

VIRTUAL PERSONNEL COMMISSION MEETING

September 08, 2021 at 4:30pm



JOIN ZOOM MEETING

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Meeting ID: 898 6103 9433

Password: SMMUSD



PROVIDE PUBLIC COMMENT

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

- Requests must be submitted no later than 5:00 p.m. on Tuesday, September 07, 2021
- Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item
- During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

September 8, 2021

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 8, 2021**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on September 8, 2021

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

- G.06 Approval of Minutes for Regular Meeting on August 11, 2021

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

September 8, 2021

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 8, 2021, at 4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, September 7, 2021. Please include your full name and the specific agenda item you wish to speak to or if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on September 8, 2021

G.06 Approval of Minutes for Regular Meeting on August 11, 2021

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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.08 Personnel Commissioner Comments/Reports:

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

G.09 Communications:

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

- SEIU Report
- Board of Education Report

G.10 Public Comments:

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

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Bus Driver	2
Campus Monitor	4
Communications Specialist	7
Event Operations Supervisor	6
Gardener	3
Health Office Specialist	2
Paraeducator-1	1
Paraeducator-3	2

C.02 Advanced Step Placement:

Calvin Dickerson in the classification of Physical Activities Specialist at Range A-28 Step C

C.03 Advanced Step Placement:

Heidi Dorn in the classification of Health Office Specialist at Range A-27 Step D

- C.04 Advanced Step Placement:
Jerrel Hamilton in the classification of Paraeducator-1 at Range A-22 Step B
- C.05 Advanced Step Placement:
Yvette Martin in the classification of Occupational Therapist at Range A-63 Step D
- C.06 Advanced Step Placement:
Peter Mortensen in the classification of Sports Facility Attendant at Range A-26 Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Personnel Commission Annual Report FY 2020-2021

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)
- August 12, 2021
 - September 2, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- August 12, 2021
 - September 2, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2021 - 2022
- I.06 Board of Education Meeting Schedule
- 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

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

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

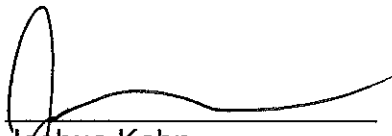
X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:


Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

August 11, 2021

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, August 11, 2021**, at **4:35 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

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

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order: The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:35 p.m.

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: August 11, 2021

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

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

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

G.06 Motion to Approve Minutes: July 14, 2021

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn informed the Personnel Commission about the District's management retreat that took place on August 2 and August 3, 2021, for classified and certificated managers. The retreat's focus was on diversity, equity, and inclusion. Attendees were assigned the book called "The Sum of Us" by Heather McGhee, in order to have a starting point in understanding how pervasive discriminatory practices are within entrenched economic and social systems, and the impact it has on a society at large, but also specifically on the District. Director Kahn thanked the District administration for their firm stand against racism and discrimination.**
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since July.**
 - **Since the last meeting, the Personnel Commission staff held bilingual exams, T&E for Event Operations Supervisor, and written exams for Administrative Assistant, Senior Administrative Assistant, and Campus Monitor.**
Oral exams were administered for the Paraeducator job series, Senior Buyer, Occupational Therapist, and Director of Maintenance and Operations.
Performance exams were conducted for Communication Specialist, Gardener, Bus Driver, and both Administrative Assistant and Senior Administrative Assistant.
There were also oral exams scheduled for Event Operations Supervisor, but they had to be postponed due to a rater's unavailability.
Final selection interviews were held for Technology Support Assistant, Physical Activities Specialist, Occupational Therapist, Paraeducator series, Bus Driver, Director of Maintenance and Operations, and Senior Office Specialist.
 - **Director Kahn recognized a couple of promotions within the District. He congratulated Ms. Angelica Bustamante on her promotion from Cafeteria Worker I to Cafeteria Cook/Baker, and Ms. Corina Gutierrez who accepted a promotion from Children's Center Assistant-2 to Paraeducator-1.**
New and continuous recruitments have been opened for Campus Monitor, Physical Activities Specialist, Cafeteria Worker I, Campus Security Officer, Technical Theater Technician, Sports Facility

Attendant, Paraeducator series, Bus Driver, Instructional Assistant-Classroom, and Instructional Assistant-Bilingual.

- Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 32 claims since the last regular Personnel Commission meeting in July. As a point of comparison, there were 49 EDD claims in July 2020 and 6 claims in July 2019.
- Director Kahn informed the Personnel Commission about Children's Center Assistant positions being filled based on the re-employment process. Last fall, 60 Children's Center Assistant employees were reduced, and 5 were re-hired in spring of the last school year. In the anticipation of the new school year, approximately 38 additional positions will be filled from the re-employment list- based on the nature of these positions and enrollment, which has been fluctuating. Director Kahn commended Ms. Cindy Johnston for her lead role in this process.
- Director Kahn updated the Personnel Commission on Mrs. Tarazi's Personnel Commissioner appointment as it is continuously being reviewed by the State Superintendent of Public Instruction.
- Commissioner Robinson inquired about the number of recruitments as it pertains to the opening of the new school year and a possible hesitancy to work in-person. Director Kahn stated that some of the recruitments are continuous, so they are not strictly tied to the start of the new school year. Personnel Commission staff has faced some challenges with candidates declining the opportunities to participate at the selection interviews at a higher rate than in the past. Director Kahn agreed that there may be an anxiety over Covid-19 Delta variant.

G.08 Personnel Commissioner Comments/Reports:

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

- **None**

G.09 Communications:

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

- SEIU Report
 - Mr. Mock, Chief Steward, informed the Personnel Commission about the SEIU support and involvement with preparations for the new school year. On August 18, 2021, there will be trainings around safety protocols for school classified staff.
 - Mr. Mock informed the Personnel Commission about the Union's concern about workload, working-out-of-class, and overtime assignments for certain classifications like Custodian, Health Office Specialist, and Cafeteria Worker.

- **Mr. Mock notified the Personnel Commission about the Board of Education Resolution to require Covid-19 vaccination of all District employees, regular staff and student testing, universal indoor and outdoor masking on District campuses and properties, as well as authorizing additional health and safety measures to mitigate the impact of Covid-19.**
- **Mr. Mock also updated the Personnel Commission about the SEIU, Local 99's staff actively supporting Governor Newsom. They are campaigning to vote "no" on the recall by opening phone banks and contacting members until the election date in September.**
- **Mr. Mock informed the Personnel Commission about the Classification and Compensation meeting scheduled for August 20, 2021, with Dr. Kelly and Director Kahn.**
- **Mr. Mock notified the Personnel Commission about SEIU's preparations for the new full contract negotiations with the District. Elections will be held to select new negotiation team members after the Labor Day holiday.**
- **Commissioner Tate thanked the District staff for taking all the necessary precautions and safety measures to ensure students' safety and well-being.**

Board of Education Report

- **None**

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.

- **Ms. Caldera, Personnel Analyst, expressed her appreciation for the District's firm stand against racism and inequality.**
- **Ms. Caldera provided an update on Monitor and Bus Driver recruitments.**

II. CONSENT CALENDAR:

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

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

Classification

Eligibles

Campus Monitor	2
Director, Maintenance & Operations	5

Gardener	2
Occupational Therapist	11
Paraeducator-1	7
Paraeducator-2	1
Paraeducator-3	4
Senior Office Specialist	8
Technology Support Assistant	4

C.02 Advanced Step Placement:
Katherine Gershuni in the classification of Health Office Specialist at Range A-27 Step C

C.03 Advanced Step Placement:
Roshawnda Henderson in the classification of Health Office Specialist at Range A-27 Step D

C.04 Advanced Step Placement:
Monica Limon-Espana in the classification of Translator/Interpreter at Range A-34 Step E

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01-04. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Accelerated Hiring Rate:
Bus Driver within the Operations Support Unit
It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a quick overview and a rationale for the Accelerated Hiring Rate for the Bus Driver classification. Historically, there has been difficulty of recruiting at the first step of the salary range.

The analysis included comparison not only with school districts with their own Transportation departments, but also with private school bus driving companies that even offer their bus drivers hiring bonuses. Hence, it is very difficult to compete with them.

- The recommendation is for Step F in order to attract more qualified candidates.
- Director Kahn stated that there are currently 19 employees in this classification with all but four (4) who are on the top step, so there would be a minimal fiscal impact on the department.
- Mr. Mock inquired about the Accelerated Hiring Rate being permanently in effect. Director Kahn stated that removing it would take a similar action as approving it and would be presented to the Personnel Commission as an Action Item. All the employees who were advantaged by establishing the Accelerated Hiring Rate would remain on the top step. The Accelerated Hiring Rate removal would be applicable only to incoming employees.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - July 15, 2021
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - July 15, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2021 - 2022
- I.06 Board of Education Meeting Schedule
 - 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

- B.01 Future Items:

Subject	Action Steps	Tentative Date
Personnel Commission Annual Report	Action Item	September 8, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, September 8, 2021, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:10 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

The Commission reconvened into open session at **5:41 p.m.** and reported on the following action taken in closed session: **The Director’s performance was discussed, completed, and given to him. No other action was taken.**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:41 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 8, 2021

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Calvin Dickerson

Hire Date: 8/18/2021

ASP Request Submitted: 8/25/2021

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Calvin Dickerson	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Graduation from high school or equivalent. College level course work or equivalent training in physical education is desirable 	<ul style="list-style-type: none"> Calvin Dickerson has a master's degree and teaching credential in physical education. 	3 level of education above the required level = 1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> One year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc. 	<ul style="list-style-type: none"> Calin has over three (3) years of experience working with school aged children in organized activities as a lead physical education teacher and coach. 	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 1 (Education) + 1(Experience) = 2 Advanced Step = STEP C</u>		

DIRECTOR'S COMMENTS:

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

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 8, 2021

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Dorn, Heidi

Hire Date: 8/18/2021

ASP Request Submitted: 8/29/2021

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Heidi Dorn	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Heidi Dorn meets has a Master's degree in English 	3 level of education above the required level =1 Step Advance
<u>Experience:</u> <ul style="list-style-type: none"> One (1) year of clerical experience including record keeping, data entry, and public contact. ADDITIONAL REQUIREMENTS/INFORMATION: <ul style="list-style-type: none"> A valid First Aid, CPR, and AED certification. A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required. Experience working within a health care setting is highly desirable. Experience working with school age children in an organized setting is highly desirable. 	<ul style="list-style-type: none"> Heidi Dorn has over 40 years clerical experience. 	18 (2-year periods) of experience above the required level =2 Step Advance
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Heidi Dorn's educational and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-27 Step A is \$17.26/hour, while Step D is \$19.96/hour.

DIRECTOR'S RECOMMENDATION:

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

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 8, 2021

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Jerrel Hamilton

Hire Date: 09/01/2021

ASP Request Submitted: 09/02/2021

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Jerrel Hamilton	Calculation of Advanced Step Recommendation
<u>Education and Experience:</u> Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following: <ul style="list-style-type: none"> Completed 48 units at an institution of higher learning; OR Obtained an Associate's (or higher) degree; OR Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> Meets education requirements. Jerrel Hamilton has over two (2) years of experience working with students with special needs. 	0 level of education above the required level = 0 Step Advance 1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Hamilton's work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$15.28/hour, while Step B is \$16.04/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jerrel Hamilton at Range A-22, 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							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 8, 2021

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Yvette Martin

Hire Date: 08/18/2021

ASP Request Submitted: 08/23/2021

BACKGROUND INFORMATION:

Classification Title: Occupational Therapist	Employee: Yvette Martin	Calculation of Advanced Step Recommendation
<u>Education:</u> Bachelor's degree from an accredited college or university in Occupational Therapy or a directly related field.	<ul style="list-style-type: none"> Yvette Martin has a Doctorate Degree in Occupational Therapy 	2 level of education above the required level = 1 Step Advance (max allowed)
<u>EXPERIENCE:</u> One (1) year of experience providing occupational therapy services for children or young adults, preferably in an educational setting.	<ul style="list-style-type: none"> Yvette Martin has over 8 years' experience providing occupational therapy services for children/young adults 	3 (2-year periods) of experience above the required level = 2 Step Advance (max allowed)
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D</u>		

DIRECTOR'S COMMENTS:

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

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Yvette Martin at Range A-63, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 8, 2021

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Peter Mortensen

Hire Date: 06/19/2021

ASP Request Submitted: 08/03/2021

BACKGROUND INFORMATION:

Classification Title: Sports Facility Attendant	Employee: Peter Mortensen	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or evidence of recognized equivalent educational proficiency.	<ul style="list-style-type: none"> Peter Mortensen has a Bachelor of Arts. 	2 level of education above the required level = 1 Step Advance (max allowed)
<u>EXPERIENCE:</u> Three (3) months paid, verifiable experience working with organized sports or in an organized setting which required coordinating small to large events; AND three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Peter Mortensen has fifteen (15) years of experience working with organized sports and coordinating small to large events. 	10 (2-year periods) of experience above the required level = 2 Step Advance (max allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Mr. Peter Mortensen's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.84/hour, while Step D is \$19.49/hour.

DIRECTOR'S RECOMMENDATION:

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

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

12.2.4 SALARY ON EMPLOYMENT

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

16.4 ADVANCED STEP PLACEMENT

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

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

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

III. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 08, 2021

AGENDA ITEM NO: III.A.01

SUBJECT: 2020-2021 Personnel Commission Annual Report

BACKGROUND INFORMATION:

The 2020-2021 Annual Report of the Personnel Commission encompasses the period from July 1, 2020, through June 30, 2021, and includes information on staff, activities, productivity, and the Merit System. The report is submitted in accordance with Education Code 45266 and Merit Rule 2.4.2.

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the 2020-2021 Personnel Commission Annual Report for submission to the Board of Education.

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

By the Numbers

09

**Class Specifications
Revised**

The Personnel Commission is responsible for reviewing and evaluating requests for advanced salary step placement. Advanced steps are based on an employee's experience, education, and other factors related to recruitment.

The Personnel Commission is responsible for defining, categorizing, and allocating positions to appropriate classes, assigning classifications within occupational hierarchies, and developing written class specifications.

24

**Advanced Step
Placements
Approved**

The Personnel Commission is responsible for reviewing and evaluating requests for advanced salary step placement. Advanced steps are based on an employee's experience, education, and other factors related to recruitment.

36

**Recruitments
Opened**

43% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Instructional Assistant series at 12%, followed by Health Office Specialist at 11%.

The Personnel Commission is responsible for recruiting and assessing candidates for employment based on provisions of the Education Code and other relevant laws, regulations, guidelines, and standards.

95

**Positions
Filled**

43% of all positions filled were within the Paraeducator job series. The next largest group of positions was the Instructional Assistant series at 12%, followed by Health Office Specialist at 11%.

Personnel Commission staff provides support to the district by responding to classified unemployment insurance claims. 2020-21 saw a 97% increase in claims over 2019-20 and a 596% increase over 2018-19.

571

**Unemployment
Insurance Claim
Responses**

33% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 35% for Office, Technical, and Business Services positions, 23% for Operations Support, and 9% for Management positions.

2,037

**Applications
Reviewed**

33% of all applications reviewed were for positions in the Instructional Assistant and Paraprofessional job group, 35% for Office, Technical, and Business Services positions, 23% for Operations Support, and 9% for Management positions.

Other Activities & Accomplishments

New Personnel Commissioner

Ms. Maria Stewart served on the Personnel Commission from May 2019 to February 2021. Following a recruitment and interviews conducted by a selection committee, the Board of Education recommended Ms. Mahshid Tarazi for appointment to the State Superintendent of Public Instruction. Pending approval from the State Superintendent, Ms. Tarazi's term will expire in 2023.

Salary Realignments

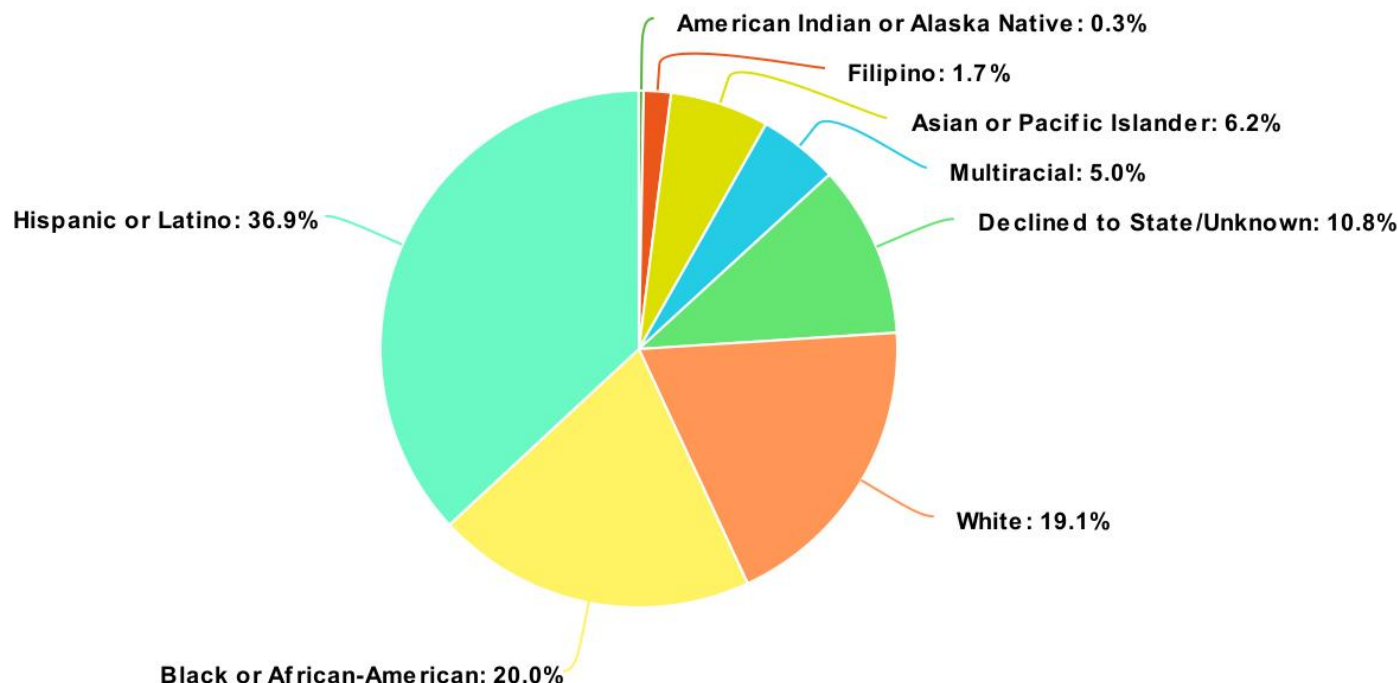
Studies were conducted to determine if salaries were appropriately aligned internally when compared to other existing classifications within the district. Findings resulted in the Personnel Commission approving salary realignments for Bilingual Community Liaison, Translator/Interpreter, Assistant Director, Fiscal Services, and Payroll Specialist.

Classification Study

A classification study was conducted for Bilingual Community Liaison that resulted in a comprehensive revision to the job description, a salary realignment, and a method for distinguishing between levels of complexity for bilingual duties that can be applied to other classifications.

Commitment to Diversity

Providing equal employment opportunities is a keystone of merit system principles. We strive to ensure diversity in the candidates available for selection by using a balanced set of recruitment strategies, ensuring that selection criteria are job-related and do not impose unnecessary requirements, assess skills through direct measurement, and develop and use structured rather than unstructured assessments to minimize the possibility that decisions will be influenced by unconscious or unwarranted assumptions about candidates. Below is a chart summarizing the ethnic background of our applicant pool:



52.9% of applicants identified as female, 41.3% identified as male, and 5.7% declined to state or are unknown.

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions 9/1/2021)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
21-054	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	100
21-057	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	Vac	100
21-058	SENIOR ADMINISTRATIVE ASSISTANT	BUSINESS SERVICES	Vac	100
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-067	CUSTODIAN	JOHN MUIR ELEMENTARY SCHOOL	Vac	100
21-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	21.25
21-083	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
21-084	SENIOR BUYER	FACILITY IMPROVEMENT PROJECTS	Vac	100
21-088	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
21-090	STUDENT OUTREACH SPECIALIST	SANTA MONICA HIGH SCHOOL	Vac	100
21-096	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-100	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	75
21-102	HEALTH OFFICE SPECIALIST	GRANT ELEMENTARY SCHOOL	New	43.75
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
21-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	45
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	0.5
21-110	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	Vac	0.75
21-113	PARAEDUCATOR-3	PROJECT-BASED LEARNING (PBL)	Vac	0.75
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.2188
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	0.625
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	0.375
21-121	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	Vac	50
22-001	EVENT OPERATIONS SUPERVISOR	FACILITY USE DEPARTMENT	Vac	100
22-004	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	75
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-032	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-044	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5

22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	75
22-048	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-063	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	75
22-065	PRODUCTION KITCHEN COORDINATOR	FOOD & NUTRITION SERVICES	New	100
22-067	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDUCATIONAL SERVICES	Vac	100
22-070	CUSTODIAN	OPERATIONS	Vac	62.5
22-071	CUSTODIAN	OPERATIONS	Vac	100
22-072	CUSTODIAN	OPERATIONS	Vac	62.5
22-074	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	43.75
22-075	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-076	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
22-078	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	New	43.75
22-085	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25
22-086	SENIOR OFFICE SPECIALIST	SANTA MONICA HIGH SCHOOL	New	100
22-087	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
22-088	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	87.5
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-091	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-092	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
22-093	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	95
22-094	PARAEDUCATOR-3	SANTA MONICA HIGH SCHOOL	Vac	75
22-096	SENIOR OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	100
22-097	PARAEDUCATOR-2	WILL ROGERS LEARNING ACADEMY	Vac	75

Filled Requisitions (9/01/2021)

Req Number	Req Title	Department	Date of Accepted Job Offer
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	8/20/2021
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	8/4/2021
20-082	GARDENER	OPERATIONS	8/20/2021
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	8/10/2021
21-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/26/2021
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	8/20/2021
21-038	BUS DRIVER	TRANSPORTATION	8/30/2021
21-066	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	8/4/2021
21-071	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	8/25/2021
21-077	PARAEDUCATOR-1	CDS - WILL ROGERS	8/4/2021
21-078	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	8/4/2021
21-080	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/26/2021
21-081	SENIOR OFFICE SPECIALIST	OPERATIONS	8/24/2021
21-082	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	8/4/2021
21-089	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	8/24/2021
21-091	DIRECTOR, MAINTENANCE AND OPERATIONS (M&O)	MAINTENANCE	8/9/2021
21-094	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	8/23/2021
21-103	HEALTH OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL	8/25/2021
21-106	PHYSICAL ACTIVITIES SPECIALIST	WILL ROGERS LEARNING ACADEMY	8/18/2021
21-111	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	8/4/2021
21-115	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	8/26/2021
21-116	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	8/26/2021
21-122	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	8/10/2021
21-123	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	8/17/2021
22-002	MANAGER, SUSTAINABILITY	FACILITY IMPROVEMENT PROJECTS	8/2/2021
22-003	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	8/4/2021
22-006	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	8/9/2021
22-014	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-017	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-018	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-023	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-024	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-026	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-049	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	8/16/2021
22-050	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	8/10/2021
22-052	PARAEDUCATOR-1	CDS - MCKINLEY	8/11/2021
22-053	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	8/16/2021

22-054	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	8/10/2021
22-056	PARAEDUCATOR-1	CDS - MCKINLEY	8/9/2021
22-057	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	8/17/2021
22-059	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/9/2021
22-060	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/10/2021
22-064	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	8/18/2021
22-068	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	8/20/2021
22-069	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	8/18/2021
22-073	HEALTH OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	8/16/2021
22-077	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	8/27/2021
22-079	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	8/16/2021
22-080	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	8/16/2021
22-081	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	8/16/2021
22-082	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	8/16/2021
22-083	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	8/16/2021
22-084	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	8/16/2021

**Classified Personnel – Merit
8/12/21**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Dorn, Heidi Student Services-Roosevelt ES	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	8/18/21
Gunning, Daisy Special Ed-Rogers ES Pre-school	Paraeducator-1 4 Hrs/SY/Range: 22 Step: A	8/18/21
Limon Espana, Monica Educational Services	Translator/Interpreter 8 Hrs/12 Mo/Range: 35 Step: A	7/20/21
Sheppard, Sean Facility Use	Sports Facility Attendant 3 Hrs/12 Mo/Range: 26 Step: A	7/17/21

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Bustamante, Angelica Food and Nutrition Services	Cafeteria Worker I 3 Hrs/SY/Range: 15 Step: F	5/27/21-6/11/21
Cox, Helen Webster ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: C	4/19/21-6/11/21

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Bustamante, Angelica Food and Nutrition Services	Cafeteria Worker I 4 Hrs/Day	6/18/21-8/16/21
Colula, Anilu Special Education	Paraeducator-3 3.5 Hrs/Day	7/19/21-7/23/21
Davis, Luke FIP-Santa Monica HS	Campus Security Officer 5 Hrs/Day	7/6/21-7/30/21
Eby, David Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/16/21
Espana, Shamshi Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Gonzalez, April Special Education	Paraeducator-1 3 Hrs/Day	7/19/21-7/23/21
Gonzalez, Diane Student Svcs-Santa Monica HS	Health Office Specialist 4 Hrs/Day	6/18/21-7/23/21
Gonzalez, Monica Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Griffis, Crystal Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/23/21
Hunter-Sallustio, Dominique Child Development Services	Children's Center Assistant-2 8 Hrs/Day	6/14/21-8/16/21
Jackson, Crystal Special Education	Paraeducator-3 3.5 Hrs/Day	7/19/21-7/23/21
Jimenez, Osvaldo Special Education	Paraeducator-1 3 Hrs/Day	7/19/21-7/23/21

Korduner, Justin Special Education	Paraeducator-1 3.5 Hrs/Day	7/19/21-7/23/21
Krstic, Nadine Special Education	Paraeducator-1 3 Hrs/Day	7/19/21-7/23/21
Lazo, Noreen Special Education	Paraeducator-3 3.5 Hrs/Day	7/26/21-7/30/21
LeVeaux, Mele Santa Monica HS	Student Outreach Specialist 5 Hrs/Day	6/21/21-7/23/21
Martinez, Isabel Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Miller, Karen Grant ES	Senior Office Specialist 8 Hrs/Day	8/5/21-8/11/21
Morich, Karin Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Reyes, Marybel FIP-Santa Monica HS	Campus Security Officer 5 Hrs/Day	7/6/21-7/30/21
Riley, Martelle Transportation	Bus Driver 6.5 Hrs/Day	6/18/21-7/23/21
Rodriguez, Frances Child Development Services	Children's Center Assistant-3 8 Hrs/Day	6/14/21-8/17/21
Silvestre, Ernestina Transportation	Bus Driver 6.5 Hrs/Day	6/18/21-7/23/21
Smith, Brian Transportation	Bus Driver 6.5 Hrs/Day	6/18/21-7/23/21
Sotoj, Elizabeth Educational Services-McKinley ES	Instructional Assistant - Classroom 5 Hrs/Day	7/6/21-7/16/21
Striff, Jill Special Education	Occupational Therapist Not to exceed: 2 Hrs	6/16/21
Tursi, Lisa Educational Services	Administrative Assistant Not to exceed: 40 Hrs	6/1/21-6/30/21
Webster, Ryan Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21
Wilson, Stanley FIP-Santa Monica HS	Campus Security Officer 5 Hrs/Day	7/6/21-7/30/21
Wilson, Walter Special Education	Paraeducator-3 3 Hrs/Day	7/19/21-7/30/21

TEMP/ADDITIONAL ASSIGNMENTS

De La Rosa, Johanna Lincoln MS	Bilingual Community Liaison [overtime; parent meetings interpreting & translation]	<u>EFFECTIVE DATE</u> 4/29/21-5/6/21
Dela Paz, Luzviminda Facility Improvement Projects	Accounting Technician [overtime; FIP projects support]	7/1/21-12/1/21

Tirado, Leticia Food and Nutrition Services	Cafeteria Worker II [overtime; cafeteria reopening support]	4/16/21-6/11/21
Villegas, Bibiana Student Services-Rogers ES	Health Office Specialist [additional hours; school reopening support]	4/12/21-6/11/21

SUBSTITUTES

Colbourne, Melissa Student Services	Health Office Specialist	<u>EFFECTIVE DATE</u> 8/18/21-6/9/22
Gonzalez, Ruy Operations	Custodian	6/24/21-6/30/22
Gunning, Daisy Special Education	Paraeducator-1	6/30/21-6/11/22
Zurich-Lansford, Kathleen Human Resources	Office Specialist	7/1/21-6/30/22

PROFESSIONAL GROWTH

Bravo, Richard Operations-Edison LA	Custodian	<u>EFFECTIVE DATE</u> 8/1/21
Wang, Jingbo Special Ed-Malibu HS	Paraeducator-1	8/1/21

VOLUNTARY TRANSFER

Washington, Chanee Transportation	Administrative Assistant 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Santa Monica HS	<u>EFFECTIVE DATE</u> 7/22/21
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LEAVE OF ABSENCE (PAID)

Bazouzi-Palmer, Roula Special Ed-Grant ES	Paraeducator-1 Medical Partial/FMLA/CFRA	<u>EFFECTIVE DATE</u> 5/20/21-9/9/21
Isaac, Arthur Operations	Custodian Medical/FMLA/CFRA	7/1/21-7/19/21
Martinez, Daniel Maintenance	Painter CFRA	7/8/21-7/23/21
Moya, Kimberly Transportation	Bus Driver FMLA (Intermittent)	7/1/21-7/1/22
Odom, Lamont Operations-Rogers ES	Custodian Medical/FMLA/CFRA	6/21/21-7/23/21
Tirado, Fortino Grounds	Equipment Operator/Tree Trimmer Medical/FMLA/CFRA	7/20/21-8/15/21
Villalobos, Elizabeth Maintenance	Construction Supervisor Medical/FMLA/CFRA	7/12/21-8/9/21

LEAVE OF ABSENCE (UNPAID)

Beers-Altman, Eli Special Ed-McKinley ES	Paraeducator-1 Personal	<u>EFFECTIVE DATE</u> 8/17/21-2/1/22
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Moya, Kimberly Transportation	Bus Driver FMLA (Intermittent)	7/1/21-7/1/22
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WORKING OUT OF CLASS

EFFECTIVE DATE

Gil, Moises Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Gutierrez, Nancy Special Education	Translator/Interpreter From: Bilingual Community Liaison	4/21/21-6/2/21
Harris, Tracey Operations	Utility Worker From: Custodian	6/14/21-8/11/21
Kachurka, Sabrina Food and Nutrition Services	Site Food Services Coordinator From: Cafeteria Worker II	6/10/21-6/11/21
Lopez, Saby Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Magee, Bianca Santa Monica HS	Office Specialist From: Instructional Assistant – Physical Education	9/21/20-8/17/21
Rams, Florencia Special Education	Translator/Interpreter From: Bilingual Community Liaison	3/16/21-6/2/21
Reed, Desiree Adams MS	Administrative Assistant From: Senior Office Specialist	6/21/21-8/6/21
Rosas, Rose Operations	Custodian From: Cafeteria Worker I	3/15/21-6/11/21
Ruiz, Juliana Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21

ABOLISHMENT OF POSITION

EFFECTIVE DATE

Director, Maintenance and Operations 8 Hrs/12 Mo/Maintenance and Operations	7/1/21
Paraeducator-1 6 Hrs/SY/Special Ed-Muir ES	8/19/21
Paraeducator-1 6 Hrs/SY/Special Ed-Muir ES	8/19/21
Paraeducator-3 6 Hrs/SY/Special Ed-Roosevelt ES	8/19/21

RESIGNATION

EFFECTIVE DATE

Badillo, Abraham Edison LA	Physical Activities Specialist	6/11/21
Ceasar, Jaquay Special Ed-Malibu HS	Paraeducator-1	7/7/21
Fynn, Elliott Facility Use	Sports Facility Attendant	6/8/21
Grant, Carolyn Rogers ES	Campus Monitor	4/30/21

Henderson, Mark Muir ES	Physical Activities Specialist	6/10/21
Yera, Alexander Education Technology	Technology Support Assistant	4/30/21
<u>RETIREMENT</u> McGrath, Kathleen Adams MS	Senior Office Specialist	<u>EFFECTIVE DATE</u> 7/2/21

**Classified Personnel – Merit
9/2/21**

NEW HIRES

Shorts, Gerard
Muir ES

Physical Activities Specialist
4 Hrs/SY/Range: 28 Step: A

EFFECTIVE DATE

8/18/21

PROMOTION

Bustamante, Angelica
FNS-Santa Monica HS

Cafeteria Cook/Baker
7 Hrs/SY/Range: 24 Step: B
From: Cafeteria Worker I: 3 Hrs/SY

EFFECTIVE DATE

8/18/21

SUMMER ASSIGNMENTS

Alaniz, Federico
Operations

Custodian
8 Hrs/Day

EFFECTIVE DATE

6/23/21-8/13/21

Dixon, Gregory
Special Education

Paraeducator-3
4.5 Hrs/Day

6/21/21-7/23/21

Fagnoli, Cathy
Educational Services

Senior Office Specialist
Not to exceed: 40 Hrs

6/1/21-6/30/21

Flores, Maria
Educational Services

Senior Office Specialist
Not to exceed: 40 Hrs

6/1/21-6/30/21

Gil, Moises
Food and Nutrition Services

Stock and Delivery Clerk
4 Hrs/Day

6/15/21-8/17/21

Gonzalez, April
Special Education

Paraeducator-1
4.5 Hrs/Day

6/21/21-7/23/21

Gonzalez, Maya
Special Ed-Adams MS

Paraeducator-2
4.5 Hrs/Day

6/21/21-7/16/21

Homami, Christina
Franklin ES

Senior Office Specialist
Not to exceed: 40 Hrs

8/1/21-8/12/21

Lyons, Debra
Special Education

Health Office Specialist
3 Hrs/Day

7/19/21-7/30/21

Mesrobian, Varso
Franklin ES

Senior Office Specialist
Not to exceed: 40 Hrs

8/1/21-8/12/21

Miller, Karen
Educational Services

Senior Office Specialist
Not to exceed: 40 Hrs

6/1/21-6/30/21

Osanitsch, Gregory
Special Education

Paraeducator-1
4.5 Hrs/Day

6/21/21-7/23/21

Sandoval, Noelle
Educational Services

Senior Office Specialist
Not to exceed: 40 Hrs

6/1/21-6/30/21

Williams, Steven
Purchasing

Stock and Delivery Clerk
1 Hr/Day

7/1/21-8/6/21

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Castillo, John Facility Improvement Projects	Senior Network Engineer [overtime; FIP projects support]	7/1/21-6/30/22
Dao, Thong Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects support]	7/1/21-6/30/22
Khimani, Ashraf Facility Improvement Projects	Accountant [overtime; FIP projects support]	7/1/21-6/30/22
Manzur, Juan Facility Improvement Projects	Senior Technology Support Assistant [overtime; FIP projects support]	7/1/21-6/30/22
Marmolejo, David Facility Improvement Projects	Network Engineer [overtime; FIP projects support]	7/1/21-6/30/22
Martinez, Santiago Facility Improvement Projects	Technology Support Assistant [overtime; FIP projects support]	7/1/21-6/30/22
Smith, Matthew Facility Improvement Projects	Facilities Technician [overtime; FIP projects support]	7/1/21-6/30/22

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Chamorro, Christian Facility Use	Technical Theater Technician	9/1/21
Chew, Jenny Santa Monica HS	Administrative Assistant	9/1/21
Franco, Olivia Special Ed-Lincoln MS	Paraeducator-1	9/1/21
Womack, Raven Muir ES	Campus Monitor	9/1/21

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Grant, Carolyn Adams MS	Campus Monitor 4.75 Hrs/SY From: 3 Hrs/SY/Special Ed-Adams MS	8/18/21

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Hurtado, Renee Special Ed-McKinley ES	Paraeducator-2 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Franklin ES	8/18/21

VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Chapman, Vance Special Ed-Webster ES	Paraeducator-1 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Malibu ES	8/18/21

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Berumen, Theodore Purchasing	Senior Buyer Medical	8/1/21-8/31/21
Brown, Shawn Operations-Lincoln MS	Custodian Medical/FMLA/CFRA	7/26/21-8/5/21

Burdick, Barton Grounds	Equipment Operator/Sports Facilities Medical/FMLA/CFRA	7/26/21-10/1/21
Cooper, Raymond Santa Monica HS	Campus Security Officer Medical/FMLA/CFRA	8/7/21-9/2/21
Ramos, Marlene Lincoln MS	Bilingual Community Liaison CFRA	8/12/21-9/16/21
Rogers, Ericka Franklin ES	Instructional Assistant - Classroom Medical/FMLA/CFRA	8/18/21-9/20/21

LEAVE OF ABSENCE (UNPAID)

Mulligan, Sara Special Ed-Muir ES	Paraeducator-1 Personal	<u>EFFECTIVE DATE</u> 1/24/22-6/9/22
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ABOLISHMENT OF POSITION

Cafeteria Cook/Baker 7 Hrs/SY/FNS-Malibu HS	<u>EFFECTIVE DATE</u> 6/1/21
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RENEWAL OF ASSIGNMENT PER COLLECTIVE BARGAINING AGREEMENT

Mock, Christopher Human Resources/SEIU	Chief Steward	<u>EFFECTIVE DATE</u> 7/1/21-6/30/22
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RESIGNATION

Campos, Joana Santa Monica HS	Office Specialist	<u>EFFECTIVE DATE</u> 8/12/21
Ciego, Feta Special Ed-SMASH	Paraeducator-3	8/18/21
Del Rio Valle, Marco Grant ES	Instructional Assistant - Classroom	8/10/21
Gardner, Ryan Maintenance	Facilities Technician	8/13/21
Herbrechtsmeier, Erika Muir ES	Physical Activities Specialist	6/11/21
Howard, Kimberly Rogers ES	Instructional Assistant - Classroom	6/18/21
Jackson, Jessica Rogers ES	Instructional Assistant - Classroom	8/5/21
Khan, Marjorie Special Ed-Lincoln MS	Paraeducator-3	5/12/21
Martinez, Maisha Special Ed-Santa Monica HS	Paraeducator-1	6/11/21
Munoz, Scarlett Grant ES	Instructional Assistant - Classroom	7/6/21
Pedroza, Lorena Grant ES	Instructional Assistant - Classroom	6/11/21

Ramos, Marlene Lincoln MS	Bilingual Community Liaison	9/16/21
Tran, Kevin Lincoln MS	Instructional Assistant - Music	8/4/21
Willinger, Tanya Special Ed-Grant ES	Paraeducator-1	6/11/21
<u>RETIREMENT</u>		<u>EFFECTIVE DATE</u>
Boston, Kimberly Special Ed-McKinley ES	Paraeducator-1	6/11/21
Medellin, Diana Special Ed-Lincoln MS	Paraeducator-1	8/15/21
Miller, Patrina Special Education	Special Education Data Technician	8/15/21

Classified Personnel – Non-Merit
8/12/21

EDUCATIONAL SPECIALIST – LEVEL I

Azarian, Valeria	Malibu MS/HS [Service Learning Coordinator] - Funding: MEF	8/19/21-6/9/22
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TECHNICAL SPECIALIST – LEVEL II

Gittleman, Marni	SMASH [Integrated Art Coordinator] - Funding: Formula & Old Tier III	8/19/21-6/9/22
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Ostrovsky, Julianna	SMASH [K-6 Visual Art Instructor] - Funding: VSS: Stretch Grant	8/19/21-6/9/22
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Pace, Kristy	SMASH [K-6 Drama Instructor] - Funding: VSS: Stretch Grant	8/19/21-6/9/22
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TECHNICAL SPECIALIST – LEVEL III

Rettig, Elizabeth	Educational Services – Adams MS [Music Instructor] - Funding: SMEF – Dream Winds	4/30/21-6/30/21
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Senchuk, Peter	Educational Services [Music Instructor] - Funding: SMEF – Dream Winds	4/30/21-6/30/21
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**Classified Personnel – Non-Merit
9/2/21**

EDUCATIONAL SPECIALIST – LEVEL III

Farokhzadeh, Mersedeh

Franklin ES
[Student Counselor]
- Funding: Formula & Old Tier III

EFFECTIVE DATE

8/18/21-6/9/22

TECHNICAL SPECIALIST – LEVEL II

Call, Emily

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

4/30/21-6/30/21

Naziemiec, Karolina

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

4/30/21-6/30/21

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

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



School Board Meeting Dates

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

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

Closed Session begins at 4:30 p.m.

Public Meetings begin at 5:30 p.m.

(Meeting dates and locations are subject to change.)

School Board Meetings: 2021-2022

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

Meeting Format Structures:

Meeting "A"

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

Meeting "B"

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

Hybrid of "A" and "B"

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

VII. Personnel Commission Business:

B. 01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, October 13, 2021, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: