

- Student Learning and Achievement
- Health and Safety of Students and Schools
- Credibility and Communication
- Fiscal Solvency, Accountability and Integrity

- Consent
- Action/Discussion
- Information/Discussion
- Public Hearing

SUBJECT: Classified Assignment Order #19

DATE: June 16, 2022

PERSON(S) RESPONSIBLE: Billie Mankey, Director II, Human Resources

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RECOMMENDATION:

The District Administration recommends the Board review and approve the Classified Assignment Order #19

BACKGROUND:

Under Board Policies #4200 and #4211, the Human Resource Office is directed by the Superintendent and the Board of Education to employ the most highly qualified person available for each position. Recruitment and selection procedures include dissemination of vacancy announcements to newspapers, trade journals, the internet through the Pacific Grove Unified School District website, Monterey County Office of Education website and other recruitment websites in California. The recommendation to hire a selected candidate is made after weighing the information obtained by the complete application package, the interview process, and confidential reference checks. No inquiry is made with regard to the age, sex, race, color, religion, national origin, disability or sexual orientation.

INFORMATION:

Persons listed in the Classified Assignment Order are being recommended to the Board of Education for employment in the District. No individual is recommended to the Board of Education for employment prior to receipt of the criminal background summary.

FISCAL IMPACT:

Funding has been approved and allocated for these items.

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL ASSIGNMENT ORDER NO. 19
June 16, 2022**

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NEW HIRE:

Laura Bixby-Hemingway, Itinerant Paraeducator, part-time, 6.5 hrs./day, 180 day work calendar, Range 37, Step C, effective August 4, 2022 (replaces Natalie Montgomery)

RESIGNATION:

Megan Munson, PGMS, Instructional Assistant (Special Education) 6hrs./day, 180 day work calendar, resigns effective May 27, 2022 after 6 years of employment with the Pacific Grove Unified School District

SUBSTITUTE:

Tomasina Burgess, Preschool

LEAVE OF ABSENCE:

Lori Arnaldo, PGHS Instructional Assistant (Special Education), 6 hrs./day, 180 day work calendar, requests an unpaid, one year personal leave of absence for the 2022-23 school year.