

VIRTUAL PERSONNEL COMMISSION MEETING

December 08, 2021 at 4:30pm



JOIN ZOOM MEETING

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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, December 07, 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**

December 8, 2021

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 8, 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 December 8, 2021

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

- G.06 Approval of Minutes for Regular Meeting on November 10, 2021

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024.

Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the December 8 Personnel Commission meeting will be held virtually.

December 8, 2021

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 8, 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, December 7, 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 December 8, 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 November 10, 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	2
Paraeducator-3	2
Production Kitchen Coordinator	2
Special Education Specialist	4

- C.02 Advanced Step Placement:
Kenny Butler in the classification of Paraeducator-3 at Range A-28 Step C

- C.03 Advanced Step Placement:
Teresa Caceres-Navarrete in the classification of Instructional Assistant - Classroom at Range A-20 Step D
- C.04 Advanced Step Placement:
Keara Finnell in the classification of Senior Office Specialist at Range A-27 Step C
- C.05 Advanced Step Placement:
Marc Johnson in the classification of Paraeducator-1 at Range A-22 Step D
- C.06 Advanced Step Placement:
Lori Whitesell in the classification of Audience Services Coordinator at Range A-40 Step B
- C.07 Advanced Step Placement:
Colbie Witherspoon in the classification of Instructional Assistant - Classroom at Range A-20 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)
 - November 18, 2021I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - November 18, 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, January 12, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

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 was held on **Wednesday, November 10, 2021, at 4:34 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: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:34 p.m.

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

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

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.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: November 10, 2021

It was moved and seconded to approve the agenda with an amendment – Agenda Item II. - Consent Calendar was placed after Agenda Item I.G.06. – General Functions: Motion to Approve Minutes. The motion passed.

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

G.06 Motion to Approve Minutes- Regular Meeting: October 13, 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						

Motion to Approve Minutes-Special Meeting: October 13, 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						

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):

Classification

Eligibles

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
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-10. The motion passed.

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

REPORT AND DISCUSSION

- **None**

I. GENERAL FUNCTIONS:

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on October 13, 2021. All the exams and selection interviews are still conducted remotely.**
 - **Oral exams were administered for Facilities Technician, Instructional Assistant – Music, Physical Activities Specialist, Instructional Assistant – Bilingual, Senior Office Specialist, Instructional Assistant – Classroom, Paraeducator-1,2,3, and Production Kitchen Coordinator.**
 - **Pre-recorded oral exams for Senior Buyer will be evaluated by subject matter experts in a near future. A new tool called One Way Interviewing is being piloted for this recruitment. Candidates are sent a link that allows them to access the oral exam questions in writing so that they can record their responses to the cloud.**
 - **Performance exam was conducted for Instructional Assistant – Music.**
 - **The Personnel Commission staff held written exams for Campus Monitor.**
 - **Final selection interviews were held for Bilingual Community Liaison, Technical Theater Technician, Facilities Technician, Physical Activities Specialist, and Paraeducator.**
 - **These recruitments have been re-opened: Speech Language Pathology Assistant for limited term work, the Children’s Assistant job series, Campus Security Officer on a continuous basis, Cafeteria Worker I, Custodian for substitute opportunities, and also Instructional Assistant – Classroom on a continuous basis.**
 - **A new recruitment was opened for Plant Supervisor.**
 - **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 10 claims since the last regular Personnel Commission meeting in October. As a point of comparison, there were 33 EDD claims in October 2020 and 5 claims in October 2019.**
 - **Due to a staff member being on an extended medical leave, department’s duties have been redistributed related to recruitments, scheduling final selection interviews, processing EDD claims, and managing substitutes. Director Kahn sent all the best wishes of a speedy recovery to the staff member. He also expressed his gratitude to the rest of the team for being able to handle the increased work load.**
 - **Director Kahn informed the Personnel Commission about Ms. Caldera’s role in the Personnel Testing Council of Southern California annual conference.**

- Director Kahn notified the Personnel Commission about the progress on a compensation study. Preliminary findings will be shared with the compensation study committee on November 19, 2021.
- 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 more attempts to receive an update or a timeline were made by Director Kahn, Mrs. Tarazi, and Mrs. Hatch 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 stated that she had submitted the re-appointment application 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
 - None

Board of Education Report

- Dr. Kelly offered assistance with Mrs. Tarazi's appointment by contacting the District's general counsel for a legal advice.
- Dr. Kelly updated the Personnel Commission about the Educational Services report on Dashboard- a public report of various local and state educational indicators and goals achieved by the District- that was given to the Board of Education at their last regular meeting.
- Dr. Kelly updated the Personnel Commission on the vaccination mandate and the small number of classified employees who failed to provide the proof of vaccination to the District and will be given an opportunity to resign or be dismissed- in good standing. They will have re-instatement rights.

Dr. Kelly explained how effective the vaccination mandate has been in keeping schools opened. The current protocol states that if employees are exposed, but vaccinated, they don't have to quarantine unless they are symptomatic. Dr. Kelly provided a concrete example from Santa Monica High School how the vaccination status prevented a large number of students from being quarantined.

- Dr. Kelly informed the Personnel Commission about the Board of Education closely monitoring the Governor's initiative to make the Covid-19 vaccination a part of the mandatory vaccination for attending public and private schools.
- Dr. Kelly invited the Personnel Commission to view a public hearing on the Malibu Unification that will take later in the evening via Zoom.
- Dr. Kelly expressed his gratitude to Director Kahn and Ms. Younan who promptly provided him with an essential document needed in a deposition.

- Mrs. Tarazi inquired about quarantine protocols for middle-school students. Dr. Kelly provided a detailed explanation of health department protocols for specific quarantine types and their implementations by the District. He also addressed the District's student and staff testing.

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

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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 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: 5:05 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 8, 2021

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Kenny Butler

Hire Date: 11/15/2021

ASP Request Submitted: 11/16/2021

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Kenny Butler	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Kenny Butler meets education requirements. • Kenny Butler has over six (6) years of experience working with students with special needs. 	<p>0 level of education above the required level =0 Step Advance</p> <p>3 (2-year periods) of experience above the required level =2 Step Advance (max allowed)</p>
<p>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Mr. Butler's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step C is \$19.49/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 8, 2021

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Teresa Caceres-Navarrete

Hire Date: 08/18/2021

ASP Request Submitted: 09/17/2021

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Teresa Caceres-Navarrete	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 institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Teresa Caceres-Navarrete does not exceed the minimum education requirements. 	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Teresa Caceres-Navarrete has over six (6) years of paid or volunteer experience that has provided first-hand knowledge of the needs of school aged children and young people 	3 (2-year periods) of experience above the required level = 2 Step Advance (max allowed)
<u>Total Advanced Steps:</u> Starting Step: B (Accelerated Rate) + 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step B on the salary schedule. Ms. Caceres-Navarrete's professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step D is \$16.84/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 8, 2021

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Keara Finnell

Hire Date: 11/08/2021

ASP Request Submitted: 11/11/2021

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Keara Finnell	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 or more years of varied office support experience.</p>	<ul style="list-style-type: none"> • Keara Finnell has Masters of Business Administration • Keara Finnell has over four (4) years' experience working in an office support environment. 	<p>3 level of education above the required level = 1 Step Advance (max allowed)</p> <p>1 (2-year period) of experience above the required level = 1 Step Advance</p>
<p>Total Advanced Steps: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms.Finnell'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 C is \$19.01/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Keara Finnell at Range A-27, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 8, 2021

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Marc Johnson

Hire Date: 11/17/2021

ASP Request Submitted: 11/30/2021

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Marc Johnson	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Marc Johnson has a Bachelor of Fine Arts. • Marc Johnson has over four (4) years of experience working with individuals with special needs. 	<p>1 level of education above the required level = 1 Step Advance (max allowed)</p> <p>2 (2-year periods) of experience above the required level = 2 Step Advance (max allowed)</p>
<p><u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u></p>		

DIRECTOR'S COMMENTS:

Mr. Johnson' education and 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 Marc Johnson at Range A-22, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 8, 2021

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement –Lori Whitesell

Hire Date: 10/27/2021

ASP Request Submitted: 11/08/2021

BACKGROUND INFORMATION:

Classification Title: Audience Services Coordinator	Employee: Lori Whitesell	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> A high school diploma or it's recognized equivalent. 	<ul style="list-style-type: none"> Lori has a Bachelor's Degree in Political Science. 	2 level of education above the required level = 1 Step Advance (max allowed)
Experience: <ul style="list-style-type: none"> Three (3) years' experience in Front of House, Event Support or Audience Services, or related experience in Entertainment or Performing Arts. 	<ul style="list-style-type: none"> Lori meets this experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Lori's education exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-40, Step A is \$23.69/hour, while Step B is \$24.89/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Lori Whitesell at Range A-40, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 8, 2021

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Colbie Witherspoon

Hire Date: 09/09/2021

ASP Request Submitted: 11/12/2021

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Colbie Witherspoon</p>	<p>Calculation of Advanced Step Recommendation</p>
<p><u>Education:</u></p> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Colbie Witherspoon has a Bachelor of Science degree. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Colbie has (2) years of experience that has provided first-hand knowledge of the needs of school aged children and young people 	<p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps:</u> Starting Step: B (Accelerated Rate) + 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP D</p>		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step B on the salary schedule. Mr. Witherspoon's professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step B is \$15.28/hour, while Step D is \$16.84/hour.

DIRECTOR'S RECOMMENDATION:

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

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

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.

V. Action Items:

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (12/2/2021)

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
22-155	CAFETERIA WORKER II	EDISON LANGUAGE ACADEMY	Vac	78.13
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
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
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

22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	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
22-138	HEALTH OFFICE SPECIALIST	MALIBU ELEMENTARY SCHOOL	Vac	75
22-132	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-164	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	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
22-100	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
22-145	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-165	INSTRUCTIONAL ASSISTANT-MUSIC	FS - MALIBU HIGH SCHOOL	Vac	68.75
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
22-146	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-148	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-159	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
22-166	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-117	PARAEDUCATOR-3	WEBSTER 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
22-149	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75
22-160	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	New	62.5
22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	75
22-150	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	50
22-119	PLANT SUPERVISOR	OPERATIONS	Vac	100
21-084	SENIOR BUYER	FACILITY IMPROVEMENT PROJECTS	Vac	100
22-142	SPECIAL EDUCATION SPECIALIST	SPECIAL EDUCATION	New	100
22-004	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	75

Filled Requisitions (12/02/2021)

Req Number	Req Title	Department	Date of Accepted Job Offer
22-130	BILINGUAL COMMUNITY LIAISON (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	11/1/2021
22-152	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	11/21/2021
22-153	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	11/22/2021
22-154	CUSTODIAN	SANTA MONICA HIGH SCHOOL	11/19/2021
22-157	CUSTODIAN	GRANT ELEMENTARY SCHOOL	11/10/2021
22-121	FACILITIES TECHNICIAN	MAINTENANCE	11/8/2021
21-096	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/2/2021
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/9/2021
22-062	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	11/19/2021
22-099	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	11/19/2021
21-110	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	11/8/2021
22-063	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	11/8/2021
22-085	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	11/8/2021
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
22-126	PARAEDUCATOR-3	CDS - LINCOLN	11/5/2021
22-162	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	11/30/2021
21-124	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	11/3/2021
22-120	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	11/3/2021
22-065	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	11/22/2021
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	11/17/2021
22-086	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	11/17/2021
22-096	SENIOR OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	11/18/2021
22-103	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	11/2/2021
22-004	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	11/9/2021

**Classified Personnel – Merit
11/18/21**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Ardon, Cristina McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	9/27/21
Careaga, Esmeralda Facility Improvement Projects	Communication Specialist 8 Hrs/12 Mo/Range: 49 Step: A	10/18/21
Hartley, Taj Facility Use	Event Operations Supervisor 8 Hrs/12 Mo/Range: 47 Step: A	10/28/21
Heatherly, Bryant Facility Use	Technical Theater Technician 8 Hrs/12 Mo/Range: 37 Step: A	10/18/21
Jones, De'Drick Operations-Adams MS	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	11/1/21
Kung, Bonnie Business Services	Senior Administrative Assistant 8 Hrs/12 Mo/Range: 38 Step: A	10/1/21
Orlinski, Aneta Special Ed-Malibu ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	11/1/21
Rodriguez, Evan Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	11/1/21
Rodriguez, Maya Special Ed-Malibu MS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	10/7/21
Wilhalme, Ryan Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 13 Step: F	10/25/21
Zigler, Kenny McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	9/27/21

RE-EMPLOYMENT

		<u>EFFECTIVE DATE</u>
DeNoya, Michael Special Education	Speech Language Pathology Assistant 8 Hrs/SY/Range: 38 Step: F	10/11/21

RE-INSTATEMENT

		<u>EFFECTIVE DATE</u>
Ratcliff, Sheleita Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: F	10/25/21
Russian, April Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: D	8/18/21

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Alvarado Orantes, Nancy Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Alvarez, Guillermina Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Ballat, Nawal Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22

Carpenter, Eddie Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Cornejo, Ana Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Cortez, Maria Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Cruz-Aguilar, Julia Food and Nutrition Services	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Finnell, Keara Human Resources	Senior Office Specialist 8 Hrs/12 Mo/Range: 27 Step: A	9/1/21-6/30/22
Gaylor, Amanda Human Resources	Senior Office Specialist 8 Hrs/12 Mo/Range: 27 Step: A	9/1/21-6/30/22
Gibson, Leticia Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Girgis, Salwa Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Gonzalez, Martha Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Gonzalez, Martina Food and Nutrition Services	Cafeteria Worker I 2 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Gonzalez Ortiz, Luz Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Griffis, Denise Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Holloway, Shirlene Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Holsome, Dorothy Food and Nutrition Services	Cafeteria Worker I 2 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Islas, Gloria Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Jackson, Crystal Operations	Custodian 8 Hrs/12 Mo/Range: 26 Step: F	8/19/21-6/30/22
Kaur, Kulwinder Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Lopez, Francisco Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Lopez, Saby Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Lopez De Luis, Asuncion Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Manjarrez, Maria Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22

Medina, Elvia Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Nairouz, Dina Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Orozco, Cecilia Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Ortiz Ortiz, Alma Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Palmore, Renata Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Pannu, Jessica Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Ramos, Margaret Lincoln MS	Instructional Assistant - Bilingual 3 Hrs/SY/Range: 22 Step: F	8/18/21-6/30/22
Richards, Ingrid Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Rosas, Rosemarie Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Ruiz, Julianna Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Serrano, Elva Food and Nutrition Services	Cafeteria Worker I 4.5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Smith, Darlene Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Valdivia, Brenda Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Vasquez, Angel Lincoln MS	Instructional Assistant – Physical Education 1 Hrs/SY/Range: 22 Step: F	8/18/21-6/30/22
Vielman Hernandez, Miriam Food and Nutrition Services	Cafeteria Worker I 5 Hrs/SY/Range: 15 Step: F	8/18/21-6/9/22
Wallace, Joani Fiscal Services	Senior Administrative Assistant 8 Hrs/12 Mo/Range: 38 Step: A	11/1/21-12/17/21
Wilhalme, Ryan Roosevelt ES	Campus Monitor 6 Hrs/SY/Range: 13 Step: F	10/25/21-6/30/22
Zigler, Kenny McKinley ES	Instructional Assistant - Classroom 4.5 Hrs/SY/Range: 20 Step: B	9/27/21-6/30/22
<u>PROMOTION</u> Levy, Robin Special Ed-Malibu HS	Paraeducator-3 7.6 Hrs/SY/Range: 28 Step: E From: Paraeducator-1: 6 Hrs/SY	<u>EFFECTIVE DATE</u> 11/1/21

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Cornejo, Natalie Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/5/21-8/11/21
Jelks, Curtis Lincoln MS	Campus Security Officer Not to exceed: 16 Hrs	8/10/21-8/11/21
Mangum, Don Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/5/21-8/11/21
Miller, Melvyn Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/5/21-8/11/21
Vasquez, Grace Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/5/21-8/11/21
Wilson, Stanley Santa Monica HS	Campus Security Officer 8 Hrs/Day	8/5/21-8/11/21
Wilson, Terry Lincoln MS	Campus Security Officer Not to exceed: 16 Hrs	8/10/21-8/11/21
Wolfe, Petra Educational Services	Elementary Library Coordinator 8 Hrs/Day	8/12/21

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Alba, Julio Educational Services	Technology Support Assistant [overtime; technology support]	10/1/21-6/30/22
Alvarez, Malissa Child Development Services	Children's Center Assistant-2 [additional hours; student support]	8/18/21-6/9/22
Arzola, Maria Special Ed-LCDC	Paraeducator-3 [additional hours; classroom setup]	8/25/21
Beltran, Marbella Special Ed-LCDC	Paraeducator-1 [additional hours; classroom setup]	8/25/21-8/26/21
Brown, Lincoln Child Development Services	Children's Center Assistant-2 [additional hours; student support]	8/18/21-6/9/22
Campos, Mercedes Special Ed-LCDC	Paraeducator-1 [additional hours; classroom setup]	9/2/21
Circenis, Anita Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects support]	7/1/21-6/30/22
Cooper, Raymond Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Cornejo, Natalie Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Fernandez, Angelica Child Development Services	Children's Center Assistant-2 [additional hours; student support]	8/18/21-6/9/22
Flores, Victoria Special Ed-LCDC	Paraeducator-1 [additional hours; classroom setup]	8/25/21-8/26/21
Hernandez, Rita Child Development Services	Children's Center Assistant-2 [additional hours; student support]	8/18/21-6/9/22

Jelks, Curtis Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Jones, Chancy Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Khodadadi, Shirin Lincoln MS	Health Office Specialist [additional hours; health office support]	8/19/21-6/30/22
Kyle, Yvonne Educational Services	Senior Administrative Assistant [overtime; assessment mailings]	9/9/21-9/17/21
Magallanes, Joy Educational Services	System Analyst [overtime; Aeries implementation]	7/1/21-6/30/22
Mangum, Don Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Martinez, Daniel Maintenance	Painter [overtime; District projects]	7/1/21-6/30/22
Miller, Melvyn Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Montoya, Lisa Educational Services	Administrative Assistant [overtime; assessment mailings]	9/9/21-9/17/21
Overton, Marc Facility Use	Technology Support Assistant [overtime; Facility Use events]	6/20/21-6/30/21
Preciado, Daniel Lincoln MS	Campus Security Officer [overtime; evening school events]	8/19/21-6/30/22
Razon-McMillan, Monica Child Development Services	Children's Center Assistant-2 [additional hours; student support]	8/18/21-6/9/22
Rocha, Patricia Child Development Services	Children's Center Assistant-2 [additional hours; student support]	8/18/21-6/9/22
Smith, Dunell Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Strahn, Yvonne Educational Services	Administrative Assistant [overtime; assessment mailings]	9/9/21-9/17/21
Taylor, Inelle Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Vasquez, Graciela Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Villa, Alejandro Maintenance	Metal Worker [overtime; District projects]	7/1/21-6/30/22
Wilson, Stanley Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Wilson, Terry Santa Monica HS	Campus Security Officer [overtime; school events]	8/12/21-6/30/22
Zalazar, Vanina Educational Services	Lead Translator/Interpreter [overtime; assessment mailings]	9/9/21

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Acosta, Gabrielle Operations	Custodian	10/29/21-6/9/22
Dominguez, Carlos Operations	Custodian	10/28/21-6/9/22
Gaglione, Lisa Human Resources	Senior Office Specialist	9/1/21-6/30/22
Hochberg-Sember, Judy Adams MS	Administrative Assistant	10/11/21-6/30/22
Hudson, Craig Operations	Custodian	11/4/21-6/9/22
Lozano, Jasmine Human Resources	Senior Office Specialist	9/1/21-6/30/22
Metter, Kelsey Human Resources	Senior Office Specialist	9/1/21-6/30/22
Montoya Schweers, Ryan Educational Services	Physical Activities Specialist	8/19/21-6/9/22
Moton, Wilson Operations	Custodian	10/15/21-6/9/22
Velasquez, Jose Food and Nutrition Services	Cafeteria Worker II	10/29/21-6/9/22

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Vela, Stacy Fiscal and Business Services	Accounting Technician	11/1/21

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Azzariti, Annie McKinley ES	Instructional Assistant - Classroom 3 Hrs/SY From: 2.5 Hrs/SY/McKinley ES	8/18/21
Giroux, Sharon Edison LA	Campus Monitor 3 Hrs/SY From: 2 Hrs/SY/Edison LA	8/18/21
Ybarra, Jose, Jr. Operations-Adams MS	Custodian 8 Hrs/SY From: 5 Hrs/SY/Grant ES	11/1/21

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Daniels, Delone Special Ed-Rogers ES	Paraeducator-2 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Santa Monica HS	9/20/21
Roller, Yolanda Special Ed-Santa Monica HS	Paraeducator-2 7.5 Hrs/SY From: 7.5 Hrs/SY/Special Ed-Lincoln MS	8/18/21

Webster, Ryan Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Malibu ES	9/22/21
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VOLUNTARY TRANSFER

Chapman, Vance Special Ed-Rogers ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Webster ES	<u>EFFECTIVE DATE</u> 10/1/21
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LEAVE OF ABSENCE (PAID)

Bracey, Kendra Special Ed-Malibu ES	Paraeducator-1 Medical Maternity/FMLA	<u>EFFECTIVE DATE</u> 11/1/21-1/23/22
Cummings, Nichelle Personnel Commission	Human Resources Technician Medical/FMLA/CFRA	11/1/21-11/27/21
Davis, Luke Malibu HS	Campus Security Officer SPSL	9/9/21-9/23/21
Davis, Luke Malibu HS	Campus Security Officer Medical/FMLA/CFRA	9/24/21-10/15/21
De Los Santos Arrazola, Jasmine Special Ed-Adams MS	Paraeducator-2 Medical Maternity/FMLA	9/15/21-11/24/21
De Los Santos Arrazola, Jasmine Special Ed-Adams MS	Paraeducator-2 CFRA	11/25/21-12/31/21
Evans, Stephenia Transportation	Bus Driver Medical/FMLA/CFRA	9/3/21-12/3/21
Fuentes, Mario Grounds	Gardener CFRA	10/1/21-10/15/21
Marshall, Shaquita Special Ed-Grant ES	Paraeducator-3 Medical/FMLA/CFRA	10/20/21-1/7/22
Mata, Estella Food and Nutrition Services	Administrative Assistant Medical/FMLA/CFRA	9/17/21-10/29/21
Purdy, Amber Special Ed-Grant ES	Paraeducator-3 Medical/FMLA/CFRA	9/13/21-12/13/22
Thobe, James Franklin ES	Instructional Assistant - Classroom Medical/FMLA/CFRA	10/18/21-11/15/21
Wedhas, Karu Grant ES	Instructional Assistant - Classroom CFRA	11/1/21-11/19/21
Wingfield, Janet Special Ed-Lincoln MS	Paraeducator-2 FMLA (Intermittent)	8/19/21-8/19/22

LEAVE OF ABSENCE (UNPAID)

Morales, Arturo Malibu HS	Campus Security Officer Military	<u>EFFECTIVE DATE</u> 5/2/21-1/31/22
Norton, Tayah McKinley ES	Instructional Assistant - Classroom Personal	8/19/21-12/31/21

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Ballat, Nawal Operations	Custodian From: Cafeteria Worker I	8/19/21-6/9/22
Jackson, Donte Operations	Lead Custodian From: Custodian	9/2/21-12/1/21
Jimenez, Osvaldo Operations	Custodian From: Paraeducator-1	8/19/21-6/9/22
Kim, Eunice Special Ed-Adams MS	Paraeducator-2 From: Paraeducator-1	10/4/21-1/4/22
Lo Greco, Vince Operations	Custodian From: Paraeducator-3	8/19/21-6/30/22
Lucas, Ralph Operations	Custodian From: Instructional Assistant - Classroom	8/19/21-6/9/22
Moreno, Rosa FNS-Edison LA	Cafeteria Worker II From: Cafeteria Worker I	10/1/21-6/30/22
Palmore, Renata Operations	Custodian From: Cafeteria Worker I	8/19/21-6/9/22
Ruiz, Juliana Operations	Custodian From: Cafeteria Worker I	8/19/21-6/9/22
Santin, Aura Operations	Custodian From: Campus Monitor	8/19/21-6/9/22
Walker, Christine Operations	Custodian From: Paraeducator-1	7/1/21-6/9/22

SUSPENSION WITHOUT PAY

		<u>EFFECTIVE DATE</u>
FJ8508928 Operations		11/17/21; 12/2/21

RESIGNATION

		<u>EFFECTIVE DATE</u>
Arangoa, Isabel Operations	Custodian	9/30/21
Casey, Brittany CDS-Grant ES	Children's Center Assistant-2	9/9/21
Castillo, Mirella Grant ES	Instructional Assistant - Classroom	10/13/21
Dickerson, Calvin Muir ES	Physical Activities Specialist	10/14/21
Drayden, Anthony Special Ed-Santa Monica HS	Paraeducator-1	10/19/21
Liggins, Christopher Special Ed-Adams MS	Paraeducator-3	11/1/21
Rodriguez, Ashleigh Special Ed-Malibu HS	Paraeducator-3	10/29/21

Seiden, Abbey Malibu ES	Health Office Specialist	10/13/21
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Young, Sameisha Grant ES	Instructional Assistant - Classroom	11/23/21
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RETIREMENT

Jimenez, Maria
CDS-Edison LA

Children's Center Assistant-2

EFFECTIVE DATE

11/1/21

Tirado, Leticia
FNS-Edison LA

Cafeteria Worker I

11/2/21

**Classified Personnel – Non-Merit
11/18/21**

AVID TUTOR

Martinez, Zuleika	Santa Monica HS	10/14/21-6/30/22
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COACHING ASSISTANT

Detamore, Jason	Santa Monica HS	8/24/20-6/30/21
Domnidou Harris, Ellina	Malibu MS/HS	10/14/21-6/30/22
Hamilton, Jerrel	Malibu MS/HS	10/4/21-6/30/22
Richards, James	Santa Monica HS	7/1/21-8/19/21
Toro, Tanya	Santa Monica HS	10/19/21-6/30/22
Williams, Larry	Santa Monica HS	9/29/21-6/9/22

TECHNICAL SPECIALIST – LEVEL I

Alfaro, Michelle	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Arnold, Eolyne	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Bocarsly, Hannah	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Bramble, Katharine	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Dangaard, Emma	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
De La Cruz, Anai	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
De Mattos, Georgie	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Do, Josephine	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Nagisetty, Sushma	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22

Ostertag, Hannah	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Peterson, Hannah	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22
Raymond, Luke	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/19/21-6/10/22

TECHNICAL SPECIALIST – LEVEL II

Glaser, Christie	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	5/15/21-6/30/21
Shinogle, Ellen	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	10/18/21-6/9/22
Sleugh, Byron	Educational Services [Elementary Brass Instructor] - Funding: SMEF – Dream Winds	9/10/21-5/22/22

TECHNICAL SPECIALIST – LEVEL III

Director, Scott	Santa Monica HS [Marching Percussion Coordinator-SMAPA Band] - Funding: Santa Monica Arts Parents Association	11/4/21-6/9/22
Needham, Kevin	Santa Monica HS [Percussion Technician-SMAPA Band] - Funding: Santa Monica Arts Parents Association	9/13/21-6/9/22
Senchuk, Peter	Lincoln MS [Brass Instructor-Band] - Funding: Gift	8/19/21-6/30/22
Tyler, Charles	Santa Monica HS [Cello Instructor] - Funding: Santa Monica Arts Parents Association	8/30/21-6/9/22

**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.	Zoom	
February 9, 2022	4:30 p.m.	Zoom	
March 9, 2022	4:30 p.m.	Zoom	
April 20, 2022	4:30 p.m.	Zoom	Budget – First Reading Moved to 4/20/22 due to Spring Break
May 11, 2022	4:30 p.m.	Zoom	Budget – Public Hearing and Adoption
June 8, 2022	4:30 p.m.	Zoom	



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, January 12, 2022, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: