



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

November 13, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, November 13, 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 November 13, 2024

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

- G.06 Approval of Minutes for Regular Meeting on October 9, 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)

November 13, 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, November 13, 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 November 13, 2024
- G.06 Approval of Minutes for Regular Meeting on October 9, 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

Audience Services Coordinator	7
Bus Driver	2
Campus Monitor	5
Custodian	15
Director, Purchasing	5
Facility Use Manager	6
Instructional Assistant – Physical Education	9
Paraeducator 1	4
Paraeducator 3	1
Technology Support Assistant	17

- C.02 Advanced Step Placement:
Joel Awayan in the classification of Administrative Assistant at Range A-35, Step D
- C.03 Advanced Step Placement:
Jacob Cupp in the classification of Paraeducator 1 at Range A-24, Step B
- C.04 Advanced Step Placement:
James Foster in the classification of Paraeducator 1 at Range A-24, Step B
- C.05 Advanced Step Placement:
Vidya Madiraju in the classification of Senior Office Specialist at Range A-29,
3 Advanced Steps Placement
- C.06 Advanced Step Placement:
Angelica Malone in the classification of Administrative Assistant at Range A-35, Step B
- C.07 Advanced Step Placement:
Erik Ran in the classification of Swimming Instructor/Lifeguard at Range A-25, Step C
- C.08 Advanced Step Placement:
Jorge Rojo in the classification of Electrician at Range A-43, Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
I.02 Filled Personnel Requisitions Status Report

- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - October 10, 2024
 - October 24, 2024
 - November 7, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - October 10, 2024
 - October 24, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
TBD		

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, December 11, 2024, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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



PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

October 9, 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 **Wednesday, October 9, 2024**, at **4:30 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 4:30 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: October 9, 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: September 18, 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 September 18, 2024.**
 - **Oral exams were administered for Children's Center Assistant, Campus Security Officer, Technical Theater Technician, Senior Office Specialist, Technology Support Assistant, the Paraeducator series, and Director of Purchasing.**
 - **Performance exams were held for Cafeteria Worker I.**
 - **Written exams were administered for Technology Support Assistant, the ESSA equivalency exam, and Senior Office Specialist.**
 - **Final selection interviews took place for Bus Driver, Instructional Assistant – Music, the Paraeducator series, Senior Office Specialist, Instructional Assistant – Classroom, Technical Theater Coordinator, Heavy Duty Vehicle and Equipment Mechanic, Instructional Assistant – Bilingual, and Cafeteria Worker I.**
 - **The only newly opened recruitment is for Human Resources Technician.**
 - **The Paraeducator series, Bus Driver, and Cafeteria Worker I remain open for continuous recruitments.**
 - **Speech Language Pathology Assistant, Heavy Duty Vehicle and Equipment Mechanic, and Swimming Instructor/Lifeguard vacancies have been filled.**

- The Personnel Commission staff processed 3 EDD unemployment claims.
- The staff received 12 employment verifications since the last regular Personnel Commission meeting in September.
- Director Kahn informed the Personnel Commission that the Human Resources Technician recruitment to fill the vacancy in his department will close on October 13, 2024. He was pleased to state that there is a healthy applicant pool already.
- The staff also continues to recruit for the Personnel Commissioner with the closing date of October 20, 2024. So far, one application was received. In the past recruitment, 7 applications were received, and 5 of those were eligible for consideration.
- Commissioner Tate inquired about the factors that may disqualify a candidate.
- Director Kahn state that the disqualifying factors include not residing in the cities of Santa Monica and Malibu, being a District employee, or not being a registered voter.
- Commissioner Tate offered his assistance in reaching out to potential candidates.
- Director Kahn stated that the vacancy has been advertised in the District newsletter, the Wave, and on schooljobs.com, and governmentjobs.com.

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 in October.
 - At the October 10, 2024 regular Board of Education meeting, Webster Elementary School will report on their school achievements, happenings, and functions.
 - Dr. Susan Samarge-Powell, Director of Child Development Services, will present a study session on the Expanded Learning Opportunities Program, a state-mandated program designed to support students in after-school and summer enrichment opportunities.
 - Also, the Board will receive an update on facilities improvement projects and agenda items from Fiscal and Business Department.

- The Board will adopt a resolution in recognition of Week of the School Administrator, October 13-19, 2024, for both certificated and classified management.
- Malibu unification will be addressed at a special Board meeting on October 15, 2024. The framework for how the District will be divided includes Revenue Sharing Agreement, Operational Transfer Agreement, and Join Powers Agreement. All these documents are publicly accessible on the District website.
- Community members of both cities can vote on bond measures QS and MM for school facilities improvement in November.

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>
Bus Driver	3
Cafeteria Worker I	9
Campus Monitor	4
Campus Security Officer	4
Children's Center Assistant 1	4
Children's Center Assistant 2	2
Heavy Duty Vehicle and Equipment Mechanic	1
Paraeducator 1	4
Senior Office Specialist	3
Speech Language Pathology Assistant	1
Technical Theater Coordinator	5
Technical Theater Technician	7

C.02 Advanced Step Placement:

Robel Brook in the classification of Board Certified Behavior Analyst at Range A-60, Step B

C.03 Advanced Step Placement:

Ana Cabrera in the classification of Cafeteria Worker I at Range A-17, Step F

C.04 Advanced Step Placement:

Saundra Nicholson in the classification of Senior Office Specialist at Range A-29, Step D

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.

A.01 Classification Revision:

Campus Security Officer within the Operations Support Job Unit

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

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

REPORT AND DISCUSSION

- Ms. Younan provided a brief background for the revisions of this classification specification.
- The most important revision occurred for the Minimum Qualifications category, under Additional Requirements/Information, in which the original certificate of completion of a 24-hour "School Security Guard Training," (SB1626) was replaced with SB390 training and certification in accordance with Education Code 38001.5.
- This revision was implemented based on Senate Bill 390 replacing Senate Bill 1690.
- Ms. Younan met with Dr. Francisco Dussan, Director of Student Services, to confirm compliance with SB390. The former Director of Student Services, Ms. Tara Brown, provided a mandatory SB390 training for current incumbents in this classification.
- Commissioner Tate inquired about the difference in these two certifications.
- Ms. Younan stated that previously SB1626 was required for Campus Security Officers who worked 20 or more hours per week. However, the

District required all security staff to be certified, regardless of their work schedule.

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)
 - September 19, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 19, 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	November 13, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 13, 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.

- None

X. CLOSED SESSION:

The Commission adjourned to closed session at **4:52 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 **5:51 p.m.** and reported on the following action taken in closed session:

The Personnel Commission provided Director Kahn with his annual performance evaluation.

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:52 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Joel Aawayan

Hire Date: 10/02/2024

ASP Request Submitted: 10/02/2024

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Joel Aawayan	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or evidence of equivalent educational proficiency.	<ul style="list-style-type: none">Joel Aawayan has a Bachelor of Science degree in Civil Engineering.	2 levels of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Three or more years of varied administrative, secretarial and clerical support experience	<ul style="list-style-type: none">Joel Aawayan has over 16 years of clerical support experience.	4 (3-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:

Joel Aawayan's education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-35 is \$24.97 while Step D is \$28.93.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Joel Aawayan at Range A-35, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Jacob Cupp

Hire Date: 10/07/2024

ASP Request Submitted: 11/04/2024

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: Jacob Cupp	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and ONE of the following: <ul style="list-style-type: none">Completed 48 units at an institution of higher learning ORObtained an Associate's (or higher) degree ORObtain a passing score on the District's Instructional Assistance (ESSA) written examination	<ul style="list-style-type: none">Jacob Cupp has a Bachelor's degree in Film Studies.	1 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	<ul style="list-style-type: none">Jacob Cupp meets experience requirement.	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Jacob Cupp's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$19.09/hour, while Step B is \$20.05/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jacob Cupp at Range A-24, 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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2024

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – James Foster

Hire Date: 10/21/2024

ASP Request Submitted: 10/28/2024

BACKGROUND INFORMATION:

Classification Title: Paraeducator 1	Employee: James Foster	Calculation of Advanced Step Recommendation
<u>Education:</u> Must have a high school diploma or its recognized equivalent and 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 Obtain a passing score on the District's Instructional Assistance (ESSA) written examination 	<ul style="list-style-type: none"> James Foster has a Doctorate in Law and Bachelor's degree in Philosophy. 	3 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> None	<ul style="list-style-type: none"> James Foster meets experience requirement. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

James Foster's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$19.09/hour, while Step B is \$20.05/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for James Foster at Range A-24, 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							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2024

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Vidya Madiraju

Hire Date: 08/15/2024

ASP Request Submitted: 10/07/2024

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Vidya Madiraju	Calculation of Advanced Step Recommendation
<u>Education:</u> A high school diploma or recognized equivalent.	<ul style="list-style-type: none">Vidya Madiraju has a Bachelor of Fine Arts Degree	2 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Two or more years of varied office support experience.	<ul style="list-style-type: none">Vidya Madiraju has over ten years' experience working in an office support environment.	4 (2-year period) of experience above the required level = 2 Step Advance (Max Allowed)
<u>Advanced Steps from Promotional Step: 1(Education) + 2 (Experience) = 3 Advance Steps</u>		

DIRECTOR'S COMMENTS:

Vidya Madiraju's education and work experience exceeds the minimum requirements specified for this classification.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve three (3) Advanced Step Placements from their Promotional Step for Vidya Madiraju at Range A-29, 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, November 13, 2024

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Angelica Malone

Hire Date: 09/23/2024

ASP Request Submitted: 10/01/2024

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Angelica Malone	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or evidence of equivalent educational proficiency.	<ul style="list-style-type: none">Angelica Malone has a Bachelor of Arts degree in Psychology.	2 levels of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Three or more years of varied administrative, secretarial and clerical support experience	<ul style="list-style-type: none">Angelica Malone meets the minimum requirements.	0 (3-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Angelica Malone's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-35 is \$24.97 while Step B is \$26.23.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Angelica Malone at Range A-35, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1..*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2024

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Erik Ran

Hire Date: 09/23/2024

ASP Request Submitted: 10/08/2024

BACKGROUND INFORMATION:

Classification Title: Swimming Instructor/Lifeguard	Employee: Erik Ran	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"> Erik Ran has a Bachelor of Arts Degree in Communication Arts and Sciences 	2 levels of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> One (1) year of experience as a lifeguard at a public facility.	<ul style="list-style-type: none"> Erik Ran has over two years of experience as a lifeguard 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none"> Erik was the only rank available from the most recent recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants = 1 Step Advance (Max Allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) + 1 (Difficulty) = 2 Advanced Steps = STEP C		

DIRECTOR'S COMMENTS:

Erik Ran's education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$19.56/hour, while Step C is \$21.57/hour

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Erik Ran at Range A-25, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, November 13, 2024

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Jorge Rojo

Hire Date: 7/29/2024

ASP Request Submitted: 9/23/2024

BACKGROUND INFORMATION:

Classification Title: Electrician	Employee: Jorge Rojo	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or recognized equivalent.	<ul style="list-style-type: none"> Jorge Rojo meets the minimum requirement 	0 level of education above the required level =0 Step Advance
<u>Experience:</u> Two (2) years of journey-level electrical experience, including installation, maintenance and repair of high-voltage and low-voltage systems.	<ul style="list-style-type: none"> Jorge Rojo meets the minimum requirement 	0 (2-year periods) of experience above the required level =0 Step Advance
<u>Difficulty of Recruitment:</u> The Director of Classified Personnel determines the recruitment was difficult as evidenced by a failure to obtain three (3) ranks, or by concluding that it would be very challenging to find alternative qualified applicants	<ul style="list-style-type: none"> Jorge Rojo was the only rank available from the most recent recruitment The Director has concluded that it would be very challenging to find alternative qualified applicants. 	Less than 3 ranks and concluded challenge of finding alternative qualified applicants =1 Step Advance
<u>Total Advanced Steps: 0 (Education) + 0 (Experience) + 1 (Difficulty) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Jorge Rojo's status on the eligibility list meets the criteria for a difficulty of recruitment. Pay rate at salary Range A-43 at Step A is \$30.36/hour, while Step B is \$31.90/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jorge Rojo at Range A-43, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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

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 (11/06/2024)

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
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-175	BUS DRIVER	TRANSPORTATION	Vac	87.5
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
25-043	CAFETERIA WORKER I	FS - WILL ROGERS	Vac	37.5
25-059	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	37.5
25-060	CAFETERIA WORKER I	FS - GRANT	Vac	37.5
25-064	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	Vac	43.75
25-069	CAFETERIA WORKER I	FS - JOHN ADAMS	New	68.75
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
25-028	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.22
25-034	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.19
25-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
25-054	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	28.13
25-055	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
25-056	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	35.75
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
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
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

Report – Open Requisitions

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
25-058	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
25-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	75
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
25-037	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	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
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
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

Report – Open Requisitions

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
25-003	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
25-050	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-062	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	New	75
25-067	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
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

Report – Open Requisitions

24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
25-030	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-051	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-052	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
25-065	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	78.13
25-068	SENIOR ADMINISTRATIVE ASSISTANT (Confidential)	HUMAN RESOURCES	Vac	100
24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	New	100
24-121	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	Vac	100

Filled Requisitions (11/6/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-101	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	10/9/2024
24-102	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	10/9/2024
25-033	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	10/9/2024
25-044	CAFETERIA WORKER I	FS - FRANKLIN	10/9/2024
23-223	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	10/23/2024
24-080	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	10/4/2024
24-187	DIRECTOR-PURCHASING	PURCHASING/WAREHOUSE	10/30/2024
23-088	HEAVY DUTY VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	10/7/2024
24-115	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	10/4/2024
25-057	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	10/25/2024
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	10/7/2024
24-152	INSTRUCTIONAL ASSISTANT-MUSIC	JOHN ADAMS MIDDLE SCHOOL	10/21/2024
24-166	SENIOR OFFICE SPECIALIST	MALIBU HIGH SCHOOL	10/8/2024
24-194	SENIOR OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	10/21/2024
25-049	SPORTS FACILITY ATTENDANT	LINCOLN MIDDLE SCHOOL	10/10/2024
25-070	SYSTEMS ANALYST	INFORMATION SERVICES	10/29/2024
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	10/23/2024
25-031	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	10/23/2024
25-066	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	10/28/2024

**Classified Personnel – Merit
10/10/24**

NEW HIRES

EFFECTIVE DATE

Brown, Sara Fiscal Services	Accounting Technician 8 Hrs/12 Mo/Range: 35 Step: A	8/19/24
Cabrera, Ana FNS-Santa Monica HS	Cafeteria Worker I 6 Hrs/10 Mo/Range: 17 Step: C	8/22/24
Chapman, Vance Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 15 Step: D	9/11/24
Green, Donald Operations-Adams MS	Custodian 8 Hrs/12 Mo/Range: 28 Step: A	9/16/24
Hakopian, Cynthia Malibu ES	Instructional Assistant - Classroom 4 Hrs/SY/Range: 22 Step: B	8/21/24
Jones, Marquis Special Ed-Rogers LC	Paraeducator 3 6 Hrs/10 Mo/Range: 30 Step: A	9/24/24
Malone, Angelica Adams MS	Administrative Assistant 8 Hrs/12 Mo/Range: 35 Step: A	9/23/24
Maravilla, Oscania Human Resources	Human Resources Specialist 8 Hrs/12 Mo/Range: 40 Step: A	9/4/24
Mendez, Margarita Edison LA	Campus Monitor 2 Hrs/SY/Range: 15 Step: D	9/23/24
Minasyan, Anahit Malibu ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 22 Step: A	8/21/24
Pineda, Mario Transportation	Bus Driver 7 Hrs/10 Mo/Range: 34 Step: F	9/23/24
Tahmasian, Wright Education Technology Services	Technology Support Assistant 8 Hrs/12 Mo/Range: 45 Step: A	9/19/24
Taylor, Wayneshia Franklin ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 22 Step: A	9/16/24
Teal, Craig Operations-Malibu MS/HS	Custodian 8 Hrs/12 Mo/Range: 28 Step: A	9/16/24
Theobald, Kaitlin Malibu ES	Instructional Assistant - Classroom 6 Hrs/SY/Range: 22 Step: A	8/21/24
Wright, Taylor Roosevelt ES	Campus Monitor 2 Hrs/SY/Range: 15 Step: D	9/16/24

PROMOTION

EFFECTIVE DATE

Villa, Paola FNS-Roosevelt ES	Cafeteria Worker II 7 Hrs/10 Mo/Range: 21 Step: D From: Cafeteria Worker I: 5 Hrs/10 Mo	8/15/24
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ADDITIONAL ASSIGNMENT

Delgadillo, Cristina
SMASH

Senior Office Specialist
4 Hrs/10 Mo/Range: 29 Step: C
Current Site: McKinley ES: 4 Hrs/10 Mo

EFFECTIVE DATE

9/9/24

SUMMER ASSIGNMENTS

Burrell, Catherine
Santa Monica HS

Swimming Instructor/Lifeguard
Not to exceed: 7.5 Hrs

EFFECTIVE DATE

8/5/24-8/7/24

Fagnoli, Cathy
Adams MS

Senior Office Specialist
Not to exceed: 16 Hrs

8/12/24-8/14/24

Garcia, Melina
Edison LA

Senior Office Specialist
Not to exceed: 16 Hrs

8/13/24-8/14/24

Gutierrez, Nallely
Lincoln MS

Bilingual Community Liaison
Not to exceed: 24 Hrs

8/12/24-8/14/24

Osaki, Brenda
Adams MS

Senior Office Specialist
Not to exceed: 24 Hrs

8/12/24-8/14/24

TEMP/ADDITIONAL ASSIGNMENTS

Barreras-Graciano, Laura
Edison LA

Instructional Assistant - Bilingual
[additional hours; classroom support]

8/22/24-6/12/25

Bechtloff, Julie
Human Resources

Payroll Specialist
[overtime; health benefits committee]

9/1/24-6/30/25

Brown, Sara
Fiscal Services

Accounting Technician
[overtime; fiscal projects]

8/19/24-6/30/25

Bustamante, Angelica
FNS-Santa Monica HS

Cafeteria Cook/Baker
[additional hours; cafeteria support]

8/15/24-6/17/25

Bustamante, Angelica
FNS-Santa Monica HS

Cafeteria Cook/Baker
[overtime; cafeteria support]

8/15/24-6/17/25

Castillo, John
Education Technology Services

Senior Network Engineer
[overtime; district projects]

7/15/24-6/30/25

De La Rosa, Johanna
Santa Monica HS

Bilingual Community Liaison
[overtime; high school activities support]

7/1/24-6/30/25

Duarte, Melissa
Santa Monica HS

Student Outreach Specialist
[overtime; high school activities support]

7/1/24-6/30/25

Everage, Askia
Santa Monica HS

Student Outreach Specialist
[overtime; high school activities support]

7/1/24-6/30/25

Fields, April
Rogers LC

Instructional Assistant - Classroom
[additional hours; restorative justice training]

4/1/24-5/1/24

Garcia-Lara, Cynthia
Educational Services

Administrative Assistant
[overtime; clerical projects]

7/16/24-12/31/24

Horton, Kevin
Human Resources

Human Resources Specialist - Confidential
[overtime; Human Resources projects]

8/19/24-6/30/25

Huntley, Nicole
Educational Services

Systems Analyst
[overtime; data integration]

7/16/24-6/30/25

Khier, Safaa FNS-Roosevelt ES	Cafeteria Worker I [additional hours; cafeteria support]	9/3/24-6/17/25
Manzur, Juan Education Technology Services	Senior Technology Support Assistant [overtime; district projects]	7/15/24-6/30/25
Manzur, Juan Facility Improvement Projects	Senior Technology Support Assistant [overtime; technology support]	7/1/24-6/30/25
McCarey, Corey Facility Use	Technical Theater Technician [overtime; Facility Use events support]	8/14/24-6/30/25
Montes, Linda Special Ed-Lincoln MS	Paraeducator 1 [additional hours; after school library support]	7/1/24-6/12/25
Morgan, Sadrica Special Ed-Franklin ES	Paraeducator 3 [additional hours; bus supervision]	8/22/24-6/12/25
Niederberger-Beekman, Jenelle Adams MS	Senior Office Specialist [additional hours; clerical projects]	8/15/24-12/20/24
Nolen, Henry FNS-Franklin ES	Cafeteria Worker II [additional hours; cafeteria support]	8/15/24-6/17/25
Nolen, Henry FNS-Franklin ES	Cafeteria Worker II [overtime; cafeteria support]	8/15/24-6/17/25
Price, Christopher Educational Services	Audio-Visual Technician [overtime; AV district-wide support]	7/1/24-6/30/25
Rodriguez, Denise CDS-Grant ES	Children's Center Assistant 2 [additional hours; classroom support]	8/22/24-6/30/25
Rosa, Lucy Santa Monica HS	Instructional Assistant – Physical Education [overtime; sports activities support]	7/1/24-6/12/25
Rosales, Ana Celia Edison LA	Instructional Assistant - Bilingual [additional hours; classroom support]	8/22/24-6/12/25
Shanley, Scott Santa Monica HS	Instructional Assistant – Physical Education [additional hours; sports activities support]	7/1/24-6/12/25
Shanley, Scott Santa Monica HS	Instructional Assistant – Physical Education [overtime; sports activities support]	7/1/24-6/12/25
Wong, Annie Special Education	Physical Therapist [overtime; professional development]	8/15/24-8/19/24
<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Brackett, Kimberly Food and Nutrition Services	Cafeteria Worker I	8/15/24-6/17/25
Donaldson, Olivia Food and Nutrition Services	Cafeteria Worker I	8/15/24-6/17/25
Laird, Rosemary Human Resources	Office Specialist	8/19/24-6/30/25
Ray, Allison Human Resources	Senior Office Specialist	7/1/24-6/30/25

Seiden, Abbey Human Resources	Senior Office Specialist	7/1/24-6/30/25
Smith, Christopher Personnel Commission	Campus Security Officer	8/23/24-6/30/25
Solis, Robert Operations	Custodian	7/22/24-6/30/25
Velasquez, Jose Food and Nutrition Services	Cafeteria Worker I	8/15/24-6/17/25

PROFESSIONAL GROWTH

Aldana, Monica CDS-Business Office	Senior Office Specialist	<u>EFFECTIVE DATE</u> 8/1/24
Batmunh, Otgonbayar Maintenance	Electrician	10/1/24
Jackson, LaTasha Special Ed-McKinley ES	Paraeducator 2	10/1/24
Soong, Angela Special Education	Certified Occupational Therapy Assistant	10/1/24

CHANGE IN ASSIGNMENT

Gomez, Aida Rogers LC	Instructional Assistant - Classroom 6 Hrs/SY From: 3 Hrs/SY/Rogers LC	<u>EFFECTIVE DATE</u> 8/21/24
Ruiz, Alyssa Grant ES	Instructional Assistant - Classroom 6 Hrs/SY From: 3 Hrs/SY/Grant ES	8/21/24
Torrence, Emily Malibu ES	Instructional Assistant - Classroom 4.1 Hrs/SY From: 3 Hrs/SY/Malibu ES	11/21/23

LATERAL TRANSFER

Griffis, Crystal Santa Monica HS	Administrative Assistant 8 Hrs/10 Mo From: Human Resources Technician 8 Hrs/12 Mo/Personnel Commission	<u>EFFECTIVE DATE</u> 9/13/24
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INVOLUNTARY TRANSFER

Diaz, Delfina CDS-Edison LA	Children's Center Assistant 2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers LC	<u>EFFECTIVE DATE</u> 8/21/24
Hunter-Sallustio, Dominique CDS-Roosevelt ES	Children's Center Assistant 2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Franklin ES	8/21/24
Lew, Shawn Operations-Franklin/Roosevelt ES	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Malibu MS/HS	6/25/24

Pineda, Blanca CDS-Adams MS	Children's Center Assistant 2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Rogers LC	8/21/24
<u>VOLUNTARY TRANSFER</u>		<u>EFFECTIVE DATE</u>
Cobbs, Rufus Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Adams MS	9/2/24
Furbush, Herbert, III Operations-Adams MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations	9/23/24
Murcia, Karina Special Ed-Lincoln CDC	Paraeducator 3 4.5 Hrs/10 Mo From: 4.5 Hrs/10 Mo/Special Ed-McKinley	1/17/24
<u>LEAVE OF ABSENCE (PAID)</u>		<u>EFFECTIVE DATE</u>
Bennett, Matthew Special Ed-Malibu HS	Paraeducator 3 CFRA	9/16/24-10/14/24
Leitzgen, Koeun Lincoln MS	Accompanist Medical/FMLA/CFRA	9/9/24-1/10/25
Sebastiani, Guido Grounds	Gardener Medical/FMLA/CFRA	8/22/24-9/15/24
Shandalov, Lisa Roosevelt ES	Instructional Assistant - Classroom Personal	9/23/24-10/1/24
Watts, Anne Special Ed-Adams MS	Paraeducator 1 Intermittent FMLA	8/15/24-8/15/25
<u>LEAVE OF ABSENCE (UNPAID)</u>		<u>EFFECTIVE DATE</u>
Aranda, Antonio McKinley ES	Instructional Assistant - Classroom Military	8/8/24-9/12/25
Tamte, Gilda Edison LA	Instructional Assistant-Bilingual Personal	8/22/24-11/1/24
Thomas, Craig Special Ed-Santa Monica HS	Paraeducator 1 Personal	10/15/24-10/24/24
<u>WORKING OUT OF CLASS</u>		<u>EFFECTIVE DATE</u>
Dela Paz, Luzviminda Facility Improvement Projects	Accountant From: Accounting Technician	9/1/24-10/4/24
Villa, Maria FNS-Malibu MS/HS	Cafeteria Worker II From: Cafeteria Worker I	8/26/24-12/31/24
<u>ABOLISHMENT OF POSITION</u>		<u>EFFECTIVE DATE</u>
	Instructional Assistant - Classroom 3 Hrs/SY/Malibu ES	11/16/23
	Instructional Assistant - Classroom 3 Hrs/SY/Malibu ES	11/16/23

Instructional Assistant - Classroom 3 Hrs/SY/Malibu ES	11/16/23
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Instructional Assistant - Classroom 3 Hrs/SY/Malibu ES	11/16/23
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RESIGNATION

EFFECTIVE DATE

Candies, Mary Rogers LC	Instructional Assistant - Classroom	6/4/24
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Cipresso, Julian Grant ES	Instructional Assistant - Classroom	6/12/24
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Clark, Marenda Special Ed-Franklin ES	Paraeducator 3	8/9/24
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Schmelzer, Nicholas Rogers LC	Instructional Assistant - Classroom	6/12/24
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Villa, Luisa FNS-Malibu HS	Cafeteria Worker I	8/12/24
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Zigler, Kenneth McKinley ES	Instructional Assistant - Classroom	6/11/24
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Classified Personnel – Merit
10/24/24

NEW HIRES

		<u>EFFECTIVE DATE</u>
Awayan, Joel Educational Services	Administrative Assistant 8 Hrs/12 Mo/Range: 35 Step: A	10/2/24
Brook, Robel Special Education	Board Certified Behavior Analyst 8 Hrs/11 Mo/Range: 60 Step: A	10/1/24
Elswick, Melissa Franklin ES	Administrative Assistant 8 Hrs/10+10 Mo/Range: 35 Step: A	10/1/24
Maidenberg, Justin Facility Use	Sports Facility Attendant 2.4 Hrs/12 Mo/Range: 28 Step: A	10/5/24
Ran, Erik Malibu MS/HS	Swimming Instructor/Lifeguard 3 Hrs/SY/Range: 25 Step: B	9/23/24

RE-EMPLOYMENT

		<u>EFFECTIVE DATE</u>
Durham, Michael Operations	Custodian 8 Hrs/12 Mo/Range: 28 Step: E	9/13/24

TEMP/ADDITIONAL ASSIGNMENTS

Alderete, Nohemi Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Bunayog, Jesse Facility Improvement Projects	Accountant [overtime; fiscal projects]	7/1/24-6/30/25
Burrell, Catherine Santa Monica HS	Swimming Instructor/Lifeguard [overtime; school activities support]	8/22/24-6/12/25
Cabrera, Ana Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Chawla, Simren Special Education	Occupational Therapist [overtime; professional development]	8/15/24-8/19/24
De La Rosa, Christopher Santa Monica HS	Campus Security Officer [additional hours; school activities support]	8/22/24-9/30/24
Furbush, Herbert Facility Use	Custodian [overtime; Facility Use events support]	7/1/24-6/30/25
Gomez, Denise Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Hernandez, Jessica Edison LA	Bilingual Community Liaison [overtime; site council meetings]	9/2/24-6/30/25
Krenik, Sarah Special Education	Occupational Therapist [overtime; professional development]	8/15/24-8/19/24
Limon Espana, Monica Santa Monica HS	Lead Translator/Interpreter [overtime; simultaneous interpretation]	8/19/24-6/12/25

Mosaad, Eman Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Patterson, Pete Human Resources	Technology Support Assistant [overtime; health benefits committee]	9/3/24-6/30/25
Tran, Daniel Santa Monica HS	Athletic Trainer [overtime; sports activities support]	8/22/24-6/12/25
West, Alyssa Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25
Youssef, Sandy Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	8/15/24-6/17/25

SUBSTITUTES

Constanza, Siugen Educational Services-Malibu Sites	Bilingual Community Liaison	<u>EFFECTIVE DATE</u> 8/15/24-12/30/24
Delgadillo, Cristina Human Resources	Senior Office Specialist	7/1/24-9/8/24
McGrath, Kathleen Human Resources	Administrative Assistant	7/1/24-6/30/25
Morales, Carmela Food and Nutrition Services	Cafeteria Worker I	9/13/24-6/17/25

CHANGE IN ASSIGNMENT

Lee, Dawn Special Ed-Santa Monica HS	Paraeducator 3 6.5 Hrs/10 Mo From: 6 Hrs/10 Mo/Santa Monica HS	<u>EFFECTIVE DATE</u> 8/22/24
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INVOLUNTARY TRANSFER

Walsh, Leslie CDS-Franklin ES	Children's Center Assistant 2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-Roosevelt ES	<u>EFFECTIVE DATE</u> 8/21/24
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LEAVE OF ABSENCE (PAID)

Bechtloff, Julie Fiscal Services	Payroll Specialist Medical/FMLA/CFRA	<u>EFFECTIVE DATE</u> 9/24/24-11/25/24
Cueva, Andrea CDS-ITC-Santa Monica HS	Children's Center Assistant 2 CFRA	5/20/24-10/18/24
Hernandez, Patricia Santa Monica HS	Senior Office Specialist Intermittent FMLA	8/1/24-6/30/25

LEAVE OF ABSENCE (UNPAID)

Cueva, Andrea CDS-ITC-Santa Monica HS	Children's Center Assistant 2 Child Care	<u>EFFECTIVE DATE</u> 10/21/24-6/12/25
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WORKING OUT OF CLASSBravo, Richard
GroundsGardener
From: Custodian**EFFECTIVE DATE**

7/10/24-9/27/24

Gomez, Denise
FNS-Malibu SitesCafeteria Worker II
From: Cafeteria Worker I

9/23/24-6/30/25

Ortiz Ortiz, Alma
FNS-Lincoln MSCafeteria Worker II
From: Cafeteria Worker I

8/15/24-6/17/25

RESCIND DISQUALIFICATION FROM PROBATIONVY9030756
Lincoln MS**EFFECTIVE DATE**

3/22/24

(Revised from 3/20/24 Board Agenda)

RESIGNATIONBonham, Jo Ann
Lincoln MS

Campus Security Officer

EFFECTIVE DATE

3/22/24

**Classified Personnel – Merit
11/7/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Cupp, Jacob Special Ed-Malibu MS/HS	Paraeducator 1 6 Hrs/10 Mo/Range: 24 Step: A	10/7/24
Davis, Randy Grant ES	Campus Monitor 1.27 Hrs/SY/Range: 15 Step: D	10/22/24
Dee Ann, Toni Rogers LC	Campus Monitor 1.75 Hrs/SY/Range: 15 Step: D	10/7/24
Orozco, Maria Rogers LC	Campus Monitor 1.75 Hrs/SY/Range: 15 Step: D	10/16/24
Vasquez Santiago, Laura Special Ed-Grant ES	Paraeducator 3 6 Hrs/10 Mo/Range: 30 Step: A	10/1/24

ADDITIONAL ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Fields, April Roosevelt ES	Campus Monitor 0.8 Hr/SY/Range: 15 Step: D Current Position: Instructional Assistant – Classroom: Roosevelt ES: 3 Hrs/SY	10/9/24

TEMP/ADDITIONAL ASSIGNMENTS

Carrillo, Nestor Facility Use	Campus Security Officer [overtime; Facility Use events support]	7/1/24-6/30/25
Jones, Dedrick Operations	Custodian [overtime; district-wide projects]	7/1/24-6/30/25
MacLearn, Matthew Facility Use	Campus Security Officer [overtime; Facility Use events support]	8/19/24-6/30/25
McClung, Vitty Webster ES	Senior Office Specialist [additional hours; clerical & enrollment support]	8/15/24-6/17/25
Pannu, Jessica Facility Use	Custodian [overtime; Facility Use events support]	7/1/24-6/30/25

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Carlstroem, Gabriella McKinley ES	Instructional Assistant - Classroom 3.5 Hrs/SY From: 3 Hrs/SY/McKinley ES	8/21/24

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Ellis, Ashley Special Ed-Lincoln MS	Paraeducator 3 Intermittent FMLA	9/1/24-3/1/25
Mack, Taylor Special Ed-SMASH	Paraeducator 3 Medical/FMLA/CFRA	9/26/24-10/26/24

DISQUALIFICATION FROM PROBATION

PX8195767

Transportation

EFFECTIVE DATE

10/23/24

SUSPENSION WITHOUT PAY

WM4665988

Operations

Custodian

EFFECTIVE DATE

11/13/24

RESIGNATION

Ernst, Amanda

Special Ed-Malibu MS

Paraeducator 3

EFFECTIVE DATE

9/24/24

McCarey, Corey

Facility Use

Technical Theater Technician

10/12/24

**Classified Personnel – Non-Merit
10/10/24**

AVID TUTOR

Barikhan, Cecilia	Santa Monica HS	8/22/24-6/12/25
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COACHING ASSISTANT

Aparicio, Angel	Middle School Athletic Program	8/26/24-12/31/24
Arnell, Niko	Middle School Athletic Program	8/26/24-12/31/24
Bennett, Matthew	Malibu MS/HS	8/19/24-6/12/25
Brown, Emmanuel	Middle School Athletic Program	8/22/24-12/31/24
Collier, Cornell	Santa Monica HS	8/1/24-6/30/25
Featherstone, Christopher	Santa Monica HS	8/1/24-6/30/25
Ford, Kavoisiea	Middle School Athletic Program	8/26/24-12/31/24
Goldberg, Hayden	Malibu MS/HS	8/19/24-6/12/25
Green, Cody	Santa Monica HS	8/1/24-6/30/25
Guerra, Juan	Santa Monica HS	7/1/24-6/30/25
Halualani, Michael	Malibu MS/HS	8/19/24-6/12/25
Hamilton, Jerrel	Malibu MS/HS	8/12/24-6/12/25
Keller, Jeffrey	Santa Monica HS	8/1/24-6/30/25
Kramer, Quinton	Malibu MS/HS	8/19/24-6/12/25
Lawrance, Sophia	Middle School Athletic Program	8/26/24-12/31/24
Malone, Patrick	Santa Monica HS	8/1/24-6/30/25
Masood, Ahmar	Middle School Athletic Program	8/22/24-12/31/24
Moore, Liam	Malibu MS/HS	8/19/24-6/12/25
Parker, Calvin	Middle School Athletic Program	8/26/24-12/31/24
Robarts, Bridget	Middle School Athletic Program	6/7/24-6/12/24
Robinson, Derrick	Santa Monica HS	8/1/24-6/30/25
Saenz, Derek	Malibu MS/HS	8/19/24-6/12/25
Segesman, Timothy	Malibu MS/HS	2/1/24-6/12/24
Son, Tony	Santa Monica HS	8/14/24-6/30/25
Stickney, Joyce	Malibu MS/HS	8/19/24-6/12/25
Swan, Keith	Santa Monica HS	8/16/24-6/30/25
Vanderberg, Sophia	Middle School Athletic Program	8/26/24-12/31/24
Waterford Bailey, Elzemarco	Middle School Athletic Program	8/22/24-12/31/24

TECHNICAL SPECIALIST – LEVEL II

Abastillas, Francis	Santa Monica HS [Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Avina-Wyant, Allison	Santa Monica HS [Color Guard Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	8/24/23-6/12/24
Chiang, Fuchou	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	8/22/24-6/12/25

Dickler, Molly	McKinley ES [Art Instructor] - Funding: Arts & Music in Schools - Proposition 28	8/26/24-6/12/25
Harper, Mary	Educational Services [Dream Voice Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Jarow, Morgan	Santa Monica HS [Visual Technician-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Marin, Charlie	Santa Monica HS [Visual Technician-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
McKay Schultz, Owen	Santa Monica HS [Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Page, Wesley	Santa Monica HS [Marching Band Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Parise, Christopher	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	8/22/24-6/12/25
Ramos Bentacourth, Pedro	Santa Monica HS [Visual Technician-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Rescigno, Anthony	Santa Monica HS [Head Visual Technician-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Santillan Morales, Samantha	McKinley ES [Art Instructor] - Funding: Arts & Music in Schools - Proposition 28	8/26/24-6/12/25
Senchuk, Emily	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	8/22/24-6/12/25
Shinogle, Ellen	Adams MS [Music Instructor] - Funding: Formula & Old Tier III	8/22/24-6/12/25

TECHNICAL SPECIALIST – LEVEL III

Avina-Wyant, Allison	Santa Monica HS [Color Guard Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Bartelt, Benjamin	Santa Monica HS [Violin/Viola Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Baxter, Catherine	Santa Monica HS [Special Projects Coordinator] - Funding: Formula & Old Tier III	7/1/24-6/30/25
Delgado, Lance	Santa Monica HS [Marching Percussion Coordinator-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Gonzalez, Juan	Santa Monica HS [Color Guard Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Gonzalez, Juan	Santa Monica HS [Color Guard Instructor - Band] - Funding: Formula & Old Tier III	8/22/24-6/12/25
Leon Mazzora, Maria	Educational Services [Dream Voice Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Miyoshi, Yuri	Santa Monica HS [Concert Percussion Instructor-SMAPA Band] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Naziemiec, Karolina	Educational Services [Dream Strings Music Instructor] - Funding: Gifts	8/22/24-6/30/25
Pace, Kristy	SMASH [Project Based Learning Drama Instructor] - Funding: Arts & Music in Schools - Proposition 28	8/22/24-6/12/25
Paik, April	Santa Monica HS [Violin Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Parise, Christopher	Lincoln MS [Brass/Jazz/Percussion Instructor-Band] - Funding: Gifts	7/1/24-6/12/25
Parise, Christopher	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25

Rettig, Elizabeth	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Rowles, Ryan	Lincoln MS [Brass/Jazz/Percussion Instructor-Band] - Funding: Gifts	7/1/24-6/12/25
Senchuk, Emily	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Senchuk, Peter	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	8/22/24-6/30/25
Shetzen, Eric	Santa Monica HS [Bass Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Smith, Caitlin	Educational Services [Dream Strings Music Instructor] - Funding: SMEF – Dream Winds	5/1/24-5/31/24
Smith, Patrick	SMASH [Art Instructor] - Funding: Arts & Music in Schools - Proposition 28	8/22/24-6/12/25
Stuart, Michelle	Educational Services [Lead Elementary Mariachi Instructor] - Funding: Measure “R”	8/22/24-6/30/25
Tyler, Charles	Santa Monica HS [Cello Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25
Zakzook, Laila	Santa Monica HS [Violin Instructor-SMAPA Orchestra] - Funding: Santa Monica Arts Parents Association	7/1/24-6/12/25

Classified Personnel – Non-Merit
10/24/24

TECHNICAL SPECIALIST – LEVEL III

Middleton, Carolyn	Santa Monica HS [Writing Center Instructor] - Funding: Formula & Old Tier III	8/22/24-6/12/25
Oh, David	Educational Services [Dream Winds Music Instructor] - Funding: SMEF – Dream Winds	9/16/24-6/30/25

**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
TBD		

VIII. Next Regular Personnel Commission Meeting:

Wednesday, December 11, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: