



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

December 13, 2023

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 13, 2023**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on December 13, 2023

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

- G.06 Approval of Minutes for Regular Meeting on November 8, 2023

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

December 13, 2023

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 13, 2023**, at **4:30 p.m.**, in the **District Administrative Offices**:

1717 4th Street, Santa Monica, CA.

Note About Parking: Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on December 13, 2023
- G.06 Approval of Minutes for Regular Meeting on November 8, 2023

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

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

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Campus Monitor	2
Campus Security Officer	1
Custodian	16
Instructional Assistant – Classroom	1
Paraeducator 3	1
Student Outreach Specialist	15

- C.02 Advanced Step Placement:
Charlotte Baena in the classification of Instructional Assistant - Classroom at Range A-20, 1 Advanced Step Placement

- C.03 Advanced Step Placement:
JoAnn Bonham in the classification of Campus Security Officer at Range A-27, Step C
- C.04 Advanced Step Placement:
Chelsea Burris in the classification of Senior Administrative Assistant at Range A-38, Step D
- C.05 Advanced Step Placement:
Meehna Goldsmith in the classification of Instructional Assistant - Classroom at Range A-20, 2 Advanced Step Placements
- C.06 Advanced Step Placement:
Michael Muñoz in the classification of Bilingual Community Liaison at Range A-31, Step C
- C.07 Advanced Step Placement:
Maria Nielson in the classification of Senior Office Specialist at Range A-27, Step C
- C.08 Advanced Step Placement:
Maria Salazar in the classification of Bilingual Community Liaison at Range A-31, Step F

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - November 16, 2023

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - November 16, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 10, 2024, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

November 8, 2023

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, November 8, 2023, at 4:31 p.m.** in the **District Administrative Offices – Personnel Commission Department:** 1717 4th Street, Santa Monica, CA 90401.

Note About Parking: Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:31 p.m.

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

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

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: November 8, 2023

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

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

G.06 Motion to Approve Regular Meeting Minutes: October 11, 2023

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on October 11, 2023.
 - The Student Outreach Specialist oral exam debriefs have been held in two sessions. The debriefing for the technical theater recruitments (Technical Theater Coordinator and Technical Theater Technician) also took place in October 2023.
 - Oral exams were administered for Instructional Assistant-Classroom.
 - Performance exams were held for Cafeteria Worker I and Custodian.
 - Final selection interviews were held for Bilingual Community Liaison, Instructional Assistant-Classroom, the Paraeducator series, Senior Office Specialist, Cafeteria Worker I, Technical Theater Coordinator, and Technical Theater Technician.
 - The newly opened recruitments include Low Voltage Technician and Sports Facility Attendant.
 - The continuous recruitments include Swimming Instructor/Lifeguard, Bus Driver, Heavy Duty Vehicle and Equipment Mechanic, Campus Security Officer, the Paraeducator series, Campus Monitor, Instructional Assistant-Classroom, Cafeteria Worker I, and Speech Language Pathology Assistant.

Physical Activities Specialist remains open, but only for substitute opportunities.

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 3 claims since the last regular Personnel Commission meeting in October.
- Director Kahn attended one EDD hearing on behalf of the District to appeal an unfavorable decision.
- Director Kahn updated the Personnel Commission on addressing NCLB/ESSA qualifications for Paraprofessionals funded by Title One funds.

Director Kahn and Dr. Douglas Meza, Director of Human Resources, met with the SEIU representatives to discuss the findings and collaborate on a plan to collect data regarding Paraeducators' highest level of education in order to identify the employees who meet the federally mandated minimum qualifications. The collected data shows that 60% of the employees who responded stated that they meet minimum qualifications for education.

- Director Kahn announced that Commissioner Tarazi's re-appointment is expected to appear on the November 16, 2023 Board of Education regular meeting agenda.

- Commissioner Tarazi inquired about the number of EDD claims in comparison with the pre-covid years.

Director Kahn stated that the numbers are quite similar to the pre-pandemic times.

- Commissioner Tarazi also asked about another form of educational minimum qualifications for paraeducators to meet the federal mandate. Director Kahn said that those employees who do not have the college units, or there is no record of them passing the District exam, will have the opportunity to take the District exam.

Commissioner Robinson inquired about the timelines of being compliant with the federal mandate.

Director Kahn stated that reports on progress have to be provided within 45 days from the findings, not the completion.

Commissioner Tate suggested to update the process in order to fully comply with the federal mandate.

Director Kahn assured the Personnel Commission about his staff closely monitoring any changes in the federal or state requirements and regulations.

- Commissioner Tate inquired about minimum qualifications for Physical Activities Specialist classification.

Director Kahn explain the minimum qualifications and forms of testing for this position. In the future, the classification will be categorized under the Paraprofessionals. The recruitment is currently open only for creating a substitute pool.

Dr. Kelly stated that the District is exploring various options to be implemented in the next school year.

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.

- **None**

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 informed the Personnel Commission about the Board of Education being presented with new and revised board policies.**
- **Dr. Kelly notified the Personnel Commission about the District's collaboration with the Department of Education consultants regarding disproportionality in the identification of Latinx/Hispanic Students who qualify for special education services.**
- **Dr. Kelly announced appointment of a new Director of Curriculum and Instruction, Dr. Ashley Benjamin, a former Principal of McKinley Elementary School.**
- **Dr. Kelly informed the Personnel Commission about the certificated vacancies- Principal of McKinley Elementary School, House Principal of Santa Monica High School, and Special Education Coordinator.**
- **Dr. Kelly announced that teacher-parent conferences are currently taking place at the elementary schools.**
- **Commissioner Robinson inquired about the disproportionality and how the ratios are determined.**
Dr. Kelly explained the index that indicates disproportionality. It looks at students in the target population being potentially three times more likely qualified for special education services.

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Bilingual Community Liaison	6
Cafeteria Worker I	3
Campus Monitor	1
Instructional Assistant – Classroom	20
Paraeducator 3	1
Personnel Analyst	6
Technical Theater Coordinator	4
Technical Theater Technician	2

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

C.03 Advanced Step Placement:
Claudia Chacon in the classification of Cafeteria Worker I at Range A-15, Step F

C.04 Advanced Step Placement:
Connie Shih Cohn in the classification of Library Assistant at Range A-28, Step B

C.05 Advanced Step Placement:
Rolando Cruz Rodriguez in the classification of Custodian at Range A-26, Step C

C.06 Advanced Step Placement:
Nicole Huntley in the classification of Systems Analyst at Range A-53, Step B

C.07 Advanced Step Placement:
Juliana Simon in the classification of Manager, Facility Services Funding at Range M-52, Step B

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-07. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Locksmith within the Operations Support Job Unit

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

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

REPORT AND DISCUSSION

- Ms. Younan provided a brief background for the revisions of this classification specification.
- In anticipation of an upcoming recruitment, staff reviewed the classification specification and added electromechanical locking systems to the Representative Duties. One of the key revisions pertained to Experience requirements as they were lowered from two (2) years to one (1), including a clear definition of journey level within the classification. Abilities category was replaced with Core Competencies.
- Commissioner Tarazi inquired about a potential modification of the salary range.
There was no change in the salary range.

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.

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 - November 2, 2023

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 - November 2, 2023
- I.05 Personnel Commission’s Twelve-Month Calendar of Events
 - 2023 - 2024
- I.06 Board of Education Meeting Schedule
 - 2023 – 2024

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- None

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:12 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 13, 2023

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Charlotte Baena

Hire Date: 09/18/2023

ASP Request Submitted: 11/6/2023

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Charlotte Baena	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Charlotte Baena has a Bachelors' degree in nursing. 	<p>1 level of education above the required level = 1 Step Advance (Max Allowed)</p>
<u>Experience:</u> Experience is a preferred qualification.	<ul style="list-style-type: none"> • Charlotte Baena meets the minimum experience requirements. 	<p>0 (2-year periods) of experience above the required level = 0 Step Advance</p>
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step		

DIRECTOR'S COMMENTS:

Charlotte Baena's professional training exceeds the minimum requirements specified for this classification.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve 1 Advanced Step Placement for Charlotte Baena at Range A-20 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 13, 2023

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – JoAnn Bonham

Hire Date: 10/01/2023

ASP Request Submitted: 11/12/2023

BACKGROUND INFORMATION:

Classification Title: Campus Security Officer	Employee: JoAnn Bonham	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> JoAnn Bonham meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: One (1) year of professional experience in the field of law enforcement or security.	<ul style="list-style-type: none"> JoAnn Bonham has over fifteen (15) years of security experience. 	7 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

JoAnn Bonham's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$18.99/hour, while Step C is \$20.94/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for JoAnn Bonham 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 13, 2023

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Chelsea Burris

Hire Date: 11/13/2023

ASP Request Submitted: 11/14/2023

BACKGROUND INFORMATION:

Classification Title: Senior Administrative Assistant	Employee: Chelsea Burris	Calculation of Advanced Step Recommendation
Education: Equivalent to completion of high school	<ul style="list-style-type: none"> Chelsea Burris meet the minimum requirements 	0 level of education above the required level =0 Step Advance
Experience: Five or more years of varied administrative secretarial and clerical support experience.	<ul style="list-style-type: none"> Chelsea Burris has over fifteen (15) years of varied clerical experience. 	2 (5-year periods) of experience above the required level =2 Step Advance (Max Allowed)
Difficulty of Recruitment: 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"> Chelsea was the only rank 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 =1 Step Advance (Max Allowed)
<u>Total Advanced Steps: 0 (Education) + 2 (Experience) + 1 (Difficulty) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Chelsea Burris' work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-38 at Step A is \$24.87/hour, while Step D is \$28.79/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Chelsea Burris at Range A-38, 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 13, 2023

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Meehna Goldsmith

Hire Date: 10/23/2023

ASP Request Submitted: 11/01/2023

BACKGROUND INFORMATION:

<p>Classification Title: Instructional Assistant - Classroom</p>	<p>Employee: Meehna Goldsmith</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"> • Meehna Goldsmith has a Bachelor of Arts degree and a Master's of Education. 	<p>2 level of education above the required level = 1 Step Advance (Max Allowed)</p>
<p><u>Experience:</u> Experience is a preferred qualification.</p>	<ul style="list-style-type: none"> • Meehna Goldsmith has over three (3) years of teaching experience. 	<p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps:</u> 1 (Education) + 1 (Experience) = 2 Advanced Steps</p>		

DIRECTOR'S COMMENTS:

Meehna Goldsmith's professional training and experience exceeds the minimum requirements specified for this classification.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve 2 Advanced Step Placements for Meehna Goldsmith Range A-20 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 13, 2023

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Michael Muñoz

Hire Date: 10/01/2023

ASP Request Submitted: 11/12/2023

BACKGROUND INFORMATION:

Classification Title: Bilingual Community Liaison	Employee: Michael Muñoz	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Michael Muñoz meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: One (1) year of experience maintaining records and directly supporting individuals or families within an educational or community resource setting AND one (1) year of experience composing, editing, and translating written materials and providing consecutive interpretation in English and Spanish.	<ul style="list-style-type: none"> Michael Muñoz has over fifteen (15) years of experience maintaining records and supporting families in English and Spanish. 	7 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Michael Muñoz work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$20.94/hour, while Step C is \$23.09/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Michael Muñoz at Range A-31, 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 13, 2023

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Maria Nielson

Hire Date: 11/02/2023

ASP Request Submitted: 11/11/2023

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Maria Nielson	Calculation of Advanced Step Recommendation
Education: A high school diploma or recognized equivalent.	<ul style="list-style-type: none"> • Maria Nielson meets education requirement. 	<p>0 level of education above the required level = 0 Step Advance</p>
Experience: Two or more years of varied office support experience.	<ul style="list-style-type: none"> • Maria Nielson has over 28 years' experience working in an office support environment. 	<p>13 (2-year period) of experience above the required level = 2 Step Advance (Max Allowed)</p>
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Ms. Maria Nielson's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 at Step A is \$18.99/hour, while Step C is \$20.94/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Maria Nielson 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 13, 2023

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Maria Salazar

Hire Date: 11/13/2023

ASP Request Submitted: 12/07/2023

BACKGROUND INFORMATION:

Classification Title: Bilingual Community Liaison	Employee: Maria Salazar	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Maria Salazar has a Bachelor of Arts in Sociology. 	2 level of education above the required level = 1 Step Advance (Max Allowed)
Experience: One (1) year of experience maintaining records and directly supporting individuals or families within an educational or community resource setting AND one (1) year of experience composing, editing, and translating written materials and providing consecutive interpretation in English and Spanish.	<ul style="list-style-type: none"> Maria Salazar has over fourteen (14) years of experience maintaining records and supporting families in English and Spanish. 	7 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) +2 (Prior Salary) = 5 Advanced Step = STEP F		

DIRECTOR'S COMMENTS:

Maria Salazar's education and work experience exceeds the minimum requirements specified for this classification. Maria's prior salary as a Bilingual Service Coordinator (\$27.94) at Harbor Regional Center exceeds the current top step of Bilingual Community Liaison. Pay rate at salary Range A-31 at Step A is \$20.94/hour, while Step F is \$26.75/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Maria Salazar at Range A-31, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

12.2.4 SALARY ON EMPLOYMENT

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

16.4 ADVANCED STEP PLACEMENT

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

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

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

III. Action Items:

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (12/8/2023)

Req Number	Req Title	Department	Position Type	FTE
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-152	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-045	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-072	CAFETERIA WORKER I	FS - WILL ROGERS	New	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
23-198	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25
23-223	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-224	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
23-226	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
24-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-052	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-080	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-037	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL	Vac	100

22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
24-053	CUSTODIAN	OPERATIONS	New	100
24-063	CUSTODIAN	OPERATIONS	Vac	30
23-213	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	75
24-074	HEALTH OFFICE SPECIALIST	STUDENT SERVICES	Vac	75
23-169	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
24-021	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-055	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-057	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-064	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-066	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
24-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5
24-076	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-077	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
24-081	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75

24-015	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
24-033	LEAD TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	Vac	100
24-075	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	Vac	100
24-056	LOW VOLTAGE TECHNICIAN	MAINTENANCE	New	100
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-114	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-154	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-171	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
23-172	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75

23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-007	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-008	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-016	PARAEDUCATOR-1	CDS - WEST WASHINGTON	Vac	56.25
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-068	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	New	75
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25
24-039	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	75
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-209	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-009	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-060	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-061	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-069	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75

24-070	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-079	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
24-082	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-031	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
24-062	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	BUSINESS SERVICES	Vac	100
24-051	SKILLED MAINTENANCE WORKER	MAINTENANCE	New	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
24-020	STOCK AND DELIVERY CLERK	FOOD & NUTRITION SERVICES	New	75
23-210	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
23-232	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (12/8/2023)

Req Number	Req Title	Department	Date of Accepted Job Offer
23-214	HEALTH OFFICE SPECIALIST	MALIBU ELEMENTARY SCHOOL	11/3/2023
23-192	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	11/15/2023
23-201	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	11/3/2023
23-228	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	11/6/2023
23-188	PERSONNEL ANALYST	PERSONNEL COMMISSION	11/17/2023
24-071	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	11/15/2023
23-219	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	11/17/2023
23-139	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	11/27/2023

**Classified Personnel – Merit
11/16/23**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Behzadi, Maryam Webster ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 20 Step: C	10/23/23
Cortez, Francisco Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	9/28/23
Espejel, Maribel Edison LA	Instructional Assistant - Bilingual 3 Hrs/SY/Range: 22 Step: B	11/1/23
Goldsmith, Meehna Roosevelt ES	Instructional Assistant - Classroom 3.6 Hrs/SY/Range: 20 Step: A	10/23/23
Nielson, Maria Rogers LC	Senior Office Specialist 8 Hrs/10 Mo/Range: 27 Step: A	11/2/23

PROMOTION

		<u>EFFECTIVE DATE</u>
Sarvey, Roxana Special Ed-Adams MS	Paraeducator 3 6 Hrs/SY/Range: 28 Step: D From: Paraeducator 1: 6 Hr/SY	10/11/23

PROVISIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Smith, TC Educational Services	Physical Activities Specialist	10/26/23-6/12/24

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Alvarez, Susana Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school programs support]	8/24/23-6/12/24
Arzu, David Operations-Santa Monica HS	Custodian [overtime; school events]	8/21/23-6/19/24
Burton, Tiffany Rogers LC	Campus Monitor [additional hours; yard supervision]	8/24/23-6/12/24
Cortez, Francisco Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Daniels, Adriana Rogers LC	Campus Monitor [additional hours; yard supervision]	8/24/23-6/12/24
De La Rosa, Christopher Facility Use	Campus Security Officer [additional hours; Facility Use events support]	7/1/23-6/30/24
De La Rosa, Christopher Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/23-6/30/24
Flores, Katherine Grant ES	Campus Monitor [additional hours; yard supervision]	8/29/23-6/12/24
Gomez, Luis Operations-Santa Monica HS	Custodian [overtime; school events]	8/21/23-6/19/24
Jackson, SheraLynn Special Ed-Santa Monica HS	Paraeducator 1 [additional hours; bus supervision]	8/24/22-6/12/23

Jelks, Curtis Lincoln MS	Campus Security Officer [overtime; school events]	8/17/23-6/17/24
Llosa, Silvia Rogers LC	Campus Monitor [additional hours; yard supervision]	8/24/23-6/12/24
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator 3 [additional hours; bus supervision]	8/24/23-6/12/24
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator 3 [overtime; bus supervision]	8/24/23-6/12/24
Oliva, Refugio Rogers LC	Campus Monitor [additional hours; yard supervision]	8/24/23-6/12/24
Preciado, Daniel Lincoln MS	Campus Security Officer [overtime; school events]	8/17/23-6/17/24
Ruiz, Juliana Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Sarvey, Roxana Special Ed-Adams MS	Paraeducator 3 [additional hours; semester planning]	8/24/23-10/10/23
Stamper, Christopher Facility Use	Custodian [overtime; Facility Use events support]	7/1/23-6/30/24
Trejo-Ramirez, Jane Rogers LC	Campus Monitor [additional hours; yard supervision]	8/24/23-6/12/24
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Baena, Charlotte Human Resources	Instructional Assistant - Classroom	9/18/23
Cipresso, Jillian Human Resources	Instructional Assistant - Classroom	7/1/23
Fuentes, Natalie Human Resources	Instructional Assistant - Classroom	7/1/23
Paris, Matthew McKinley ES	Campus Monitor	9/5/23
Stephansen, Theodore Human Resources	Instructional Assistant - Classroom	7/1/23
Torres, Corina Human Resources	Instructional Assistant - Classroom	7/1/23
<u>PROFESSIONAL GROWTH</u>		<u>EFFECTIVE DATE</u>
Baghoomian, Edwin Maintenance	HVAC Technician	11/1/23
<u>INVOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Arriaga, Jennifer Operations-Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Lincoln MS	9/20/23

Royal, Kenneth
Operations- Lincoln MS

Custodian
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Operations-Adams MS

9/20/23

LEAVE OF ABSENCE (UNPAID)

Portillo, Cristina
CDS-Edison LA

Children's Center Assistant 2
Personal

EFFECTIVE DATE

10/16/23-11/9/23

WORKING OUT OF CLASS

Miller, Karen
Grant ES

Administrative Assistant
From: Senior Office Specialist

EFFECTIVE DATE

10/27/23-11/17/23

DISQUALIFICATION FROM PROBATION

UY6419480

Instructional Assistant - Classroom

EFFECTIVE DATE

11/3/23

RESIGNATION

Aguilar Camacho, Nubia
Roosevelt ES

Campus Monitor

EFFECTIVE DATE

10/31/23

**Classified Personnel – Non-Merit
11/16/23**

TECHNICAL SPECIALIST – LEVEL II

Calcasi, Nathan	Educational Services [Dream Winds Instructor] - Funding: SMEF – Dream Winds	10/2/23-6/28/24
Gonzalez, Juan	Santa Monica HS [Color Guard Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	8/24/23-6/12/24

TECHNICAL SPECIALIST – LEVEL III

DeNeri, Phillip	Santa Monica HS [Percussion Head Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	8/24/23-6/12/24
Stuart, Michelle	Educational Services [Mariachi Lead Instructor] - Funding: Measure “R”	9/1/23-6/28/24

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2023 – 2024**

Date	Time	Location	Notes
2023			
July 12, 2023	4:30 p.m.	Board Room – District Office	
August 9, 2023	4:30 p.m.	Board Room – District Office	
September 13, 2023	4:30 p.m.	Board Room – District Office	
October 11, 2023	4:30 p.m.	Board Room – District Office	
November 8, 2023	4:30 p.m.	Board Room – District Office	
December 13, 2023	4:30 p.m.	Board Room – District Office	
2024			
January 10, 2024	4:30 p.m.	Board Room – District Office	
February 14, 2024	4:30 p.m.	Board Room – District Office	
March 13, 2024	4:30 p.m.	Board Room – District Office	
April 10, 2024	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 8, 2024	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 12, 2024	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule 2023-24

Closed Session begins at 4:30 p.m. (subject to change)

Public Meetings begin at 5:30 p.m. (subject to change)

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		“A” Format	“B” Format	Combo of “A” & “B”	
7/20/23 (Th)	DO & Zoom			X	
8/3/23 (Th)	DO & Zoom	X			
8/17/23 (Th)	DO & Zoom		X		
9/7/23 (Th)	DO & Zoom	X			
9/13/23 (W)	DO & Zoom				Special Meeting: 2022-23 Unaudited Actuals Note: Wednesday
9/21/23 (Th)	DO & Zoom		X		
10/5/23 (Th)	M	X			
10/19/23 (Th)	DO & Zoom		X		
11/2/23 (Th)	M	X			
11/16/23 (Th)	DO & Zoom		X		
12/7/23 (Th)	DO & Zoom				Special meeting, if necessary for time-sensitive items prior to break
12/14/23 (Th)	DO & Zoom			X	
1/18/24 (Th)	DO & Zoom			X	
2/1/24 (Th)	M	X			
2/15/24 (Th)	DO & Zoom		X		
3/7/24 (Th)	DO & Zoom	X			
3/13/24 (W)	DO & Zoom				Special Meeting: 2023-24 2 nd Interim Budget Note: Wednesday
3/20/24 (W)	M		X		Note: Wednesday
4/18/24 (Th)	DO & Zoom			X	
5/2/24 (Th)	M	X			
5/16/24 (Th)	DO & Zoom		X		
6/6/24 (Th)	DO & Zoom	X			
6/20/24 (Th)	DO & Zoom				Special Meeting: 2024-25 Public Hearings for Budget and LCAP
6/27/24 (Th)	DO & Zoom		X		

Locations marked “DO & Zoom” will be held at the district office and via Zoom webinar.

Locations marked “M” will be at a location in Malibu TBD.

Format A and Combo meetings have a section for communication updates from student board members, union leaders, and the PTA Council President.

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, January 10, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: