



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

December 14, 2022

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 14, 2022**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on December 14, 2022

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

- G.06 Approval of Minutes for Regular Meeting on November 9, 2022

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

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



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 14 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

December 14, 2022

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, December 14, 2022, at 4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

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

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:
- G.02 Roll Call:
- G.03 Pledge of Allegiance:
- G.04 Report from Closed Session of Personnel Commission
- G.05 Approval of Agenda for Regular Meeting on December 14, 2022
- G.06 Approval of Minutes for:
 - Regular Meeting on November 9, 2022

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

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

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligible</u>
Campus Monitor	3
HVAC Technician	1
Instructional Assistant - Classroom	2
Paraeducator 1	3
Paraeducator 3	1
Senior Administrative Assistant	2

- C.02 Advanced Step Placement:
Sahra Gul Kessenich in the classification of Instructional Assistant - Classroom at Range A-20 Step B

- C.03 Advanced Step Placement:
Sean Putzier in the classification of Technical Theater Technician at Range A-37 Step D
- C.04 Advanced Step Placement:
Timothy Trimble in the classification of Plumber at Range A-41 Step C
- C.05 Advanced Step Placement:
Cindy Villasenor in the classification of Custodian at Range A-26 Step C
- C.06 Advanced Step Placement:
Harelle Washington in the classification of HVAC Technician at Range A-41 Step C

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 17, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- November 17, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2022 - 2023
- I.06 Board of Education Meeting Schedule
- 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, January 11, 2023, 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 9 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

November 9, 2022

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, November 9, 2022**, at **4:33 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:33 p.m.

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

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

G.04 Report from Closed Session:

- **None**

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

G.05 Motion to Approve Agenda: November 9, 2022

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 12, 2022

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on October 12, 2022.**
 - **The Personnel Commission staff held written exams for Campus Monitor.**
 - **Performance exams were held for Bilingual Community Liaison and Senior Administrative Assistant.**
 - **Oral exams were administered for Instructional Assistant-Classroom, Laboratory Technician, and Campus Security Officer.**
 - **Final selection interviews were held for Senior Office Specialist, Technical Theater Technician, Instructional Assistant-Classroom, Elementary Library Coordinator, Custodian, Laboratory Technician, the Paraeducator series, Cafeteria Worker I, Bilingual Community Liaison, and Library Assistant.**
 - **In addition to opening new recruitments, all the continuous recruitments were re-opened to reflect the new salary schedules.**
 - **Since the October 12 regular meeting, the following recruitments have been opened: System Analyst, the Children’s Center Assistant series, Laboratory Technician, Instructional Assistant – Physical Education, Physical Activities Specialist, Administrative Assistant, Skilled Maintenance Worker, Senior Office Specialist, Instructional Assistant – Bilingual, Senior Buyer, Vehicle and Equipment Mechanic, Instructional Assistant-Classroom, Campus Monitor, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, and Bus Driver.**

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 6 claims since the last regular Personnel Commission meeting in October. Director Kahn participated in an EDD appeal hearing.
- Director Kahn informed the Personnel Commission about an increase in employment verification processing due to Federal Student Loan Forgiveness Program.
- Director Kahn informed the Personnel Commission about Ms. Caldera, in a role of the past president of the Personnel Testing Council of Southern California, coordinating their annual conference titled “The Inside-out Approach to Innovation in Workplace Wellness.”

G.08 Personnel Commissioner Comments/Reports:

This is a time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- Commissioner Tarazi expressed her appreciation regarding the Bus Driver recruitment.
- Commissioner Robinson expressed her gratitude to the Personnel Commission staff for their hard work and dedication.

G.09 Communications:

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

- SEIU Report
 - Mr. Mock, Chief Steward, notified the Personnel Commission about the SEIU, Local 99, district division meeting and leadership summit on November 17, 2022 in the Bonaventura hotel.
 - Mr. Mock updated the Personnel Commission on the SEIU, Local 99, political initiatives related to the mid-term elections.
 - Mr. Mock informed the Personnel Commission about the Special Education labor management team working on resolution of safety and training issues, as well as creating a paraeducator newsletter.
 - The Maintenance and Operation labor management team is dealing with issues regarding the HVAC Technician and Custodian positions. The team is also focused on resolving specific A/C matters at various school sites and kitchens.
 - Mr. Mock updated the Personnel Commission on the continuous negotiations between SEIU, Local 99, and the District. The next meeting will take place on November 10, 2022.
 - Mr. Mock reported on the successful walk-through the Transportation, Maintenance and Operations departments and Will Rogers Learning Community with the SEIU, Local 99, leadership and stewards on Thursday, October 20, 2022.
- Board of Education Report
 - Dr. Kelly informed the Personnel Commission on the negotiation process called interest-based bargaining. The fundamental premise of this

bargaining strategy is focusing on resolving the issues, not the people, which helps the tone of the negotiations to be positive, professional, and collaborative.

- Dr. Kelly stated that based on the mid-term elections, the Board of Education will receive two new board members. Ms. Laurie Lieberman and Mr. Richard Tahvildaran-Jesswein have been re-elected. The new elects, Ms. Stacy Rouse from Malibu and Ms. Alicia Mignano, a Santa Monica resident, will start their appointments on December 9, 2022.**
- Dr. Kelly updated the Personnel Commission about the open enrollment that includes changes in the District's medical program from CalPERS to Self-Insured Schools of California starting on January 1, 2023. Every District employee and retiree will meet with an American Fidelity representative to get enrolled into new medical and dental plans. The process has been taking place from October 31, 2022, and it will be concluded on December 2, 2022.**
- Dr. Kelly notified the Personnel Commission about the Superintendent's meetings with the SMASH/Muir ES community regarding the school renovations and expected return date to their campus.**
- Dr. Kelly also informed the Personnel Commission about the Superintendent's initiative at Santa Monica High School to expand the master schedule in order to increase the number of class options for students.**
- Dr. Kelly invited the Personnel Commission to a parent education program, "Fentanyl Explained," co-sponsored by several PTAs at John Adams Middle School on November 10, 2022, at 7:00 p.m.**
- Dr. Kelly acknowledged Veterans Day, observed on November 11, 2022, commemorating and honoring the service of all U.S. veterans.**
- Commissioner Robinson inquired about the new board members training. Dr. Kelly stated that the Superintendent and board leadership provide the training. Also, the District senior administration will meet with them explaining the District functions and operations. The Board of Education attends the California School Board Association annual meeting that usually takes place in January.**
- Commissioner Tarazi ask if there have been any concerns during the open enrollment regarding the benefit vendor's provision for nonbinary employees. Dr. Kelly stated that there were no challenges as all the employee personnel data is pre-loaded from the District information system for the American Fidelity representatives during their meeting with the employees.**

G.10 Public Comments:

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- None

II. CONSENT CALENDAR:

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

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

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

C.02 Advanced Step Placement:

Logan Fricke in the classification of Instructional Technology Support Assistant at Range A-40 Step C

C.03 Advanced Step Placement:

Jayon Randolph in the classification of Physical Activities Specialist at Range A-28 Step B

C.04 Advanced Step Placement:

Renee Rickard in the classification of Paraeducator-1 at Range A-22 Step D

C.05 Advanced Step Placement:

Urvashi Sumaria in the classification of Paraeducator-1 at Range A-22 Step C

C.06 Advanced Step Placement:

Joshua Walker in the classification of Paraeducator-3 at Range A-28 Step D

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-06. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

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- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - October 20, 2022
 - November 3, 2022
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 - October 20, 2022
 - November 3, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2022 - 2023
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 - 2022 – 2023

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

- **No Closed Session**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 4:58 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 14, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Sahra Gul Kessenich

Hire Date: 8/17/2022

ASP Request Submitted: 9/23/2022

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Sahra Gul Kessenich	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"> • Sahra has a Bachelor's degree in law. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
<u>Experience:</u> <ul style="list-style-type: none"> • Experience is a preferred qualification. 	<ul style="list-style-type: none"> • Sahra meets the minimum requirement for experience. 	<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 = STEP B		

DIRECTOR'S COMMENTS:

Sahra Gul Kessenich's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$16.00/hour, while Step B is \$16.81/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Sahra Gul Kessenich at Range A-20, 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 14, 2022

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Sean Putzier

Hire Date: 12/05/2022

ASP Request Submitted: 12/05/2022

BACKGROUND INFORMATION:

Classification Title: Technical Theater Technician	Employee: Sean Putzier	Calculation of Advanced Step Recommendation
Education: A high school diploma or recognized equivalent	<ul style="list-style-type: none"> Sean Putzier possesses a bachelor's degree. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
EXPERIENCE: One (1) year of technical theater production experience, including the set-up and operation of sound and lighting equipment.	<ul style="list-style-type: none"> Sean Putzier has over four (4) years of experience working with technical theater productions. 	1 (2-year periods) of experience above the required level = 1 Step Advance
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Less than three (3) ranks were obtained from the recruitment and 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)
Total Advanced Steps: 1 (Education) + 1 (Experience) + 1 (Difficulty) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Sean Putzier's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-37 at Step A is \$24.25/hour, while Step D is \$28.08/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Sean Putzier at Range A-37, 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 14, 2022

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Timothy Trimble

Hire Date: 11/1/2022

ASP Request Submitted: 12/5/2022

BACKGROUND INFORMATION:

Classification Title: Plumber	Employee: Timothy Trimble	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Timothy Trimble meets education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Three (3) years journey-level plumbing experience. 	<ul style="list-style-type: none"> Timothy Trimble has over eight (8) years of experience working as a Plumber. 	1 (3-year periods) of experience above the required level = 1 Step Advance
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants 	<ul style="list-style-type: none"> Less than three (3) ranks were obtained from the recruitment and 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:</u> 0 (Education) + 1 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Timothy Trimble experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-41 at Step A is \$26.75/hour, while Step C is \$29.49/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Timothy Trimble at Range A-41, 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 14, 2022

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Cindy Villasenor

Hire Date: 11/01/2022

ASP Request Submitted: 11/10/2022

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Cindy Villasenor	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Cindy Villasenor meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Cindy Villasenor has over six (6) years of custodial experience. 	3 (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:

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

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cindy Villasenor at Range A-26, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, December 14, 2022

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Harelle Washington

Hire Date: 11/7/2022

ASP Request Submitted: 11/7/2022

BACKGROUND INFORMATION:

Classification Title: HVAC Technician	Employee: Harelle Washington	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Harelle Washington meets education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: <ul style="list-style-type: none"> Three (3) years of journey-level HVAC & refrigerant experience. 	<ul style="list-style-type: none"> Harelle Washington has over seven (7) years of experience working as an HVAC mechanic. 	1 (3-year periods) of experience above the required level = 1 Step Advance
Difficulty of Recruitment: <ul style="list-style-type: none"> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants. 	<ul style="list-style-type: none"> Less than three (3) ranks were obtained from the recruitment and 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)
Total Advanced Steps: 0 (Education) + 1 (Experience) + 1 (Difficulty) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Harelle Washington's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-41 at Step A is \$26.75/hour, while Step C is \$29.49/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Harelle Washington at Range A-41, 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						

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 (12/7/2022)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
23-089	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-252	CAFETERIA WORKER I	FS - JOHN ADAMS	Vac	37.5
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-283	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	25
23-031	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
23-063	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-064	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	0.1
23-110	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	35.75
23-112	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	0.09
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75

22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
23-041	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-042	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
23-043	CHILDREN'S CENTER ASSISTANT-2	CDS - FRANKLIN	Vac	43.75
23-066	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75
23-100	CUSTODIAN	OPERATIONS	Vac	30
23-021	ELEMENTARY LIBRARY COORDINATOR	MCKINLEY ELEMENTARY SCHOOL	Vac	87.5
23-076	FACILITIES TECHNICIAN	MAINTENANCE	Vac	100
23-104	HEALTH OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	New	75
23-091	HVAC MECHANIC	MAINTENANCE	New	100
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
22-267	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
23-058	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5

22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
22-244	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	40
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
22-281	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
23-044	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	43.75
23-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-065	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
23-077	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
23-083	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
23-095	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
23-105	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	43.75
23-113	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	43.75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
23-097	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	MALIBU HIGH SCHOOL	Vac	75
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
23-011	LICENSED VOCATIONAL NURSE (LVN)	MCKINLEY ELEMENTARY SCHOOL	New	75
22-125	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75

22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-026	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-027	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-035	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
23-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-078	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-080	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-086	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-087	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-106	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	New	75
23-114	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-081	PARAEDUCATOR-2	OLYMPIC HIGH SCHOOL	Vac	96.63
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75

22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-015	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	New	75
23-017	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
23-018	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-037	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
23-040	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-049	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	New	81.25
23-069	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
23-070	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	New	75
23-101	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
23-107	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-116	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
23-108	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-262	SENIOR BUYER	PURCHASING/WAREHOUSE	Vac	100
22-247	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	50
23-073	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	Vac	80
23-092	SKILLED MAINTENANCE WORKER	MAINTENANCE	New	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
22-226	SYSTEMS ANALYST	EDUCATIONAL SERVICES	New	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (12/7/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
22-251	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY ELEMENTARY SCHOOL	11/7/2022
23-075	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	11/18/2022
23-111	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	12/1/2022
23-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	11/28/2022
23-096	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	11/28/2022
23-098	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	11/15/2022
22-260	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	12/1/2022
23-023	PARAEDUCATOR-1	CDS - LINCOLN	11/30/2022
23-036	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	11/30/2022
23-109	PHYSICAL ACTIVITIES SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	11/17/2022
22-280	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	11/30/2022

**Classified Personnel – Merit
11/17/22**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Abdelmalak, Dena FNS-Lincoln MS	Cafeteria Worker I 3.5 Hrs/SY/Range: 15 Step: D	10/25/22
Ntomchukwu, Divine Lincoln MS	Library Assistant 6 Hrs/10 Mo/Range: 28 Step: A	10/24/22
Trimble, Timothy Maintenance	Plumber 8 Hrs/12 Mo/Range: 41 Step: A	11/1/22
Vallarta-Ramirez, Maria FNS-Santa Monica HS	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: D	10/25/22

PROMOTION

		<u>EFFECTIVE DATE</u>
Qureshi, Katherine Human Resources	Credential Analyst 8 Hrs/12 Mo/Range: 49 Step: A From: Senior Office Specialist: 8 Hrs/12 Mo	9/26/22

RE-STATEMENT

		<u>EFFECTIVE DATE</u>
Morales, Steven Operations-Edison LA	Custodian 8 Hrs/12 Mo/Range: 26 Step: F	11/1/22

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Maender, Alaina Educational Services	Occupational Therapist Not to exceed: 1.5 Hrs	8/8/22-8/12/22
Ockner, Sari Educational Services	Occupational Therapist Not to exceed: 1.5 Hrs	8/8/22-8/12/22

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Brito, Maria Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-10/16/22
Gomez, Aida Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Gomez, Martha Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Hernandez, Christopher Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Madiraju, Vidya Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Martinez, Aida Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Niederberger-Beekman, Jenelle Adams MS	Senior Office Specialist [additional hours; clerical support]	8/18/22-9/30/22
Perez, Elena Fiscal Services	Accountant [overtime; fiscal projects]	7/1/22-6/30/23

Reyes-Jimenez, Roxana Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Reynolds, Luz Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Rizk, Rizk Fiscal Services	Payroll Specialist [overtime; payroll support]	7/1/22-6/30/23
Santino, Susan Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Schmelzer, Nicholas Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Vazquez, Analia Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Velazquez, Alejandra McKinley ES	Campus Monitor [additional hours; ELAC liaison]	8/26/22-6/9/23
Villagomez, Alicia Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Wallace, Peiyi Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23
Williams, Elyssa Rogers LC	Instructional Assistant-Classroom [additional hours; teacher support]	8/18/22-6/12/23

SUBSTITUTES

Day, Wayne Operations	Custodian	<u>EFFECTIVE DATE</u> 10/24/22-6/30/23
McGrath, Kathleen Adams MS	Senior Office Specialist	9/6/22
Schweers, Ryan Franklin ES	Campus Monitor	9/19/22-6/12/23

PROFESSIONAL GROWTH

Fuentes, Mario Grounds	Gardener	<u>EFFECTIVE DATE</u> 9/1/20
Nixon, Robert Operations	Custodian	11/1/22
Lee, Sharon CDS-Business Office	Senior Office Specialist	11/1/22

CHANGE IN ASSIGNMENT

Benjamin, Venecia FNS-Webster ES	Cafeteria Worker II 7 Hrs/SY From: 5 Hrs/SY/Webster ES	<u>EFFECTIVE DATE</u> 8/17/22
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LEAVE OF ABSENCE (PAID)

Olmos, Maria CDS-Business Office	Senior Office Specialist Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 9/14/22-4/6/23
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WORKING OUT OF CLASS

Ortiz Ortiz, Alma
FNS-Lincoln MS

Site Food Services Coordinator
From: Cafeteria Worker I

EFFECTIVE DATE

10/14/22-10/19/22

Taylor, Amariah
Malibu MS/HS

Accounting Assistant II
From: Senior Office Specialist

10/11/22-1/11/23

RESIGNATION

Featherstone, Christopher
Special Ed-Franklin ES

Paraeducator 1

EFFECTIVE DATE

10/10/22

Ramirez, Mike
Education Technology Services

Technology Support Assistant

11/10/22

**Classified Personnel – Non-Merit
11/17/22**

COACHING ASSISTANT

Collier, Cornell	Santa Monica HS	7/1/22-6/30/23
Malone, Patrick	Santa Monica HS	7/1/22-6/30/23
Robinson, Derrick	Santa Monica HS	7/1/22-6/30/23
Schwengel, Kane	Santa Monica HS	8/29/22-6/30/23

TECHNICAL SPECIALIST – LEVEL III

Zakzook, Laila	Santa Monica HS [Violin Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	10/20/22-6/12/23
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2022 – 2023**

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

SMMUSD Board of Education Meeting Schedule 2022-23

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

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

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

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

District Office (DO): 1651 16th Street, Santa Monica.

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

Meeting Format Structures:

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

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

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, January 11, 2023, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: