



PERSONNEL COMMISSION MEETING AGENDA

September 18, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, September 18, 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 September 18, 2024

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

- G.06 Approval of Minutes for Regular Meeting on August 20, 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)

September 18, 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 **Wednesday, September 18, 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 September 18, 2024
- G.06 Approval of Minutes for Regular Meeting on August 20, 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

Administrative Assistant	5
Board Certified Behavior Analyst	4
Campus Monitor	16
Instructional Assistant - Bilingual	1
Instructional Assistant - Bilingual	3
Instructional Assistant - Classroom	2
Instructional Assistant - Classroom	8
Instructional Assistant - Music	4
Instructional Assistant - Music	8
Locksmith	1
Paraeducator 1	1
Paraeducator 1	4

Paraeducator 3	2
Paraeducator 3	4
Sports Facility Attendant	2

- C.02 Advanced Step Placement:
Juliana “Jay” Baldwin in the classification of Elementary Library Coordinator at Range A-30, Step F
- C.03 Advanced Step Placement:
Sara Brown in the classification of Accounting Technician at Range A-35, Step F
- C.04 Advanced Step Placement:
Cynthia Hakopian in the classification of Instructional Assistant - Classroom at Range A-22, Step B
- C.05 Advanced Step Placement:
Oscania Maravilla in the classification of Human Resources Specialist at Range A-40, Step F
- C.06 Advanced Step Placement:
Chae Persinger in the classification of Health Office Specialist at Range A-29, Step D
- C.07 Advanced Step Placement:
Melethia Pride in the classification of Senior Buyer at Range A-45, Step D
- C.08 Advanced Step Placement:
Kaitlin Theobald in the classification of Instructional Assistant - Classroom at Range A-22, Step C

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- None

IV. **COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

V. **DISCUSSION ITEMS:**

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

- 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)
 - September 5, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 5, 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
Public Employee Performance Evaluation: Director – Classified Personnel	Closed Session	October 9, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 9, 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:

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director - Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in 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 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 was held on **Tuesday, August 20, 2024**, at **4:35 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 4:35 p.m.

G.02 Roll Call: Commissioners Robinson 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: August 20, 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: July 10, 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 July 10, 2024.
 - Oral exams were administered for Campus Security Officer, Human Resources Specialist, Senior Buyer, Cafeteria Worker II, Swimming Instructor/Lifeguard, Board Certified Behavior Analyst, Instructional Assistant – Music, and the bilingual proficiency exam.
 - Performance exams were held for Administrative Assistant.
 - Written exams were administered for Utility Worker and Accounting Technician.
 - The Personnel Commission staff began to utilize the ESSA equivalency exam that was developed for the internal incumbents in Paraeducator positions.
 - External candidates who currently do not possess 48 college semester units also need to pass the ESSA exam, if they apply for the Paraeducator series, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, and Instructional Assistant – Music positions.
 - Final selection interviews took place for Senior Buyer, Campus Security Officer, Senior Office Specialist, Bus Driver, Human Resources Specialist, Utility Worker, Accounting Technician, Elementary Library

Coordinator, Technology Support Assistant, Campus Monitor, and Cafeteria Worker II.

- Director Kahn stated that the Personnel Commission staff filled 27 positions, in comparison to 25 in July.
- The newly opened recruitments include Facility Use Manager and Senior Office Specialist.
- Bus Driver, Cafeteria Worker I, Campus Security Officer, the Paraeducator series, Campus Monitor, and Speech Language Pathology Assistant remain open for continuous recruitments.
- The Personnel Commission staff processed 8 EDD unemployment claims and 19 employment verifications since the last regular Personnel Commission meeting in July.
- Director Kahn commended the Personnel Commission staff for filling so many vacancies in preparation for the new school year.
- Director Kahn recognized the hard work of Educational Services, under the direction of Dr. Stacy Williamson. The department, responsible for organizing the management retreat and the convocation, did a great job, elevating the experiences for all District employees.
- Additionally, Director Kahn expressed his gratitude to Ms. Gail Pinsker, Community and Public Relations Officer, for leading an information session in Malibu regarding their bus routes. Director Kahn shared the Personnel Commission's recruitment efforts, metrics, and other data about filling Bus Driver vacancies with Ms. Pinsker. She conveyed the steps the District is taking to address the shortage at that meeting.
- Director Kahn stated that the Personnel Commission staff is currently using the ESSA equivalency exam for external candidates as well as addressing the CDE program monitoring by administering it to the District's Paraeducator incumbents. At the moment, only 2 employees need to re-take the exam. The rest of the employees have either passed the test or provided the necessary documentation demonstrating they meet the requirements.

G.08 Personnel Commissioner Comments/Reports:

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

- **None**

G.09 Communications:

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

- SEIU Report
 - **None**
- Board of Education Report
 - **Dr. Kelly informed the Personnel Commission about the Board of Education activities during July and August.**

- The Board has announced that it is seeking a general obligation bond for SFID1 for Santa Monica schools (495 million) and SFID2 for Malibu schools (395 million) in order to continue with facilities improvement. The bond will be on the ballot in November 2024.
- Dr. Kelly informed the Personnel Commission about the convocation that took place on August 19, 2024 for the entire District.
Thanks to the collective bargaining agreement, classified employees in several job classifications were able to participate at the convocation and specific site trainings as they became 10-month employees.
- Dr. Kelly informed the Personnel Commission about the certificated and administrative hires for the next school year.
Ms. Elizabeth Ipiña became the new Principal of Edison Language Academy.
Ms. Kara Belsky was appointed as the new Assistant Principal of Grant Elementary School.
Ms. Carina Diana became the new Principal of Webster Elementary School.
Dr. Adam Almeida is the new Principal of Malibu High School. Dr. Almeida served there as the Assistant Principal there.
Ms. Denise Johnson became the new Assistant Principal of Malibu High School.
Mr. Walter Gavidia was appointed as the new House Principal of Santa Monica High School.
Mr. Patrick Miller, the former Principal of Malibu High School, assumed his new role as the Director of Assessment, Research and Evaluation.
Dr. Francisco Dussan is the new Director of Student Services.
Ms. Cynthia Smith, the former Assistant Principal of Malibu High School, accepted the position of the Coordinator of Mathematics and Science/STEM.
Dr. Brenda Clarke became the new Special Education Coordinator replacing Ms. Victoria Hurst who was appointed as the new Director of Special Education.
Ms. Jillian Bucciero joined the District as an Assistant Director of Special Education.
The Human Resources Department is currently hiring for the assistant principal for McKinley Elementary School and Edison Language Academy- it will be a shared position- assistant principal for Franklin Elementary School, and Special Education coordinator.
- Dr. Kelly recognized the Personnel Commission staff for their hard work filling many classified positions.
- Dr. Kelly informed the Personnel Commission about the next regular Board of Education meeting on August 15, 2024.

G.10 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments"

except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. **CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligible</u>
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

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

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- 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*

Commissioner Robinson will not be able to attend the meeting on this day due to a work obligation. The September meeting will 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: 4:47 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							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 18, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Juliana “Jay” Baldwin

Hire Date: 08/20/2024

ASP Request Submitted: 08/20/2024

BACKGROUND INFORMATION:

Classification Title: Elementary Library Coordinator	Employee: Juliana “Jay” Baldwin	Calculation of Advanced Step Recommendation
Education: A high school diploma or recognized equivalent.	<ul style="list-style-type: none">Juliana “Jay” Baldwin has a Bachelor of Arts in English: Creative Writing.	1 level of education above the required level = 1 Step Advance (Max Allowed)
Experience: Two (2) years of clerical experience including electronic recordkeeping, inventory management, and data collection.	<ul style="list-style-type: none">Juliana “Jay” Baldwin has over six (6) years of clerical experience in a paid capacity above the min requirements.	3 (2-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">Juliana “Jay” Baldwin’s prior salary as a Program Director for the LGBTQ+ Program with the Help Group was \$5,158.40/monthly or the equivalent of \$30.52/hour.	The closest step that exceeds the prior by at least 5% is step F = 5 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) + 5 (Prior Salary) = 8 Advanced Steps = STEP F		

DIRECTOR’S COMMENTS:

Juliana “Jay” Baldwin’s education, work experience, and prior salary exceeds the minimum requirements specified for this classification. 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 Juliana “Jay” Baldwin 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: Wednesday, September 18, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Sara Brown

Hire Date: 08/19/2024

ASP Request Submitted: 09/03/2024

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Sara Brown	Calculation of Advanced Step Recommendation
<u>Education:</u> Educational attainment equivalent to a high school diploma or its recognized equivalent.	<ul style="list-style-type: none">Sara Brown meets the education requirement.	0 level of education above the required level = 0 Step Advance
<u>Experience:</u> Two (2) years of accounting clerk experience that includes processing accounts payable and/or reconciling accounts receivable.	<ul style="list-style-type: none">Sara Brown has over eight (8) years of accounting clerk experience that includes processing accounts payable and/or reconciling accounts receivable.	3 (2-year periods) of experience above the required level = 2 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">Sara Brown's prior salary as a Branch Operations Specialist for Pacific Western Bank was \$32.64/hour	The closest step that exceeds the prior by at least 5% is step F = 5 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 2 (Experience) + 5 (Prior Salary) = 7 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Sara Brown's prior salary exceeds the starting salary and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-35 at Step A is \$24.91/hour, while Step F is \$31.90/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Sara Brown at Range A-35, 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							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 18, 2024

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Cynthia Hakopian

Hire Date: 08/21/2024

ASP Request Submitted: 08/21/2024

BACKGROUND INFORMATION:

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

DIRECTOR'S COMMENTS:

Cynthia Hakopian's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22 at Step A is \$18.18/hour, while Step B is \$19.09/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Cynthia Hakopian 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							
Mahshid Tarazi							
Philip Tate							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 18, 2024

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Oscania Maravilla

Hire Date: 09/04/2024

ASP Request Submitted: 09/04/2024

BACKGROUND INFORMATION:

Classification Title: Human Resources Specialist	Employee: Oscania Maravilla	Calculation of Advanced Step Recommendation
<u>Education:</u> 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"> Oscania Maravilla has a Bachelor of Arts. 	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> 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"> Oscania Maravilla meets experience requirements. 	0 (4-year periods) of experience above the required level = 0 Step Advance
<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"> Oscania Maravilla's prior salary as a Human Resources Generalist/Payroll Specialist for Meridith Baer Home was \$32.00/hour 	The closest step that exceeds the prior by at least 5% is step E = 4 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) + 4 (Prior Salary) = 5 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Oscania Maravilla's education and prior salary exceeds the starting salary exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-40 at Step A is \$28.29/hour, while Step F is \$36.05/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Oscania Maravilla at Range A-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: Wednesday, September 18, 2024

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Chae Persinger

Hire Date: 8/15/2024

ASP Request Submitted: 8/20/2024

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Chae Persinger	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or recognized equivalent.	<ul style="list-style-type: none">Chae has an Associate of Arts, Liberal Arts – Arts & Humanities Degree	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> One (1) year of clerical experience including record keeping, data entry, and public contact.	<ul style="list-style-type: none">Chae has over five year of clerical experience and public contact.	2 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Chae Persinger's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-29, Step A is \$21.57/hour, while Step D is \$24.97/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Chae Persinger at Range A-29, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 18, 2024

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Melethia Pride

Hire Date: 8/19/2024

ASP Request Submitted: 8/25/2024

BACKGROUND INFORMATION:

Classification Title: Senior Buyer	Employee: Melethia Pride	Calculation of Advanced Step Recommendation
<u>Education:</u> A high school diploma or its recognized equivalent.	<ul style="list-style-type: none">Melethia Pride has a Bachelor of Arts degree.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Two (2) years of experience managing contracts and preparing bid specifications for the purchase of materials, supplies and equipment.	<ul style="list-style-type: none">Melethia Pride has 18 years of experience managing contracts and preparing bid specifications for the purchase of materials, supplies, and equipment.	8 (2-year periods) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Steps = STEP D		

DIRECTOR'S COMMENTS:

Melethia Pride's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-45 at Step A is \$5,529/month, while Step D is \$6,401/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Steps Placement for Melethia Pride at Range A-45, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, September 18, 2024

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Kaitlin Theobald

Hire Date: 8/21/2024

ASP Request Submitted: 9/10/2024

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Classroom	Employee: Kaitlin Theobald	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent AND • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness. 	<ul style="list-style-type: none"> • Kaitlin Theobald has a Bachelor of Arts Degree. 	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Experience is a preferred qualification.	<ul style="list-style-type: none"> • Kaitlin Theobald has three years of experience working with school aged children and young people. 	=1 (2-year period) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 1(Education) + 1 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Kaitlin Theobald's education and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-22, Step A is \$18.18/hour, while Step C is \$20.05.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kaitlin Theobald at Range A-22, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

12.2.4 SALARY ON EMPLOYMENT

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

16.4 ADVANCED STEP PLACEMENT

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

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

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

III. Action Items:

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

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (9/13/2024)

Req Number	Req Title	Department	Position Type	FTE
25-040	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	100
24-167	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	Vac	50
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
25-032	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50
25-033	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
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
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	New	2.18
24-048	CAMPUS MONITOR	ROOSEVELT 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
25-026	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	New	0.1
25-027	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	New	0.1
25-028	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.22

25-034	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.19
25-035	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	0.04
25-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
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
24-187	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
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
25-037	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	JOHN ADAMS MIDDLE SCHOOL	Vac	87.5
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
23-039	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
24-038	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 - ADAMS	Vac	0.56
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
25-008	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
25-041	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
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
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-078	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
25-009	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	100
25-010	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75
25-030	PARAEDUCATOR-3	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
24-120	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	Vac	100
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
25-031	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	100
25-038	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (9/13/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-143	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	9/13/2024
24-146	ADMINISTRATIVE ASSISTANT	FRANKLIN ELEMENTARY SCHOOL	8/30/2024
24-177	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	8/28/2024
25-022	ADMINISTRATIVE ASSISTANT	TRANSPORTATION	8/21/2024
25-039	ADMINISTRATIVE ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	9/11/2024
24-182	Board Certified Behavior Analyst	SPECIAL EDUCATION	8/29/2024
23-224	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	8/29/2024
23-226	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	8/29/2024
24-052	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	9/5/2024
24-192	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	8/28/2024
25-011	CUSTODIAN	MALIBU HIGH SCHOOL	8/28/2024
25-023	CUSTODIAN	SANTA MONICA HIGH SCHOOL	8/28/2024
25-029	CUSTODIAN	JOHN ADAMS MIDDLE SCHOOL	9/9/2024
24-152	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	9/3/2024
24-161	LOCKSMITH	MAINTENANCE	9/4/2024
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	9/10/2024
23-024	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	9/6/2024
24-009	PARAEDUCATOR-3	CDS - LINCOLN	9/5/2024
24-082	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	9/5/2024
24-184	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	8/19/2024
25-018	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	9/5/2024
25-042	PHYSICAL ACTIVITIES SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	9/5/2024
24-186	SENIOR OFFICE SPECIALIST	SMASH (ALTERNATIVE) SCHOOL	9/9/2024
24-193	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	8/16/2024
24-194	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	8/16/2024
24-131	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	9/9/2024
23-127	SWIMMING INSTRUCTOR/LIFEGUARD	MALIBU HIGH SCHOOL	9/10/2024
24-142	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	8/30/2024

**Classified Personnel – Merit
9/5/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Alderete, Nohemi FNS-Santa Monica HS	Cafeteria Worker I 3.5 Hrs/10 Mo/Range: 17 Step: C	8/15/24
Horton, Kevin Human Resources	Human Resources Specialist - Confidential 8 Hrs/12 Mo/Range: C-40 Step: A	8/12/24
Houston, Laquisha Transportation	Bus Driver 7 Hrs/10 Mo/Range: 34 Step: F	8/16/24
Labrador, Gabriella Malibu ES	Elementary Library Coordinator 7 Hrs/10 Mo/Range: 30 Step: A	8/15/24
MacLearn, Matthew Malibu MS/HS	Campus Security Officer 8 Hrs/11 Mo/Range: 29 Step: A	8/19/24
McClung, Vitty Webster ES	Senior Office Specialist 4 Hrs/10 Mo/Range: 29 Step: A	8/15/24
Persinger, Chae Student Services	Health Office Specialist 6 Hrs/10 Mo/Range: 29 Step: A	8/15/24
Pride, Melethia Purchasing	Senior Buyer 8 Hrs/12 Mo/Range: 45 Step: A	8/19/24

PROMOTION

		<u>EFFECTIVE DATE</u>
Carrillo Castillo, Ruben Operations	Utility Worker 8 Hrs/12 Mo/Range: 33 Step: E From: Custodian: 8 Hrs/12 Mo	8/1/24
Madiraju, Vidya Franklin ES	Senior Office Specialist 8 Hrs/10 Mo/Range: 29 Step: C From: Instructional Assistant-Classroom: 3.5 Hrs/SY	8/15/24
McAlpin, Michael Adams MS	Campus Security Officer 8 Hrs/11 Mo/Range: 29 Step: F From: Custodian: 8 Hrs/12 Mo	8/1/24
Pannu, Jessica Operations-Edison LA	Custodian 8 Hrs/12 Mo/Range: 28 Step: A From: Cafeteria Worker I: 3 Hrs/SY	7/1/24
Villa, Paola FNS-Roosevelt ES	Cafeteria Worker II 7 Hrs/10 Mo/Range: 21 Step: D From: Cafeteria Worker I: 5 Hrs/SY	8/15/24

SUMMER ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Daniels, Delone Special Ed-Grant ES	Paraeducator 2 4.25 Hrs/Day	6/24/24-7/19/24
Terry, Isaura Human Resources	Administrative Assistant 8 Hrs/Day	7/31/24-8/7/24

TEMP/ADDITIONAL ASSIGNMENTS

Anderson, Anaradeen Facility Use	Campus Security Officer [additional hours; Facility Use events support]	7/1/24-6/30/25
Anderson, Anaradeen Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Carrillo, Nestor Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Carrillo Castillo, Ruben Operations	Utility Worker [overtime; district projects]	8/1/24-6/30/25
Cooper, Raymond Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Cornejo, Natalie Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Davis, Jalynn Human Resources	Senior Office Specialist [overtime; Human Resources projects/training]	7/24/24-6/30/25
Davis, Luke Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Hernandez, Steven Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Jelks, Curtis Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Jones, Chancy Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Mangum, Don Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
McAlpin, Michael Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Miller, Melvyn Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Preciado, Daniel Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Reyes, Marybel Facility Use	Campus Security Officer [additional hours; Facility Use events support]	7/1/24-6/30/25
Reyes, Marybel Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Reyes Jimenez, Roxana Human Resources	Senior Office Specialist [overtime; Human Resources projects/training]	7/24/24-6/30/25
Smith, Dunnell Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Taylor, Inelle Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25

Torres, Jose Operations	Utility Worker [overtime; district projects]	7/1/24-6/30/25
Vasquez, Graciela Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Wilson, Terry Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25

SUBSTITUTES

Solis, Robert Operations	Custodian	<u>EFFECTIVE DATE</u> 7/22/24-6/30/25
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PROFESSIONAL GROWTH

Davis, Lisa Adams MS	Senior Office Specialist	<u>EFFECTIVE DATE</u> 9/1/24
De Noya, Michael Special Education	Speech Language Pathology Assistant	9/1/24
Eby, David Grant ES	Physical Activities Specialist	9/1/24
Fuentes, Natalie Roosevelt ES	Instructional Assistant - Classroom	9/1/24
Itomura, Terrie CDS-Business Office	Computer Operator	9/1/24
Medina, Elvia FNS-Santa Monica HS	Cafeteria Worker I	9/1/24
Nguyen, Chieu-Quan Special Ed-McKinley ES	Paraeducator 2	9/1/24
Richardson, Anthony Operations-Grant ES	Custodian	9/1/24
Tran, Daniel Santa Monica HS	Athletic Trainer	9/1/24

CHANGE IN ASSIGNMENT

Lucas, Ralph McKinley ES	Instructional Assistant - Classroom 6 Hrs/SY From: 3.5 Hrs/SY/McKinley ES	<u>EFFECTIVE DATE</u> 8/21/24
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LATERAL TRANSFER

Aldana, Monica Child Development Services	Senior Office Specialist 8 Hrs/12 Mo From: Health Office Specialist 6 Hrs/10 Mo/Franklin ES	<u>EFFECTIVE DATE</u> 8/19/24
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LATERAL TRANSFER IN LIEU OF LAYOFF

Andrews, Scott Special Ed-Franklin ES	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Franklin ES	<u>EFFECTIVE DATE</u> 8/15/24
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Montoya Schweers, Ryan Special Ed-Franklin ES	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Franklin ES	8/15/24
Randolph, Jayon Special Ed-Roosevelt ES	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Roosevelt ES	8/15/24
Rusk-Kosa, Matthew Special Ed-Roosevelt ES	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Roosevelt ES	8/15/24
Satterfield, Jesse Special Ed-Rogers LC	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Rogers LC	8/15/24
Taylor, Eric Special Ed-Malibu HS	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Malibu HS	8/15/24
Thompson, Isiah Special Ed-Franklin ES	Paraeducator 3 6 Hrs/10 Mo From: Physical Activities Specialist 6 Hrs/SY/Franklin ES	8/15/24

VOLUNTARY DEMOTION

Lyles, Michelle Santa Monica HS	Senior Office Specialist 8 Hrs/10 Mo From: Paraeducator 3 8 Hrs/SY/Santa Monica HS	<u>EFFECTIVE DATE</u> 8/15/24
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VOLUNTARY TRANSFER/REDUCTION IN HOURS

Arcese, Samantha Malibu ES	Instructional Assistant-Classroom 3 Hrs/SY From: 6 Hrs/SY/Malibu ES	<u>EFFECTIVE DATE</u> 8/21/24
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INVOLUNTARY TRANSFER

Carrillo, Brenda Transportation	Administrative Assistant 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Adams MS	<u>EFFECTIVE DATE</u> 8/14/24
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LEAVE OF ABSENCE (PAID)

Dominguez-Morales, Yanet Education Technology Services	Senior Technology Support Assistant Intermittent FMLA	<u>EFFECTIVE DATE</u> 4/21/24-4/21/25
Yamamoto, Mikiko Special Ed-Roosevelt ES	Paraeducator 3 CFRA	5/28/24-10/25/24

WORKING OUT OF CLASS

Dela Paz, Luzviminda Facility Improvement Projects	Accountant From: Accounting Technician	<u>EFFECTIVE DATE</u> 8/3/24-8/31/24
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ABOLISHMENT OF POSITION

Manager, Facility Services Funding
8 Hrs/12 Mo/Facility Improvement Projects

EFFECTIVE DATE

3/19/24

RESIGNATION

Ballat, Nawal
FNS-Rogers LC

Cafeteria Worker I

EFFECTIVE DATE

8/15/24

Beam, Carley
Education Technology Services

Technology Support Assistant

8/23/24

Guerra, Gisel
Roosevelt ES

Campus Monitor

7/31/24

Lavin, Angela
Lincoln MS

Administrative Assistant

8/13/24

Pullard, Joseph
Adams MS

Instructional Assistant-Physical Education

6/12/24

Sheppard, Sean
Facility Use

Sports Facility Attendant

5/11/24

Torres, Corina
Roosevelt ES

Campus Monitor

6/12/24

Classified Personnel – Non-Merit
9/5/24

TECHNICAL SPECIALIST – LEVEL I

Geronimo, Laura	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/24-6/12/25
Lasker, Jillian	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/24-6/12/25
Laur, Eden	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/24-6/12/25
Reyes, Araceli	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/24-6/12/25
Tam, Nathan	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/22/24-6/12/25

TECHNICAL SPECIALIST – LEVEL II

Hernandez, Tiara	Special Education [Psychologist Intern] - Funding: Other Local Income	8/26/24-6/12/25
Howard, Maxwell	Special Education [Psychologist Intern] - Funding: Other Local Income	8/26/24-6/12/25
Quintana, Jocelyn	Special Education [Psychologist Intern] - Funding: Other Local Income	8/26/24-6/12/25

TECHNICAL SPECIALIST – LEVEL III

Gittleman, Marni	SMASH [Project Based Learning Visual Arts Coordinator] - Funding: Proposition 28	8/22/24-6/12/25
Mackiewicz, Jennifer	SMASH [Visual Arts Instructor] - Funding: Proposition 28	8/22/24-6/12/25

**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 18, 2024 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
Public Employee Performance Evaluations: Director – Classified Personnel	Closed Session	October 9, 2024

VIII. Next Regular Personnel Commission Meeting:

Wednesday, October 9, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director - Classified Personnel

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

XI. Adjournment: