



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

August 20, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, August 20, 2024**, 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 August 20, 2024

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

- G.06 Approval of Minutes for Regular Meeting on July 10, 2024

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)

August 20, 2024

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 **Tuesday, August 20, 2024**, 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 August 20, 2024
- G.06 Approval of Minutes for Regular Meeting on July 10, 2024

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):

Classification

Eligible

Accounting Technician	7
Bus Driver	2
Cafeteria Worker II	4
Campus Monitor	4
Campus Security Officer	2
Human Resources Specialist (Confidential)	9
Senior Buyer	7
Senior Office Specialist	18
Swimming Instructor/Lifeguard	1
Utility Worker	5

- C.02 Advanced Step Placement:
Kevin Horton in the classification of Human Resources Specialist-Confidential at Range C-40, Step F
- C.03 Advanced Step Placement:
Gabriella Labrador in the classification of Elementary Library Coordinator at Range A-30, Step F
- C.04 Advanced Step Placement:
Andrew Lacson in the classification of Assistant Director, Fiscal Services at Range M-65, Step B

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)
- July 24, 2024
 - August 1, 2024
 - August 15, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- None
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2024 - 2025
- I.06 Board of Education Meeting Schedule
- 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 11, 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)

July 10, 2024

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 **Thursday, July 10, 2024**, at **4:39 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 4:39 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: July 10, 2024

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: June 13, 2024

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 June 13, 2024.
 - Oral exams were administered for Manager, Facilities Business, Instructional Assistant-Classroom, Technology Support Assistant, Senior Office Specialist, and the bilingual stipend.
 - Performance exams were held for Cafeteria Worker I.
 - Final selection interviews took place for Administrative Assistant, Paraeducator series, Senior Office Specialist, Custodian, Cafeteria Worker I, Manager, Facilities Business, and Bus Driver.
 - All continuous recruitments were closed, and staff is in a process of reopening them with new fiscal year's numbering and updated salaries.
 - The newly opened recruitments include Administrative Assistant, Board Certified Behavior Analyst, Bus Driver, Cafeteria Worker II, Campus Security Officer, Locksmith, and Utility Worker.
 - Management recruitments will also be opened once the new salary schedules are finalized. The Board of Education also approved increase in management compensation- retroactive 5% back to January 1, 2024 and additional 3% beginning July 1, 2024. There will be an additional increase of 5% on January 1, 2025 and 3% on July 1, 2025 with 2%

annual increases thereafter. The 2025 and subsequent increases are contingent upon several factors, such as the amount in the unaudited actuals.

- The Personnel Commission staff processed 11 EDD unemployment claims and 9 employment verifications since the last regular Personnel Commission meeting in June.
- Director Kahn commended the Personnel Commission staff for filling 25 positions, a double of typical month's hires.
- On behalf of the Personnel Commission, Director Kahn expressed condolences to the family of Chanee Washington, Administrative Assistant in Transportation, who unexpectedly passed away on the weekend.
- Commissioner Tarazi inquired about the number of current EDD claims post-COVID. Director Kahn stated that his department has received more EDD claims due to separations and summer break.

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.

- On behalf of the Personnel Commissioners, Commissioner Robinson acknowledged the passing of Ms. Washington and expressed her deepest sympathies to Ms. Washington's son and family.

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 expressed his condolences to Ms. Washington's family. He hired her at 2000 at Santa Monica High School.
 - Dr. Kelly informed the Personnel Commission about the Board of Education honoring 63 retirees at a reception in the beginning of June.
 - Dr. Kelly thanked Ms. Lisa Andersen, Senior Administrative Assistant, for creating a brief, but very special biography for each retiree that was read at the celebration.
 - Dr. Kelly informed the Personnel Commission about the Board of Education passed its annual local control countability plan in June, completing the end of the 3-year cycle, and adopting a new 3-year plan. The Board revised the District's goals that are available on the website.
 - The Board has also adopted a balance budget that included increase in compensation for all District employees.
 - Dr. Kelly informed the Personnel Commission about the certificated and administrative hiring for the next school year.

Ms. Elizabeth Ipiña became the new Principal of Edison Language Academy. She was an Assistant Principal of Grant Elementary School and Edison Language Academy for the past two years.

Ms. Jillian Bucciero joined the District as an Assistant Director of Special Education. Dr. Brenda Clarke became the new Special Education Coordinator replacing Ms. Victoria Hurst who was appointed as the new Director of Special Education. Mr. Patrick Miller, the former Principal of Malibu High School, assumed his new role as the Director of Assessment, Research and Evaluation. Ms. Cynthia Smith, the former Assistant Principal of Malibu High School, accepted the position of the Coordinator of Mathematics and Science/STEM.

The Human Resources Department is currently hiring for the assistant principal and principal of Malibu High School and director of Student Services.

On July 24, 2024, the Board will hear recommendations to hire assistant principals at Grant Elementary School, Edison Language Academy, and McKinley Elementary School. Edison Language Academy and McKinley Elementary School will share the new assistant principal.

- Commissioner Tarazi inquired about the contract negotiations.**

Dr. Kelly stated that the District completed contract negotiations with SMMCTA and SEIU. The Board ratified the collective bargaining agreements at their June 6, 2024 regular meeting. The SEIU contract will expire on June 30, 2025, and the SMMCTA contract will expire on June 30, 2026.

The District uses the interest-based bargaining process, which takes longer, but it is much more effective and collaborative than just exchanging proposals back and forth.

- Commissioner Tate inquired about Malibu Unification and its impact on staffing.**

Dr. Kelly replied that the District continues to work with the mediator and engage in discussions with the City of Malibu and their consultants. The Board has a subcommittee of three Board members, Dr. Shelton and Dr. Kelly. The City of Malibu is represented by two City Council elected officials and several consultants.

The District believed having a revenue sharing agreement to assure financial means for fiscal viability for both districts upon separation. There are additional two agreements in progress- operational transfer agreement regarding transferring assets, and joint powers authority that would identify both parties' representatives to facilitate the unification process.

Dr. Kelly explained that the employment rights for Malibu staff are covered in the California Education Code and other government codes. The collective bargaining agreements remain in place for one year, which gives the new district and its employees time to identify their union representatives. The new district is also obligated to maintain staffing at the current level for two years. Teachers can stay in Malibu, or they can exercise seniority rights to positions in Santa Monica. Classified staff has rights to positions in Malibu. They could exercise other employment rights, such as voluntary transfers into vacant positions in Santa Monica. All staff's retirement would not be impacted, as they would remain either in CalSTRS and CalPERS, no matter which district they would work for.

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):

Classification

Eligible

Bus Driver	2
Campus Monitor	1
Electrician	1
Human Resources Specialist	2
Instructional Assistant – Classroom	6
Manager, Facilities Business	5
Paraeducator 1	2
Technology Support Assistant	5

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.

- 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)
 - June 25, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - June 25, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, August 14, 2024 at 4:30 p.m. – *District Office Board Room*

Commissioner Robinson will not be able to attend this meeting due to a work obligation. The August meeting may be rescheduled in order to secure a quorum.

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: 5:03 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: Tuesday, August 20, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Kevin Horton

Hire Date: 08/12/2024

ASP Request Submitted: 08/13/2024

BACKGROUND INFORMATION:

Classification Title: Human Resources Specialist – Confidential	Employee: Kevin Horton	Calculation of Advanced Step Recommendation
Education: Educational attainment equivalent to a High School Diploma, supplemented by 30 semester units or the equivalent of college-level coursework in Human Resources, Business, Public Administration, or a related field	<ul style="list-style-type: none"> Kevin Horton meets the education requirement. 	0 level of education above the required level = 0 Step Advance
Experience: Four (4) or more years of increasingly responsible experience performing technical human resources functions, including experience using a computerized database or integrated record-keeping system to manage data and generate reports	<ul style="list-style-type: none"> Kevin Horton has over fifteen (15) years of human resources management experience in a paid capacity above the min requirements. 	3 (4-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
Prior Salary: The candidate provided a recent paystub demonstrating that their hourly or monthly rate exceeded step A of the classification's salary range.	<ul style="list-style-type: none"> Kevin Horton's prior salary as a Performance Consultant in Human Resources for AT&T was \$10,691.83/monthly. 	The closest step that exceeds the prior salary by at least 5% is step F = 5 Step Advance
Total Advanced Steps: 0 (Education) + 2 (Experience) + 5 (Prior Salary) = 7 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Kevin Horton's work experience and prior salary exceeds the minimum requirements specified for this classification. Pay rate at salary Range C-40 at Step A is \$5,199.00/monthly, while Step F is \$6,637.00/monthly.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kevin Horton's at Range C-40, 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							
Philip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 20, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Gabriella Labrador

Hire Date: 08/15/2024

ASP Request Submitted: 08/15/2024

BACKGROUND INFORMATION:

Classification Title: Elementary Library Coordinator	Employee: Gabriella Labrador	Calculation of Advanced Step Recommendation
<u>Education:</u> A high school diploma or recognized equivalent.	<ul style="list-style-type: none">Gabriella Labrador possesses a bachelor's degree	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.	<ul style="list-style-type: none">Gabriella Labrador meets the minimum qualifications	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Difficulty of Recruitment:</u> 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">The Director has concluded that it would be very challenging to find alternative qualified applicants	Director concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max Allowed)
<u>Prior Salary:</u> The candidate provided a recent paystub demonstrating that their hourly or monthly rate exceeded step A of the classification's salary range.	<ul style="list-style-type: none">Gabriella Labrador's prior salary as a Crew Member at Trader Joe's was \$23.25/hour	The closest step that exceeds the prior by at least 5% is step D = 3 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) + 3 (Prior Salary) + 1 (Difficulty of Recruitment) = 5 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Gabriella Labrador's prior salary exceeds step A and education exceeds the minimum requirements specified for this classification. Additionally, less than 3 ranks were available at the time of selection. Pay rate at salary Range A-30 at Step A is \$22.11/hour, while Step F is \$28.24/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Gabriella Labrador at Range A-30, 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							
Philip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, August 20, 2024

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Andrew Lacson

Hire Date: 07/01/2024

ASP Request Submitted: 07/01/2024

BACKGROUND INFORMATION:

Classification Title: Assistant Director, Fiscal Services	Employee: Andrew Lacson	Calculation of Advanced Step Recommendation
<u>Education:</u> Bachelor's degree in accounting, finance, business administration, or other field closely related to the duties and responsibilities of the position from an institution of higher learning accredited by a regional accreditation association, as recognized by the Council for Higher Education Accreditation.	<ul style="list-style-type: none">• Andrew Lacson meets the education requirement.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Three (3) years of professional experience in finance, accounting, and budget analysis within a public agency, including one (1) year of supervisory experience. Supervisory experience may be, but need not be, acquired concurrently.	<ul style="list-style-type: none">• Andrew Lacson has seven (7) years of professional experience in finance, accounting, and budget analysis within a public agency and over two (2) years of supervisory experience.	1 (3-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Steps = STEP B		

DIRECTOR'S COMMENTS:

Andrew Lacson's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-65 at Step A is \$10,823/month, while Step B is \$11,371/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Andrew Lacson at Range M-65, Step B on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Mahshid Tarazi							
Philip 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 (8/15/2024)

Req Number	Req Title	Department	Position Type	FTE
24-143	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
24-146	ADMINISTRATIVE ASSISTANT	FRANKLIN ELEMENTARY SCHOOL	Vac	100
24-177	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
25-022	ADMINISTRATIVE ASSISTANT	TRANSPORTATION	Vac	100
24-167	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	Vac	50
24-182	BOARD CERTIFIED BEHAVIOR ANALYST	SPECIAL EDUCATION	Vac	100
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-175	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-195	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-133	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75
24-168	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	Vac	37.5
24-196	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
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
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
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
24-048	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
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
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
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
24-192	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	Vac	100
25-011	CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100
25-023	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
24-187	DIRECTOR, PURCHASING	PURCHASING/WAREHOUSE	Vac	100
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
25-024	FACILITY USE MANAGER	FACILITY USE DEPARTMENT	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-115	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-170	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-249	INSTRUCTIONAL ASSISTANT-CLASSROOM	ADULT EDUCATION CENTER	New	42.5
24-050	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	45
24-067	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	New	37.5

24-081	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75
24-141	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-149	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-188	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-152	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
24-161	LOCKSMITH	MAINTENANCE	Vac	100
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
23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	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
24-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-016	PARAEDUCATOR-1	CDS - WEST WASHINGTON	Vac	56.25
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-002	PARAEDUCATOR-1	CDS - JOHN MUIR	Vac	56.25
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-004	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-005	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	56.25
25-006	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75

25-014	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
25-015	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
25-016	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	New	81.25
24-094	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-017	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	Vac	93.75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	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
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-009	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-082	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
24-184	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
25-009	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	100
25-010	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
25-018	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-029	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
24-032	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	Vac	75
24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	New	100

24-166	SENIOR OFFICE SPECIALIST	MALIBU HIGH SCHOOL	Vac	100
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	New	81.25
24-131	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	30
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	Vac	37.5
24-120	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	Vac	100
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
24-142	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (8/16/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
25-020	ACCOUNTING TECHNICIAN	FISCAL SERVICES	8/1/2024
24-147	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	7/8/2024
22-115	BUS DRIVER	TRANSPORTATION	7/11/2024
22-207	BUS DRIVER	TRANSPORTATION	7/18/2024
23-089	BUS DRIVER	TRANSPORTATION	7/18/2024
24-163	CAFETERIA WORKER II	FS - ROOSEVELT	8/9/2024
23-141	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	8/9/2024
23-143	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	8/9/2024
24-091	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	8/9/2024
24-164	CAMPUS SECURITY OFFICER	MALIBU HIGH SCHOOL	7/25/2024
24-191	CAMPUS SECURITY OFFICER	JOHN ADAMS MIDDLE SCHOOL	7/18/2024
25-019	ELEMENTARY LIBRARY COORDINATOR	SMASH (ALTERNATIVE) SCHOOL	7/30/2024
25-025	HUMAN RESOURCES SPECIALIST	HUMAN RESOURCES	8/6/2024
24-126	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES	7/24/2024
25-021	HUMAN RESOURCES SPECIALIST (Confidential)	HUMAN RESOURCES	7/25/2024
25-001	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	7/23/2024
24-144	MANAGER, FACILITIES BUSINESS	FACILITY IMPROVEMENT PROJECTS	7/12/2024
24-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	7/18/2024
24-155	SENIOR BUYER	BUSINESS SERVICES	8/7/2024
24-157	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	8/1/2024
24-159	SENIOR OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	7/23/2024
24-174	SENIOR OFFICE SPECIALIST	CHILD DEVELOPMENT SERVICES	8/9/2024
24-185	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	7/23/2024
24-186	SENIOR OFFICE SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	7/24/2024
24-193	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	8/15/2024
24-194	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	7/24/2024
24-190	UTILITY WORKER	OPERATIONS	7/26/2024

**Classified Personnel – Merit
7/24/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Carrillo, Nestor Malibu MS/HS	Campus Security Officer 8 Hrs/10 Mo/Range: 27 Step: A	7/1/24
Lacson, Andrew Fiscal Services	Assistant Director, Fiscal Services 8 Hrs/12 Mo/Range: M-65 Step: A	7/1/24

PROMOTION

		<u>EFFECTIVE DATE</u>
Aclan, Rex Fiscal Services	Accountant 8 Hrs/12 Mo/Range: 45 Step: A From: Accounting Technician: 8 Hrs/12 Mo	6/3/24
Avalos, Marlen Student Services	Administrative Assistant 8 Hrs/12 Mo/Range: 33 Step: D From: Senior Office Specialist: 4 Hrs/10 Mo	6/18/24
Reyes-Jimenez, Roxana Human Resources	Senior Office Specialist 8 Hrs/12 Mo/Range: 27 Step: B From: Paraeducator 1: 6 Hrs/SY	6/27/24

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Adams, Melissa Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Alvarez, Malissa Child Development Services	Children's Center Assistant 1 Not to exceed: 368 Hrs	6/13/24-8/21/24
Alvarez, Maryke Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Alvarez, Maryke Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Alvarez, Susana Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Alvarez, Susana Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Aquino, Gilda Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Ayala-Quintana, Magdalena Educational Services-Lincoln MS	Health Office Specialist Not to exceed: 80 Hrs	6/21/24-7/19/24
Barajas, Maria Adult Education	Senior Office Specialist 8 Hrs/Day	6/24/24-7/19/24
Barber, Tyjuan Transportation	Bus Driver 5.5 Hrs/Day	6/24/24-7/19/24
Benjamin, Venecia Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24

Benton, Vanessa Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Brackett, Kimberly Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Brito, Maria Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Brito, Maria Special Ed-Grant ES-Pre/TK	Paraeducator 1 3.75 Hrs/Day	6/24/24-7/19/24
Brito, Salvador Transportation	Bus Driver 5.25 Hrs/Day	6/24/24-7/19/24
Brooks, Latricia Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Brooks, Latricia Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Brown, Lincoln Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Brown, Steve Transportation	Bus Driver 5 Hrs/Day	6/24/24-7/19/24
Bryan, Annette Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Bryan, Annette Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Buendia, Carolina Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Buendia, Carolina Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Burnham, REXANNE Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Burnham, REXANNE Special Ed-Grant ES-Pre/TK	Paraeducator 1 3.75 Hrs/Day	6/24/24-7/19/24
Burrell, Catherine Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Burton, Tiffany Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Bustamante, Angelica Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Cabrera, Jennifer Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Campos, Mercedes Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Campos, Mercedes Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24

Carbajal, Patricia Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Castaneda, Laura Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Castaneda, Laura Special Ed-Santa Monica HS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Ceron, Gloria Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Chacon, Claudia Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Chavez Vasquez, Jessica Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Chawla, Simren Special Education	Occupational Therapist 6 Hrs/Day	6/24/24-7/19/24
Cisneros, Yolanda FNS-Grant ES	Cafeteria Worker II 5.5 Hrs/Day	6/21/24-7/22/24
Collins, Barry Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Collins, Barry Special Ed-Lincoln MS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Conrad, Wei-Jin Educational Services-Webster ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Cruz, Carmen Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Cueva, Sandra Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Daniels, Delone Special Education	Paraeducator 2 6 Hrs/Day	6/21/24
Daniels, Delone Special Ed-Lincoln MS	Paraeducator 2 4.25 Hrs/Day	6/24/24-7/19/24
Davis, Jonathan Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Davis, Jonathan Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Davis, Lenora Transportation	Bus Driver 7 Hrs/Day	6/24/24-7/19/24
Dawson, Kiva Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Dawson, Kiva Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
DeLeon, Adrian Special Education	Paraeducator 3 6 Hrs/Day	6/21/24

Deleon, Adrian Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Diaz, Delfina Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Diaz, Vicente Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Diaz, Vicente Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Dixon, Crystal Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Dixon, Crystal Special Ed-Lincoln MS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Doty, Joel Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Doty, Joel Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Eby, David Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Elie, Latrice Transportation	Bus Driver 7 Hrs/Day	6/24/24-7/19/24
Ernst, Amanda Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Fargnoli, Cathy Maintenance	Senior Office Specialist 8 Hrs/Day	6/24/24-8/23/24
Favela, Julian Purchasing	Stock and Delivery Clerk 7 Hrs/Day	7/1/24-7/31/24
Fernandez, Angelica Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Flores, Lateira Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Flores, Maria Estella Maintenance	Senior Office Specialist 8 Hrs/Day	6/24/24-8/23/24
Flores, Victoria Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Flores, Victoria Special Ed-Santa Monica HS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Friedman, Talia Special Education	Occupational Therapist 6 Hrs/Day	6/20/24-7/19/24
Garcia, Melina Human Resources	Senior Office Specialist 8 Hrs/Day	6/18/24-6/30/24
Garcia, Norma Child Development Services	Children's Center Assistant 2 Not to exceed: 360 Hrs	6/13/24-8/21/24

Gershuni, Katherine Santa Monica HS	Health Office Specialist 4 Hrs/Day	6/21/24-7/26/24
Godinez, Lorena Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Goldenberg, Enid Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Goldenberg, Enid Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Gomez, Aida Educational Services-Grant ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Gomez, Cynthia Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Gomez, Cynthia Special Ed-Grant ES-Pre/TK	Paraeducator 1 3.75 Hrs/Day	6/24/24-7/19/24
Gomez, Jose FNS-Santa Monica HS	Production Kitchen Coordinator 6.5 Hrs/Day	6/13/24-8/20/24
Gonzalez, Monica Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Gonzalez, Monica Special Ed-Santa Monica HS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Gonzalez, Ramona Educational Services-Grant ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Granadino, Frank Transportation	Bus Driver 7 Hrs/Day	6/24/24-6/28/24
Griffis, Denise Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Gutierrez, Nallely Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Gutierrez, Nallely Educational Services-Grant ES	Bilingual Community Liaison Not to exceed: 20 Hrs	6/21/24-7/19/24
Gutierrez, Rosa Transportation	Bus Driver 5.5 Hrs/Day	6/24/24-7/19/24
Hendricks, David Transportation	Bus Driver 5 Hrs/Day	6/24/24-7/19/24
Hernandez, Edlin Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Hernandez, Edlin Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Higgins, Shaun Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Higgins, Shaun Special Ed-Lincoln MS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24

Hoorizadeh, Shayesteh Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Islas, Gloria FNS-Santa Monica HS	Cafeteria Worker I 6.5 Hrs/Day	6/13/24-8/20/24
Jackson, LaTasha Special Education	Paraeducator 2 6 Hrs/Day	6/21/24
Jackson, LaTasha Special Ed-Grant ES	Paraeducator 2 4.25 Hrs/Day	6/24/24-7/19/24
Jackson, Sheralynn Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Jackson, Sheralynn Special Ed-Santa Monica HS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Jelks, Curtis Educational Services-Lincoln MS	Campus Security Officer 5 Hrs/Day	6/24/24-6/30/24
Johnson, Kerri Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Johnson, Kerri Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Jones, Mashawnda Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Kachurka, Sabrina Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Kahaleuahi, Joan Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Kahaleuahi, Joan Special Ed-Lincoln MS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Kramer, Quinton Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Kramer, Quinton Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Krenik, Sarah Special Education	Occupational Therapist 6 Hrs/Day	6/20/24-7/19/24
Kukor, Nadia Educational Services-Grant ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Lee, Dawn Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Lee, Dawn Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Levy, Robin Special Education	Paraeducator 3 6 Hrs/Day	6/21/24

Lo Greco, Vincent Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Lopez-Velazco, Sarah Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Lozano, Jasmine Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Lozano, Jasmine Special Ed-Santa Monica HS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Lucas, Ralph Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Lyles, Michelle Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Lyles, Michelle Special Ed-Santa Monica HS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Maclearn, Jessica Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Maclearn, Jessica Special Ed-Lincoln MS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Madiraju, Vidya Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Madry, Tyrone Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Mallari, Neiel Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Mallari, Neiel Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Mangum, Don Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/24/24-6/30/24
Manzano, Elva Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Martinez, Isabel Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Martinez, Isabel Special Ed-Santa Monica HS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Martino, Jesica Special Education	Occupational Therapist 6 Hrs/Day	6/20/24-7/19/24
Mastroianni, Virginia Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Mastroianni, Virginia Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
McCord, Deborah Transportation	Bus Driver 6.75 Hrs/Day	6/24/24-7/19/24

McGowan, Zakesha Transportation	Bus Driver 6 Hrs/Day	6/24/24-7/19/24
McKeever, Marissa Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
McKeever, Marissa Special Ed-Lincoln MS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Miller, Brenda Educational Services-Webster ES	Health Office Specialist Not to exceed: 80 Hrs	6/21/24-7/19/24
Miller, Karen Grant ES	Senior Office Specialist Not to exceed: 24 Hrs	6/18/24-6/20/24
Moore, Sandra Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Morales, Carmela Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Morales Mendez, Prisma Educational Services-Lincoln MS	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Moreno, Rosa Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Morgan, Sadrica Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Moya, Kimberly Transportation	Bus Driver 5.75 Hrs/Day	6/24/24-7/19/24
Nguyen, Chieu-Quan Special Education	Paraeducator 2 6 Hrs/Day	6/21/24
Nguyen, Chieu-Quan Special Ed-Grant ES	Paraeducator 2 4.25 Hrs/Day	6/24/24-7/19/24
Nolen, Henry FNS-Lincoln MS	Cafeteria Worker II 6.5 Hrs/Day	6/21/24-7/22/24
Ockner, Sari Special Education	Occupational Therapist 6 Hrs/Day	6/20/24-7/19/24
Orozco, Cecilia FNS-Lincoln MS	Cafeteria Worker I 6.5 Hrs/Day	6/21/24-7/22/24
Ortiz Ortiz, Alma FNS-Lincoln MS	Cafeteria Worker I 6.5 Hrs/Day	6/21/24-7/22/24
Overton, Christopher Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Oyenoki, Daniel Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Palmore, Renata Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Pannu, Jessica Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24

Parker, Calvin Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Parker, Calvin Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Payton, Tawny Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Payton, Tawny Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Perez, Grace Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Pernell, Barbara Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Pineda, Blanca Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Preciado, Edwin Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Pullard, Alexis Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Pullard, Alexis Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Quiroz, Timothy Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Ramirez, Armida Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Ramos, Asuncion Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Razon-McMillan, Monica Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Reuther, Theresa Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Reuther, Theresa Special Ed-Santa Monica HS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Reyes, Marybel Educational Services-Adult Ed.	Campus Security Officer 4 Hrs/Day	6/24/24-6/30/24
Reyes-Jimenez, Roxana Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Reyes-Jimenez, Roxana Special Ed-Grant ES-Pre/TK	Paraeducator 1 3.75 Hrs/Day	6/24/24-6/26/24
Richards, Ingrid Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24

Rickard, Renee Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Rickard, Renee Special Ed-Lincoln MS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Ridley, Latrese Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Ridley, Latrese Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Ridley, Tischa FNS-Lincoln MS/Santa Monica HS	Site Food Services Coordinator 6.5 Hrs/Day	6/13/24-8/20/24
Riley, Martelle Transportation	Bus Driver 6 Hrs/Day	6/24/24-7/19/24
Rodgers, Rodney Special Education	Paraeducator 2 6 Hrs/Day	6/21/24
Rodriguez, Cecilia Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Rodriguez, Frances Child Development Services	Children's Center Assistant 3 Not to exceed: 368 Hrs	6/13/24-8/21/24
Roller, Yolanda Special Education	Paraeducator 2 6 Hrs/Day	6/21/24
Roller, Yolanda Special Ed-Grant ES	Paraeducator 2 4.25 Hrs/Day	6/24/24-7/19/24
Rosa, Lucy Child Development Services	Physical Activities Specialist 3 Hrs/Day	6/17/24-7/26/24
Rosales, Ana Celia Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Rosas, Rosemarie FNS-Grant ES	Cafeteria Worker I 5.5 Hrs/Day	6/21/24-7/22/24
Ruiz, Martha Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Ruiz, Martha Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Rusk-Kosa, Matthew Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Ryan, Kathleen Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Samman, Kevin Transportation	Bus Driver 5.75 Hrs/Day	6/24/24-7/19/24
Santino, Susan Educational Services-Grant ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Shih, Jennifer Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24

Silvestre, Ernestina Transportation	Bus Driver 6 Hrs/Day	6/24/24-7/19/24
Singleton, Eric Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Smith, Angelique Special Education	Occupational Therapist 6 Hrs/Day	6/20/24-7/19/24
Smith, Darlene FNS-Grant ES	Cafeteria Worker I 5.5 Hrs/Day	6/21/24-7/22/24
Smith, Dunnell Santa Monica HS	Campus Security Officer 5 Hrs/Day	6/24/24-6/30/24
Smith, Jo Ann Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Sullivan, Brianna Educational Services-Grant ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Syposs, Michelle Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Syposs, Michelle Special Ed-Grant ES	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Taylor, Inelle Malibu MS/HS	Campus Security Officer 5 Hrs/Day	6/24/24-6/30/24
Trujillo, Sandy Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Tse, Pui Yin Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Turner, Gearl Transportation	Bus Driver 7 Hrs/Day	6/24/24-7/19/24
Urbina, Erin Educational Services-Grant ES	Health Office Specialist Not to exceed: 80 Hrs	6/21/24-7/19/24
Uto, Rika Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Vargas, Cynthia Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Vargas, Cynthia Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Vielman Hernandez, Miriam Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Villa, Luisa Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Villa, Maria Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Villa, Nelly Special Education	Board Certified Behavior Analyst Not to exceed: 72 Hrs	6/13/24-6/28/24

Villa, Paola Operations	Custodian 8 Hrs/Day	6/20/24-8/21/24
Villegas, Yvonne Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Villegas, Yvonne Special Ed-Lincoln MS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Wade, Byron Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Wade, Byron Special Ed-Santa Monica HS	Paraeducator 3 4.25 Hrs/Day	6/24/24-7/19/24
Walker, Christine Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Walker, Christine Special Ed-Malibu HS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Wallace, Kymberlee Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Walsh, Leslie Child Development Services	Children's Center Assistant 2 Not to exceed: 368 Hrs	6/13/24-8/21/24
Watts, Anne Special Education	Paraeducator 1 6 Hrs/Day	6/21/24
Webster, Ryan Special Education	Paraeducator 3 6 Hrs/Day	6/21/24
Wedlow, Darina Educational Services-Grant ES	Instructional Assistant - Classroom Not to exceed: 80 Hrs	6/21/24-7/19/24
Wilkinson, Gregory Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Winger, Nidra Malibu MS/HS	Health Office Specialist 5 Hrs/Day	6/24/24-7/26/24
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	6/13/24-6/27/24
Winzey, Fidel Purchasing	Stock and Delivery Clerk 7 Hrs/Day	8/5/24-8/16/24
Yadegari, Shiva Child Development Services	Children's Center Assistant 2 Not to exceed: 300 Hrs	6/13/24-8/19/24
Yarber-Williams, Stephen FNS-Santa Monica HS	Stock and Delivery Clerk 6.5 Hrs/Day	6/13/24-8/20/24
Yates, Kathy Transportation	Bus Driver 6.25 Hrs/Day	6/24/24-7/19/24
Yeh, Wendy Special Education	Paraeducator 1 6 Hrs/Day	6/21/24

Yeh, Wendy Special Ed-Grant ES	Paraeducator 1 4.25 Hrs/Day	6/24/24-7/19/24
Zaheer, Anila Special Education	Paraeducator 1 6 Hrs/Day	6/21/24

TEMP/ADDITIONAL ASSIGNMENTS

Aclan, Rex Fiscal Services	Accountant [overtime; fiscal support]	6/3/24-6/30/24
Aclan, Rex Fiscal Services	Accounting Technician [overtime; fiscal support]	7/1/23-6/2/24
Candies, Mary Rogers LC	Instructional Assistant - Classroom [additional hours; restorative justice training]	4/1/24-5/1/24
Carrillo, Ivan Special Ed-Lincoln MS	Paraeducator 1 [additional hours; 8 th grade dance preparation support]	1/8/24-6/12/24
Davis, Luke Lincoln MS	Campus Security Officer [overtime; school events support]	5/1/24-6/12/24
Diaz, Vicente Special Ed-McKinley ES	Paraeducator 3 [additional hours; bus supervision]	6/3/24-6/12/24
Flores, Katherine Grant ES	Campus Monitor [additional hours; student supervision]	4/22/24-6/12/24
Gonzalez, Arthur Operations-Lincoln MS	Custodian [overtime; school event support]	6/8/24
Herrera, Zenon Maintenance	Facilities Technician [overtime; district projects]	4/3/24-6/9/24
Higgins, Shaun Special Ed-Lincoln MS	Paraeducator 3 [additional hours; 8 th grade dance preparation support]	1/8/24-6/12/24
Machare, Viviana Grant ES	Campus Monitor [additional hours; student supervision]	4/22/24-6/12/24
Nnaemeka, Ihim Operations-Lincoln MS	Custodian [overtime; school event support]	6/12/24
Persinger, Chae Grant ES	Health Office Specialist [additional hours; restorative justice training]	2/5/24-2/6/24
Rickard, Renee Special Ed-Lincoln MS	Paraeducator 1 [additional hours; 8 th grade dance preparation support]	1/8/24-6/12/24
Sarvey, Roxana Special Ed-Adams MS	Paraeducator 3 [additional hours; planning hours]	1/9/24-6/12/24
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [additional hours; field trip supervision]	6/5/24
Webster, Ryan Special Ed-Adams MS	Paraeducator 3 [overtime; field trip supervision]	6/5/24

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Dawson, Kiva Special Ed-Franklin ES	Paraeducator 1	7/1/24
Dela Paz, Luzviminda Facility Improvement Projects	Accounting Technician	7/1/24
Gaglioni, Lisa Lincoln MS	Senior Office Specialist	8/1/24
Gutierrez, Rosa Transportation	Bus Driver	7/1/24
Mandic, Elvira Roosevelt ES	Instructional Assistant - Classroom	7/1/24
Niederberger-Beekman, Jenelle Adams MS	Senior Office Specialist	7/1/24
Ockner, Sari Special Ed-Rogers LC	Occupational Therapist	8/1/24
Reyes, Marybel Adult Education	Campus Security Officer	7/1/24
Silvestre, Ernestina Transportation	Bus Driver	7/1/24
Vazquez-Gomez, Miguel Operations-Webster ES	Custodian	7/1/24

VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Colvin, Monica Special Ed-Grant ES	Paraeducator 1 6 Hrs/10 Mo From: 6 Hrs/10 Mo/Special Ed-Rogers LC	8/15/24
Morales, Carmela FNS-Franklin ES	Cafeteria Worker I 3 Hrs/SY From: 3 Hrs/SY/FNS-Grant ES	6/3/24
Serrano, Elva FNS-Rogers LC	Cafeteria Worker I 3.5 Hrs/SY From: 3.5 Hrs/SY/FNS-Lincoln MS	6/3/24

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Adeyemi, Olayiwola Operations-Franklin ES	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Webster ES	6/25/24

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

		<u>EFFECTIVE DATE</u>
(39-MONTH MEDICAL REEMPLOYMENT LIST) ME3279581 Operations	Custodian	6/30/24
VR4707469 Operations	Custodian	6/22/24

LEAVE OF ABSENCE (PAID)Sebastiani, Guido
GroundsGardener
Medical/FMLA/CFRA**EFFECTIVE DATE**

5/14/24-7/10/24

WORKING OUT OF CLASSDela Paz, Luzviminda
Facility Improvement ProjectsAccountant
From: Accounting Technician**EFFECTIVE DATE**

1/1/24-6/30/24

RESIGNATIONAlbrecht-Gray, Pia
Grant ES

Health Office Specialist

EFFECTIVE DATE

6/12/24

Garcia, Amber
Special Education

Board Certified Behavior Analyst

5/29/24

Hardiman, Lashonna
Lincoln MS

Senior Office Specialist

6/17/24

Kennedy, Katherine
Special Ed-Malibu HS

Paraeducator 3

6/12/24

Machare, Viviana
Grant ES

Campus Monitor

6/12/24

Nguyen, Kim
Purchasing

Director, Purchasing

7/5/24

Ortiz, Karina
Roosevelt ES

Instructional Assistant - Classroom

6/12/24

Rein, Ayr
Webster ES

Instructional Assistant - Classroom

6/12/24

Shalaby, Mary
Special Ed-Franklin ES

Paraeducator 3

6/12/24

Smith, Caitlin
Adams MS

Instructional Assistant - Music

6/12/24

White, Andrew
Malibu ES

Elementary Library Coordinator

6/17/24

Wilson, Walter
Special Ed-Adams MS

Paraeducator 3

5/24/24

Classified Personnel – Merit
8/1/24

NEW HIRES

Ledoux, Kimberly
Malibu MS/HS

Library Assistant
8 Hrs/10 Mo/Range: 30 Step: A

EFFECTIVE DATE

8/15/24

PROMOTION

Urbina, Erin
Grant ES

Administrative Assistant
8 Hrs/10 Mo +10/Range: 35 Step: C
From: Health Office Specialist: 6 Hrs/SY

EFFECTIVE DATE

8/8/24

SUMMER ASSIGNMENTS

Willie, Kyrie
Special Ed-Grant ES

Paraeducator 1
4.25 Hrs/Day

EFFECTIVE DATE

6/28/24-7/19/24

SUBSTITUTES

Hardiman, Lashonna
Human Resources

Senior Office Specialist

EFFECTIVE DATE

7/15/24-6/30/25

Machado, Marissa
Facility Use

Sports Facility Attendant

5/1/24-6/30/24

LATERAL TRANSFER

Garrett, Christine
Santa Monica HS

Administrative Assistant
8 Hrs/12 Mo
From: Human Resources Technician
8 Hrs/12 Mo/Human Resources

EFFECTIVE DATE

7/22/24

ABOLISHMENT OF POSITION

Paraeducator 1
6 Hrs/SY/Special Ed-Webster ES

EFFECTIVE DATE

8/15/24

**Classified Personnel – Merit
8/15/24**

NEW HIRES

Rojo, Jorge	Electrician
Maintenance	8 Hrs/12 Mo/Range: 43 Step: A

EFFECTIVE DATE

7/29/24

PROMOTION

Saucedo, Olga	Senior Office Specialist
Adult Education	8 Hrs/12 Mo/Range: 29 Step: E
	From: Office Specialist: 8 Hrs/12 Mo

EFFECTIVE DATE

8/1/24

SUMMER ASSIGNMENTS

Brito, Salvador	Custodian	<u>EFFECTIVE DATE</u>
Operations	8 Hrs/Day	7/22/24-8/21/24
Cabrera, Ana	Cafeteria Worker I	7/1/24-8/14/24
Food and Nutrition Services	8 Hrs/Day	
Cisneros, Yolanda	Custodian	7/23/24-8/21/24
Operations	8 Hrs/Day	
Conrad, Wei-Jin	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
Cortez, Maria	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
Dawson, Kiva	Children's Center Assistant 2	7/22/24-8/10/24
Child Development Services	Not to exceed: 130 Hrs	
Elie, Latrice	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
Gomez, Aida	Children's Center Assistant 2	7/22/24-8/10/24
Child Development Services	Not to exceed: 130 Hrs	
Jackson, Sheralynn	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
Lucas, Ralph	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
Martinez, Isabel	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
McKeever, Marissa	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
Morales Mendez, Prisma	Children's Center Assistant 2	7/22/24-8/10/24
Child Development Services	Not to exceed: 130 Hrs	
Nolen, Henry	Custodian	7/22/24-8/21/24
Operations	8 Hrs/Day	
Rosas, Rosemarie	Custodian	7/23/24-8/21/24
Operations	8 Hrs/Day	

Serrano, Elva Operations	Custodian 8 Hrs/Day	6/13/24-8/21/24
Smith, Darlene Operations	Custodian 8 Hrs/Day	7/23/24-8/21/24
Soong, Angela Special Education	Certified Occupational Therapy Assistant 6 Hrs/Day	6/23/24-8/16/24
Vasquez, Angel Operations	Custodian 8 Hrs/Day	7/22/24-8/21/24
Walker, Christine Operations	Custodian 8 Hrs/Day	7/22/24-8/21/24
Yates, Kathy Operations	Custodian 8 Hrs/Day	7/22/24-8/21/24

TEMP/ADDITIONAL ASSIGNMENTS

Limon Espana, Monica Educational Services	Lead Translator/Interpreter [overtime; district projects/meetings]	8/18/23-6/14/24
--	---	-----------------

PROFESSIONAL GROWTH

Smith, Angelique
Special Ed-Roosevelt ES

Occupational Therapist

EFFECTIVE DATE

8/1/24

LATERAL TRANSFER

Gibson, Gerald
Facilities Improvement Projects

Manager, Facilities Business
8 Hrs/12 Mo
From: Facility Use Manager
8 Hrs/12 Mo/Facility Use

EFFECTIVE DATE

7/29/24

VOLUNTARY TRANSFER

Ford, Nedra
Human Resources

Human Resources Specialist - Confidential
8 Hrs/12 Mo
From: 8 Hrs/12 Mo/Human Resources Specialist

EFFECTIVE DATE

8/1/24

Montes, Linda
Special Ed-Lincoln MS

Paraeducator 3
6 Hrs/10 Mo
From: 6 Hrs/10 Mo/Special Ed-Rogers LC

8/15/24

LEAVE OF ABSENCE (UNPAID)

Rodriguez, Maria
Operations-Santa Monica HS

Custodian
Personal

EFFECTIVE DATE

7/1/24-8/13/24

WORKING OUT OF CLASS

Diaz, Christopher
Purchasing

Senior Buyer
Higher Level Duties

EFFECTIVE DATE

7/8/24-11/1/24

Fuentes, Mario
Maintenance

Electrician
From: Skilled Maintenance Worker

7/1/24-7/28/24

Kyle, Yvonne
Purchasing

Senior Buyer
Higher Level Duties

7/8/24-11/1/24

Venable, Mark
Maintenance

Locksmith
From: Skilled Maintenance Worker

6/10/24-6/30/24

West, Malcolm
Maintenance

Skilled Maintenance Worker
From: Lead Custodian

7/1/24-7/28/24

RESIGNATION

Moise, David
Facility Use

Technical Theater Technician

EFFECTIVE DATE

7/28/24

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2024 – 2025**

Date	Time	Location	Notes
2024			
July 10, 2024	4:30 p.m.	Board Room – District Office	
August 20, 2024 August 14, 2024	4:30 p.m.	Board Room – District Office	
September 11, 2024	4:30 p.m.	Testing Room – District Office	
October 9, 2024	4:30 p.m.	Board Room – District Office	
November 13, 2024	4:30 p.m.	Board Room – District Office	
December 11, 2024	4:30 p.m.	Board Room – District Office	
2025			
January 8, 2025	4:30 p.m.	Board Room – District Office	
February 12, 2025	4:30 p.m.	Board Room – District Office	
March 12, 2025	4:30 p.m.	Board Room – District Office	
April 9, 2025	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 14, 2025	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 11, 2025	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule **2024-25**

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"	"B"	
7/24/24 (W) 7/18/24 (Th)	DO & Zoom	X		
8/1/24 (Th)	DO & Zoom	X		
8/15/24 (Th)	DO & Zoom		X	
9/5/24 (Th)	DO & Zoom	X		
9/11/24 (W)	DO & Zoom			Special Meeting: 2023-24 Unaudited Actuals Note: Wednesday
9/19/24 (Th)	DO & Zoom		X	
10/10/24 (Th)	DO & Zoom	X		
10/24/24 (Th)	DO & Zoom		X	
11/7/24 (Th)	DO & Zoom	X		
11/21/24 (Th)	DO & Zoom		X	
12/12/24 (Th)	DO & Zoom			Special meeting, 2024-25 1 st Interim Budget
12/19/24 (Th)	DO & Zoom	X		
1/23/25 (Th)	DO & Zoom	X		
2/6/25 (Th)	DO & Zoom	X		
2/20/25 (Th)	DO & Zoom		X	
3/6/25 (Th)	DO & Zoom	X		
3/13/25 (Th)	DO & Zoom			Special Meeting: 2024-25 2 nd Interim Budget
3/19/25 (W)	DO & Zoom		X	Note: Wednesday
4/3/25 (Th)	DO & Zoom	X		
5/1/25 (Th)	DO & Zoom	X		
5/15/25 (Th)	DO & Zoom		X	
6/5/25 (Th)	DO & Zoom	X		
6/18/25 (W)	DO & Zoom			Special Meeting: 2025-26 Public Hearings for Budget and LCAP
6/26/25 (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 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, September 11, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: