specialist
[additional hours; Aeries training for staff]

7/1/21-6/30/22

Bakhyt, Peter
Food and Nutrition ServicesCafeteria Worker/Transporter
[additional hours; cafeteria supply support]

8/19/21-6/9/22

Ballat, Nawal
Food and Nutrition ServicesCafeteria Worker I
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Benjamin, Venecia
Food and Nutrition ServicesCafeteria Worker II
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Bustamante, Angelica
Food and Nutrition ServicesCafeteria Cook/Baker
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Bustamante, Angelica
Food and Nutrition ServicesCafeteria Cook/Baker
[overtime; cafeteria operation support]

8/16/21-6/9/22

Carpenter, Jean
Food and Nutrition ServicesCafeteria Worker I
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Cisneros, Yolanda
Food and Nutrition ServicesCafeteria Worker II
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Cojan, Carmen
Food and Nutrition ServicesCafeteria Worker II
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Cornejo, Ana
Food and Nutrition ServicesCafeteria Worker I
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Cortez, Maria
Food and Nutrition ServicesCafeteria Worker I
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Cruz, Julia
Food and Nutrition ServicesCafeteria Worker I
[additional hours; cafeteria operation support]

8/16/21-6/9/22

Dorn, Heidi Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Escobar, Victoria Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria operation support]	8/16/21-6/9/22
Flores, Maria Educational Services	Senior Office Specialist [overtime; Aeries training for staff]	7/1/21-6/30/22
Flores, Nancy Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Fruchtman, Bettelyn Franklin ES	Administrative Assistant [overtime; monthly budget meetings]	8/6/21-6/30/22
Garcia, Claudia Food and Nutrition Services	Site Food Services Coordinator [additional hours; cafeteria operation support]	8/16/21-6/9/22
Garcia, Claudia Food and Nutrition Services	Site Food Services Coordinator [overtime; cafeteria operation support]	8/16/21-6/9/22
Gershuni, Katherine Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Gibson, Leticia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Gil, Moises Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Girgis, Salwa Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Gonzalez, Diane Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Gonzalez, Luz Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Gonzalez, Martha Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Gonzalez, Martina Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Griffis, Denise Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Gutierrez, Cindy Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Hedges, Eric Maintenance	Facilities Technician [overtime; District projects]	7/1/21-6/30/22
Henderson, Roshawnda Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Hernandez, Yolanda Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Holloway, Shirlene Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22

Holsome, Dorothy Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Islas, Gloria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Kachurka, Sabrina Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria operation support]	8/16/21-6/9/22
Kachurka, Sabrina Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria operation support]	8/31/21
Kaur, Kulwinder Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Khodadadi, Shirin Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Lopez, Francisco Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Lopez, Saby Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Lopez De Luis, Asuncion Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Lyons, Debra Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Madsen, Kaitlin Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Madsen, Karla Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Manjarrez, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Medina, Elvia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Moore, Sandra Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria operation support]	8/16/21-6/9/22
Moreno, Rosa Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Nairouz, Dina Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Nolen, Henry Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria operation support]	8/16/21-6/9/22
Nolen, Henry Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria operation support]	8/23/21-8/24/21
Orozco, Cecilia Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Ortiz, Alma Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22

Ortiz, Alondra Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Palmore, Renata Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Pannu, Jessica Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Quiroz, Timothy Food and Nutrition Services	Site Food Services Coordinator [overtime; cafeteria operation support]	8/16/21-6/9/22
Richards, Ingrid Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Ridley, Tischa Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria operation support]	8/16/21-6/9/22
Rosas, Rosemarie Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Rovetto, Nicole Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Ruiz, Julianna Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Seiden, Abbey Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Serrano, Elva Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Smith, Darlene Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Thompson, Raquel Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Tirado, Leticia Food and Nutrition Services	Cafeteria Worker II [additional hours; cafeteria operation support]	8/16/21-6/9/22
Tursi, Lisa Roosevelt ES	Administrative Assistant [overtime; clerical support]	8/5/21-6/21/22
Valdivia, Brenda Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Vielman, Miriam Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Villa, Maria Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria operation support]	8/16/21-6/9/22
Villegas, Bibiana Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
Ward, Allison Webster ES	Senior Office Specialist [additional hours; clerical support]	8/12/21-6/14/22
Williams, Steven Food and Nutrition Services	Stock and Delivery Clerk [additional hours; cafeteria supply support]	8/16/21-6/9/22

Winger, Nidra Educational Services	Health Office Specialist [additional hours; Aeries training for staff]	7/1/21-6/30/22
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Garcia, Melina Human Resources	Senior Office Specialist	9/1/21-6/30/22
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Dixon, Guadalupe Malibu HS	Bilingual Community Liaison	10/1/21
Jagoda, Katrina Special Education	Occupational Therapist	10/1/21
Maender, Alaina Special Education	Occupational Therapist	10/1/21
Singleton, Eric Special Ed-Adams MS	Paraeducator-3	10/1/21
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Aranda, Antonio McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY From: 2.5 Hrs/SY/McKinley ES	8/18/21
Eby, David Grant ES	Physical Activities Specialist 6 Hrs/SY From: 5 Hrs/SY/Grant ES	8/18/21
Landaverde, Elmer Grant ES	Physical Activities Specialist 6 Hrs/SY From: 5 Hrs/SY/Grant ES	8/18/21
Wedlow, Darina McKinley ES	Instructional Assistant - Classroom 3.5 Hrs/SY From: 3 Hrs/SY/McKinley ES	8/18/21
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Ajnassian, Carrie Special Ed-Lincoln MS	Paraeducator-1 Medical/FMLA/CFRA	8/27/21-10/1/21
Peters, Lakisha Special Ed-Franklin ES	Paraeducator-3 SPSL	9/22/21-10/1/21
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Benjamin, Venecia Operations	Custodian From: Cafeteria Worker I	8/19/21-6/9/22
Gil, Moises Food and Nutrition Services	Stock and Delivery Clerk From: Cafeteria Worker I	8/18/21-8/31/21
Hedges, Eric Maintenance	Maintenance Supervisor From: Facilities Technician	6/29/21-7/9/21
Lopez, Saby Operations	Custodian From: Cafeteria Worker I	8/19/21-6/9/22

Moreno, Rosa Food and Nutrition Services	Cafeteria Worker II From: Cafeteria Worker I	9/1/21-9/30/21
Nolen, Henry Operations	Custodian From: Cafeteria Worker II	8/19/21-6/9/22
Quiroz, Timothy Food and Nutrition Services	Production Kitchen Coordinator From: Site Food Services Coordinator	8/18/21-12/17/21
Rosas, Rose Operations	Custodian From: Cafeteria Worker I	8/19/21-6/9/22
Serna, Angelica Operations	Custodian From: Campus Monitor	8/19/21-6/9/22
Sotoj, Maria Operations	Custodian From: Campus Monitor	8/19/21-6/9/22
Suaste, Eduardo Operations	Plant Supervisor From: Lead Custodian	8/10/21-9/30/21
Valdivia, Brenda Operations	Custodian From: Cafeteria Worker I	8/19/21-6/9/22
Villa, Maria Food and Nutrition Services	Site Food Services Coordinator From: Cafeteria Worker I	8/18/21-12/17/21

SUSPENSION WITHOUT PAY

TQ7792494

Physical Activities Specialist

EFFECTIVE DATE

10/12/21-10/15/21
11/3/21; 11/9/21; 11/17/21

RESIGNATION

Blackmon, Enisha
Special Ed-SMASH

Paraeducator-3

EFFECTIVE DATE

9/6/21

Gutierrez-Prada, Nancy
Adams MS

Bilingual Community Liaison

9/24/21

Harding, Stephanie
Adams MS

Senior Office Specialist

9/7/21

McKenney, Jessica
Special Education

Occupational Therapist

9/23/21

RETIREMENT

Ajnassian, Carrie
Special Ed-Lincoln MS

Paraeducator-1

EFFECTIVE DATE

10/2/21

Ong, Mary
Special Ed-CDS-Lincoln MS

Paraeducator-3

9/30/21

**Classified Personnel – Merit
11/4/21**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Chawla, Simren Special Education	Occupational Therapist 8 Hrs/SY/Range: 63 Step: A	9/20/21
Colvin, Monica Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: F	8/18/21
Gonzalez, April Special Ed-Santa Monica HS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: D	10/1/21
Magbanua Anderson, Trisha Student Svcs-Malibu ES/MS/HS	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	9/6/21
Ramos, Margarita Special Ed-McKinley Preschool	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	10/13/21
Shorts, Gerard Roosevelt ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: A	9/1/21

RE-EMPLOYMENT

		<u>EFFECTIVE DATE</u>
Villagomez, Alice Rogers ES	Instructional Assistant - Classroom 3.5 Hrs/SY/Range: 20 Step: F	10/7/21

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Gondo, Janet Special Ed-Grant ES	Paraeducator-1 2 Hrs/SY/Range: 22 Step: F	8/18/21-6/30/22

PROMOTION

		<u>EFFECTIVE DATE</u>
Alvarez, Maryke Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: C From: Paraeducator-1: 6 Hrs/SY	10/1/21
Lugo, Rebecca Santa Monica HS	Student Outreach Specialist 8 Hrs/10 Mo/Range: 46 Step: A From: Administrative Assistant: 8 Hrs/10 Mo+10	10/4/21

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Wong, Annie Special Education	Physical Therapist Not to exceed: 6 Hrs	8/13/21

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Ascencio, Miguel Special Ed-Malibu HS	Paraeducator-3 [additional hours; bus supervision]	8/27/21-9/30/21
Burrell, Catherine Santa Monica HS	Swimming Instructor/Lifeguard [overtime; school events]	8/23/21-6/30/22
Curry, Kimberley Student Services	Administrative Assistant [overtime; clerical support]	7/1/21-6/10/22
Dominguez-Morales, Yanet Facility Improvement Projects	Senior Technology Support Assistant [overtime; FIP projects support]	7/1/21-6/30/22

Dominguez-Morales, Yanet Education Technology Services	Senior Technology Support Assistant [overtime; technology support]	8/15/21-6/30/22
Harris, Tracey Operations	Custodian [overtime; Operations project]	6/14/21-8/20/21
Martin, Eric Operations-Adams MS	Lead Custodian [overtime; assistance with moving]	8/10/21
Sheppard, Sean Facility Use	Sports Facility Attendant [additional hours; Facility Use events]	7/17/21-6/30/22
Sheppard, Sean Facility Use	Sports Facility Attendant [overtime; Facility Use events]	7/17/21-6/30/22
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Harris, Ricky Education Services	Physical Activities Specialist	8/19/21-6/9/22
Laird, Rosemary Human Resources	Office Specialist	9/3/21-6/30/22
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Bechtloff, Julie Fiscal and Business Services	Accounting Technician	11/1/21
<u>CHANGE IN ASSIGNMENT</u>		<u>EFFECTIVE DATE</u>
Gomez, Cynthia Special Ed-Rogers ES	Paraeducator-1 5.5 Hrs/SY From: 4.5 Hrs/SY/Special Ed-Rogers ES	8/18/21
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Benitez, Jesus Facility Improvement Projects	Facilities Technician Medical/FMLA/CFRA	9/28/21-10/10/21
Berumen, Theodore Purchasing	Senior Buyer Medical	10/1/21-10/19/21
Cummings, Nichelle Personnel Commission	Human Resources Technician Medical/FMLA/CFRA	10/2/21-10/30/21
Del Rosario Rodriguez, Maria Operations-Grant ES	Custodian SPSL	9/27/21-10/7/21
Isaac, Arthur Operations	Custodian Medical/FMLA/CFRA	9/20/21-10/20/21
Mahir, Sarah Grant ES	Campus Monitor SPSL	9/27/21-10/5/21
Wang, Jingbo Special Ed-Malibu MS	Paraeducator-1 Medical/FMLA/CFRA	8/31/21-10/31/21
Zakaria, Mahnaz Special Ed-Rogers ES	Paraeducator-1 FMLA	10/4/21-1/4/22

LEAVE OF ABSENCE (UNPAID)

Zakaria, Mahnaz
Special Ed-Rogers ES

Paraeducator-1
FMLA

EFFECTIVE DATE

10/4/21-1/4/22

WORKING OUT OF CLASS

Velazquez, Alejandra
Operations

Custodian
From: Campus Monitor

EFFECTIVE DATE

8/19/21-6/9/22

RESIGNATION

Mehrkhodavandi, Bahareh
Education Services

Administrative Assistant

EFFECTIVE DATE

10/15/21

RETIREMENT

Mollmann, Irene
Santa Monica HS

Braille Transcriber

EFFECTIVE DATE

10/13/21

DECEASED

Berumen, Theodore
Purchasing

Senior Buyer

EFFECTIVE DATE

10/20/21

**Classified Personnel – Non-Merit
10/21/21**

AVID TUTOR

Recendiz, Janice	Adams MS	8/16/21-5/31/22
Rocha, Sebastian	Adams MS	8/16/21-5/31/22

TECHNICAL SPECIALIST – LEVEL II

Chiang, Fuchou	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/8/21-6/9/22
Parise, Christopher	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	9/8/21-6/9/22
Reis, Stephen	Educational Services [Music Instructor] - Funding: Gifts	8/18/21-6/30/22

TECHNICAL SPECIALIST – LEVEL III

Bordal, Finn	Santa Monica HS [Violin/Viola Instructor] - Funding: Santa Monica Arts Parents Association	8/30/21-6/9/22
Chiang, Fuchou	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
Miyoshi, Yuri	Santa Monica HS [Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	9/7/21-6/30/22
Moerschel, Josephine	Santa Monica HS [Violin/Viola Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	8/30/21-6/9/22
Paik, April	Santa Monica HS [Violin Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	9/13/21-6/9/22
Rettig, Elizabeth	Educational Services – Adams MS [Music Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22
Senchuk, Emily	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	8/18/21-6/1/22

Senchuk, Peter

Educational Services
[Music Instructor]
- Funding: SMEF – Dream Winds

8/18/21-6/1/22

**Classified Personnel – Non-Merit
11/4/21**

AVID TUTOR

Huq, Ahin	Adams MS	8/16/21-5/31/22
Marcial, Kaitlyn	Adams MS	8/16/21-5/31/22
Marcial, Kaitlyn	Santa Monica HS	8/16/21-6/9/22
Marcial, Kaitlyn	Educational Services	8/28/21

COACHING ASSISTANT

Lawrence, Ruben	Santa Monica HS	9/2/21-6/30/22
-----------------	-----------------	----------------

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2021 – 2022**

Date	Time	Location	Notes
2021			
July 14, 2021	4:30 p.m.	Zoom	
August 11, 2021	4:30 p.m.	Zoom	
September 8, 2021	4:30 p.m.	Zoom	
October 13, 2021	4:30 p.m.	Zoom	
November 10, 2021	4:30 p.m.	Zoom	
December 8, 2021	4:30 p.m.	Zoom	
2022			
January 12, 2022	4:30 p.m.	Board Room – District Office	
February 9, 2022	4:30 p.m.	Board Room – District Office	
March 9, 2022	4:30 p.m.	Board Room – District Office	
April 20, 2022	4:30 p.m.	Board Room – District Office	Budget – First Reading Moved to 4/20/22 due to Spring Break
May 11, 2022	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 8, 2022	4:30 p.m.	Board Room – District Office	



School Board Meeting Dates

Meetings take place on Thursdays in the District Board Room: 1651 16th Street, Santa Monica, CA 90404 or

Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA 90265

Closed Session begins at 4:30 p.m.

Public Meetings begin at 5:30 p.m.

(Meeting dates and locations are subject to change.)

School Board Meetings: 2021-2022

Thurs., July 15, 2021 District Office Hybrid
Thurs., August 12, 2021 District Office A
Tues., August 26, 2021 District Office Special Meeting
Thurs., September 2, 2021 District Office A
Wed., September 22, 2021 District Office B
Thurs., October 7, 2021 Malibu A
Thurs., October 21, 2021 District Office B
Thurs., November 4, 2021 Malibu A
Thurs., November 18, 2021 District Office B
Thurs., December 9, 2021 District Office Special Meeting
Thurs., December 16, 2021 District Office Hybrid
Thurs., January 13, 2022 District Office Hybrid
Tues., January 18, 2022 District Office Special Meeting
Thurs., February 3, 2022 Malibu A
Thurs., February 17, 2022 District Office B
Thurs., March 3, 2022 District Office A
Thurs., March 17, 2022 Malibu B
Tues., March 22, 2022 District Office Special Meeting
Thurs., April 21, 2022 District Office Hybrid
Thurs., May 5, 2022 Malibu A
Thurs., May 19, 2022 District Office B
Thurs., June 2, 2022 District Office A
Thurs., June 23, 2022 District Office Special Meeting
Thurs., June 30, 2022 District Office B

Meeting Format Structures:

Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

Meeting "B"

11. Closed Session
12. Consent Calendar
13. Study Session
14. Discussion Items
15. Major Items (as needed)
16. General Public Comments

Hybrid of "A" and "B"

17. Closed Session
18. Commendations/Recognitions
19. Study Session
20. Communications
21. Executive Staff Reports
22. Consent Calendar
23. General Public Comments (max. 30 minutes)
24. Discussion Items
25. Major Items
26. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, December 8, 2021, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: