

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**NEW POSITIONS/STIPENDS/SHORT TERM/SUBSTITUTE**  
**Not Included in the 2021-2022 Position Control**

CERTIFICATED

MISCELLANEOUS STIPENDS  
2021-2022 SCHOOL YEAR

<u>Name</u>	<u>Assignment</u>	<u>School</u>	<u>Stipend</u>
Jacqueline Falco	Intern Support – Spring Semester	D.O.	\$2,000

MISCELLANEOUS STIPENDS  
2021-2022 SCHOOL YEAR

<u>Name</u>	<u>Assignment</u>	<u>School</u>	<u>Stipend</u>
Caroline Wisecarver	Guided Studies Coordinator	PAHS	\$5,000

CLASSIFIED

SUBSTITUTE/TEMPS/ON VARIABLE

<u>Name</u>	<u>Assignment</u>	<u>Hours</u> <u>As Needed</u>	<u>Pay Rate</u>	<u>Funding</u> <u>Source</u>	<u>Effective</u>
Tara Pratt	Sub. Gen Mgr of Fac'lts Use	7.5 hrs./day	\$91.92/hr.	Facilities	11/08/2021-06/30/2022

NEW POSITION  
EMPLOYMENT

<u>Name</u>	<u>Position</u>	<u>Salary Range</u>	<u>Effective</u>
Neida Chavez Solorzano	Instructional Assistant I-ELD 32.5 hrs./wk., San Mateo	Range 32, Step A	January 18, 2022
Jade Diaz	Instructional Assistant I-ELD 32.5 hrs./wk., San Mateo	Range 32, Step A	January 18, 2022

STIPEND

<u>Name</u>	<u>Assignment</u>	<u>Stipend</u>	<u>Funding</u> <u>Source</u>	<u>Effective</u>
Adriana Gomez	Executive Assistant -\$800 per semester For notary services	\$1,600	Student Svcs.	07/01/2021-06/30/2022
Ana Herold	District Wellness Facilitator	\$4,000	HR	01/03/2022-06/30/2022

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

CLASSIFIED  
(cont'd)

EXTENSION OF SHORT TERM ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Hours</u> <u>As Needed</u>	<u>Pay Rate</u>	<u>Funding</u> <u>Source</u>	<u>Effective</u>
Russell Horton	Campus Safety Spec.,AHS	7.5/day	\$30.35/hr.	ELO	01/05/2021-03/15/2022
Julio Garcia-Salazar	Campus Safety Spec.,HHS	15/wk.	\$30.35/hr.	ELO	01/05/2021-03/15/2022
David Lopez	Campus Safety Spec.,HHS	22.5/wk.	\$30.35/hr.	ELO	01/05/2021-03/15/2022
Neida Chavez	Campus Safety Spec.,SMHS	7.5/day	\$30.35/hr.	ELO	01/05/2021-03/15/2022
Sinem Konca	Health Aide, AHS	7.5/day	\$31.09/hr.	IPI	01/05/2021-05/30/2022
Erica Quintana	Health Aide, HHS	7.5/day	\$31.09/hr.	IPI	01/05/2021-05/30/2022
Elizabeth Pelaez					
Mejia	Health Aide, MHS	7.5/day	\$31.09/hr.	IPI	01/05/2021-05/30/2022
Monica Trujillo	Health Aide, Districtwide/PHS	7.5/day	\$31.09/hr.	IPI	01/05/2021-05/30/2022

SHORT TERM ASSIGNMENT

<u>Name</u>	<u>Assignment</u>	<u>Hours</u> <u>As Needed</u>	<u>Pay Rate</u>	<u>Funding</u> <u>Source</u>	<u>Effective</u>
Betsy Delgadillo	Attend. & Welfare Tech.	7.5 hrs./day	\$31.88/hr.	Stu.Svcs.	01/03/2022-02/28/2022
Deborah Lawson	HR Asst./Benefits Tech.	7.5 hrs./day	\$55.00/hr.	HR Sub	01/12/2022-02/28/2022
Maritza Fernandez	Health Aide	7.5 hrs./day	\$31.09/hr.	ESSER	01/12/2022-05/26/2022

SUBSTITUTE/TEMPS/ON VARIABLE

<u>Name</u>	<u>Assignment</u>	<u>Hours</u> <u>As Needed</u>	<u>Pay Rate</u>	<u>Funding</u> <u>Source</u>	<u>Effective</u>
Kayla McLoughlin	Sub. Instr.Asst.I, Workability	5.5/day	\$25.57/hr.	Spec.Educ.	01/05/2022-05/26/2022
Alexandra Sandoval	Sub. Nutrition Svcs. Asst.	4.0/day	\$22.56/hr.	Nutrition	12/09/2021-05/26/2022
Nuria Gonzalez	Sub. Nutrition Svcs. Asst.	4.0/day	\$22.56/hr.	Nutrition	01/05/2022-05/26/2022
Karina Toribio	Sub. Nutrition Svcs. Asst.	4.0/day	\$22.56/hr.	Nutrition	01/10/2022-05/26/2022
Bryan Chennault	Sub. Utility Worker	7.5/day	\$28.31/hr.	Facilities	01/18/2022-06/30/2022

**CERTIFICATED ADMINISTRATORS**

APPROVAL OF ADMINISTRATOR WORKDAYS

The Superintendent has approved the following as Approved Workdays for the following administrators:

<u>Name</u>	<u>Site</u>	<u>Hours</u>	<u>Non-Work</u> <u>Day Worked</u>	<u>Replacement Work</u> <u>Day Approved</u>
Pam Duszynski	MHS	5	10/16/2021 – Homecoming Dance 6:00 p.m. – 11:00 p.m.	03/28/2022
			04/09/2022 – Prom 6:00 p.m. – 12:00 a.m.	03/28/2022

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CERTIFICATED ADMINISTRATORS**

**(cont'd)**

**APPROVAL OF ADMINISTRATOR WORKDAYS**

**(cont'd)**

<u>Name</u>	<u>School</u>	<u>Hours</u>	<u>Non-Work Day Worked</u>	<u>Replacement Work Day Approved</u>
Lyndsey Schlax	MHS	5	10/16/2021 – Homecoming Dance 6:00 p.m. – 11:00 p.m. 11/20/2021 – Play Supervision 2:00 p.m. – 10:00 p.m. 04/09/2022 – Prom 6:00 p.m. – 12:00 a.m.	04/21/2022  04/22/2022  04/25/2022
Jose Gomez	MHS	6	04/09/2022 – Prom 6:00 p.m. – 12:00 a.m.	02/18/2022
Kevin Skelly	D.O.	4	12/28/2021 – Emergency Preparations For Second Semester Restart 10:00 a.m. – 2:00 p.m.	TBD
Julia Kempkey	D.O.	4	12/28/2021 – Emergency Preparations For Second Semester Restart 10:00 a.m. – 2:00 p.m.	TBD
Yancy Hawkins	D.O.	4	12/28/2021 – Emergency Preparations For Second Semester Restart 10:00 a.m. – 2:00 p.m.	TBD
Don Scatena	D.O.	4	12/29/2021 – Coordinated and Communicated messages to Middle College families regarding COVID 12:00 p.m. – 4:00 p.m.	TBD
Kirk Black	D.O.	4	12/28/2021 – Emergency Preparations For Second Semester Restart 10:00 a.m. – 2:00 p.m.	TBD

**CERTIFICATED**

**RETIREMENT**

James Burke, English Teacher at the Middle College, submitted his retirement under the District's Retirement Incentive Program, effective at the end of the day May 27, 2022. Mr. Burke qualifies for the District's Early Retirement Incentive Notice. Mr. Burke has been with the District for 30 years. \*

Antonella Wemple, Italian Teacher at Burlingame High School, submitted her retirement, effective at the end of the day May 27, 2022. Ms. Wemple qualifies for the District's Early Retirement Incentive Notice. Ms. Wemple has been with the District for 25 years. \*

\*Certificate of Recognition

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CERTIFICATED**  
**(cont'd)**

**RESIGNATION**

Sandra Roman, School Counselor at San Mateo High School, has submitted and Superintendent Kevin Skelly has accepted her resignation effective at the end of the day December 17, 2022. Ms. Roman has been with the District for 6 years 5 months.

**REDUCED SERVICES CONTRACT PROGRAM**  
**2022-2023 SCHOOL YEAR**

The following teachers have requested to participate in the Reduced Services Contract Program pursuant to CTA contract section 10.7:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Site</u>	<u>Partial Leave</u>	<u>Effective</u>	<u>Year</u>
Margaret Peel	5/5 Math	3/5 Math	MHS	2/5 Math	2022-2023 School Year	4
Karen Abernathy	5/5 Soc. Sci.	4/5 Soc. Sci.	SMHS	1/5 Soc. Sci.	2022-2023 School Year	3
Sally Seebode	5/5 Chem	3/5 Chem	SMHS	2/5 Chem	2022-2023 School Year	3

**PARTIAL LEAVES**  
**2022-23 SCHOOL YEAR**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>School</u>	<u>Partial Leave</u>	<u>Effective</u>
Isabel Grech	5/5 English	3/5 English	MHS	2/5 English	2022-2023 SY
Julie Mylan	5/5 English	3/5 English	HHS	2/5 English	2022-2023 SY
L'vannah Abrams	5/5 Biology	3/5 Biology	SMHS	2/5 Biology	2022-2023 SY

**LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE ACT)**

The following teachers have requested the use of their accrued sick leave and medical benefits under the CFRA/FMLA/Contract. After all paid rights have expired the remainder of their leaves will be without pay and benefits:

<u>Name</u>	<u>Assignment</u>	<u>School</u>	<u>Effective</u>
Carol Nguyen	5/5 SpEd	BHS	02/28/2022 – 03/11/2022 04/28/2022 – 05/06/2022
Karen Hartmann	5/5 Biology	BHS	08/08/2022 – 10/31/2022
Cindy Braganza	5/5 SpEd	SMHS	01/10/2022 – 01/30/2022

**PATERNITY LEAVE OF ABSENCE (FAMILY AND MEDICAL LEAVE ACT)**

The following teacher has requested the use of his accrued sick leave and medical benefits under the CFRA/FMLA/Contract. After all paid rights have expired the remainder of the leave will be without pay and benefits:

<u>Name</u>	<u>Assignment</u>	<u>School</u>	<u>Effective</u>
Matthew Labbie	5/5 P.E.	SMHS	04/11/2022 – 05/06/2022

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CERTIFICATED**  
**(cont'd)**

**LEAVE EXTENSION**

Steven Allekotte's leave will end on February 1, 2022.

**NEW SUBSTITUTE TEACHERS**

<u>Name</u>	<u>Credential</u>	<u>Effective Date</u>
Amanda Sand	30-Day Permit	12/08/2021
Sierra Moreno	30-Day Permit	12/09/2021
Victoria Lee	30-Day Permit	12/14/2021
Elizabeth Aguerrevere Rodriguez	30-Day Permit	12/14/2021
John De Sollar	Science	12/14/2021
Krista McCutcheon	30-Day Permit	01/07/2022
Susan Hontalas	Home Economics	01/06/2022

Jacob Niebaum will be working full time temporarily as floating substitute at the daily rate of \$375.00 for the 2021-2022 Spring Semester effective 01/10/2021.

Tammy Kim will be working full time temporarily as a floating substitute at the daily rate of \$375.00 for the 2021-2022 Spring Semester effective 01/05/2021.

The daily rate for the Swim Substitute will increase from \$205.00 to \$235.00 per day for the 2021-2022 Spring Semester, effective 01/05/2022.

**ADULT SCHOOL**

**RETIREMENT**

Adult School Teacher, Cynthia Eagleton submitted her retirement effective end of day January 10, 2022. Ms. Eagleton has been with the District for 23 years and 9 months\*

\*Certificate of Recognition

**NEW TEMPORARY EMPLOYMENT**

<u>Name</u>	<u>Class Taught</u>	<u>Credential</u>	<u>Assign. Hours</u>	<u>Step/Rate</u>	<u>Effective Dates</u>
Sarah Ribbers	ESL Multi Level	Adult Education	8 Hrs. Wkly.	1/\$47.84	01/03/2022
Lynette Garcia	Program	CTE	15 Hrs. Wkly.	1/\$47.84	09/13/2021
Lynette Garcia	Communication CTE Coordinator	CTE	30 hrs. wkly.	1/\$47.84	01/03/2021

**CHANGE IN ASSIGNMENT**

<u>Name</u>	<u>Status</u>	<u>Program</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Lynette Garcia	Prob. 1	Program Communication	15 hrs./wk.	7.5 hrs./wk.	01/03/2022
Deep Bhullar	P-15	ESL	18 hrs./wk.	15 hrs./wk.	01/03/2022
Charmaine Wilkerson	Prob. 1	ESL	12 hrs./wk.	6 hrs./wk.	01/03/2022

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CERTIFICATED**  
**(cont'd)**

**ADULT SCHOOL**  
**(cont'd)**

**NEW ADULT SCHOOL SUBSTITUTE TEACHERS**

<u>Name</u>	<u>Credential</u>	<u>Effective Date</u>
Mali Wolff	30-Day Permit	01/07/2022

**2021-2022 Student Teachers**

<u>Name</u>	<u>Position</u>	<u>Site</u>	<u>Subject</u>	<u>Master Teacher</u>	<u>Clearance</u> <u>Status</u>	<u>Board Date</u>
Inna Aivazova	Student Teacher	BHS	English	Cristianne Junqueira	Cleared	01/20/2022
Bessie Cheng	Student Teacher	MHS	Math	Lidia Battaglini	Cleared	01/20/2022
Brian Clack	Student Teacher	MHS	English	Rebecca Leung	Cleared	01/20/2022

**CORRECTION TO BOARD SEPTEMBER 23, 2021**  
**CHANGE OF ASSIGNMENT 2021-2022**

Boris Slager will work 5/5 English at MHS through 02/11/2022.

**CORRECTION TO BOARD NOVEMBER 18, 2021**  
**MISCELLANEOUS STIPENDS**  
**2021-2022 SCHOOL YEAR**

Marlo Bagsik's MTSS TOSA stipend should be \$8,000 for the entire school year.

Elaine Llaguno's MTSS TOSA stipend should be \$8,000 for the entire school year.

**CORRECTION TO BOARD AUGUST 5, 2021**  
**DEPARTMENT HEADS**

Brittany Dybdahl will not be the Health Department Chair at San Mateo High School effective 01/03/2021.

Jeffrey Scheller will be the Health Department Chair at San Mateo High School effective 01/03/2021.

**CLASSIFIED MANAGEMENT**

**APPOINTMENT**

The Administration recommends the appointment of Kevin Sanchez to the Facilities Use Coordinator position at the District Office-Facilities Use Department, AFSCME Salary Range XIII, Level E - \$112,532 per year effective, January 10, 2022.

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CONFIDENTIAL**

**RETIREMENT**

Barbara Tufo, Executive Coordinator to the Deputy Superintendent of Human Resources and Student Services, submitted her retirement effective at the end of the day June 30, 2022. Ms. Tufo has been with the District for 26 years and 9 months. \*

\* Certificate of Recognition

**RESIGNATION**

Rosaly Chai, Executive Coordinator to the Associate Superintendent Chief Business Officer at the District Office, submitted her resignation effective at the end of the day January 14, 2022. Ms. Chai has been with the District for 1 year and 2 months.

**CLASSIFIED**

**RESIGNATION**

Jacobi Ayala, Instructional Assistant I at Burlingame High School, submitted his resignation effective at the end of the day January 24, 2022. Mr. Ayala has been with the District for 6 months.

Jesus Cuevas Garcia, Instructional Assistant II at Capuchino High School, submitted his resignation effective at the end of the day December 17, 2021. Mr. Cuevas Garcia has been with the District for 1 year and 4 months.

Jennifer DiJoseph, Mental Health Therapist - Districtwide, submitted her resignation effective at the end of the day January 7, 2022. Ms. DiJoseph has been with the District for 5 months.

Samantha Fernandez, Instructional Assistant I at Hillsdale High School, submitted her resignation effective at the end of the day January 21, 2022. Ms. Fernandez has been with the District for 5 months.

Kacie Hill, Instructional Assistant I at Capuchino High School, submitted her resignation effective at the end of the day January 4, 2022. Ms. Hill is now a teacher at Mills High School.

Joel Macias, School Plant Operations Employee at Burlingame High School, submitted his resignation effective at the end of the day December 31, 2021. Mr. Macias has been with the District for 2 years.

Tatiana Montoya-Joachin, Office Assistant I at Capuchino High School, submitted her resignation effective at the end of the day January 5, 2022. Ms. Montoya-Joachin has been with the District for 4 months.

Thi Diep Thuy Nguyen, Nutrition Services Assistant at High School, submitted her resignation effective at the end of the day January 14, 2022. Ms. Nguyen has been with the District for 4 months.

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CLASSIFIED**  
**(cont'd)**

**EMPLOYMENT**

<u>Name</u>	<u>Position</u>	<u>Salary Range</u>	<u>Effective</u>
John Barajas	Utility Worker-Weekend Position 20 hrs./wk., San Mateo	Range 136, Step A	January 8, 2022
Devon Bisquera	School Plant Operations Employee 37.5 hrs./wk., San Mateo	Range 136, Step A	January 3, 2022
Lori Lu	District Receptionist 18.75 hrs./wk., District Office Human Resources Technician 18.75 hrs./wk., District Office	Range 35, Step C  Range 38, Step C	January 24, 2022
Rafael Razo	Student Success Coordinator 37.5 hrs./wk., Capuchino	Range 142, Step A	January 31, 2022

**PROMOTION**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Elizabeth Carner	English Learner Specialist 30 hrs/wk – San Mateo Range 142, Step E	Mental Health Therapist(Intern) 37.5 hrs/wk – DO-Bridge Prog Range 257, Step C	February 1, 2022
Anca Ghnaim	District Receptionist 18.75 hrs/wk – District Office <u>Range 35, Step D</u> HR Technician 18.75 hrs/wk – District Office Range 38, Step C	District Athletic Coordinator/ HR Technician 37.5 hrs/wk – District Office Range 38, Step D	February 1, 2022

**CHANGE IN ASSIGNMENT**

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Katherine Guardia	School Attend. Records Clerk 37.5 hrs/wk – Capuchino Range 36, Step B	Office Assistant I 37.5 hrs/wk – Adult School Range 34, Step C	February 1, 2022
Adrian Guillory	Instructional Assistant II 30 hrs/wk – Burlingame Range 34, Step A	Instructional Assistant II 30 hrs/wk – Burlingame <u>Range 34, Step A</u> Instructional Assistant I – Workability 7.5 hrs/wk – Districtwide Range 32, Step A	January 4, 2022



**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CLASSIFIED**  
**(cont'd)**

ANNUAL SALARY STEP INCREASE PLACEMENT EFFECTIVE JANUARY 1, 2022

<u>Name</u>	<u>Position</u>	<u>Site</u>	<u>Salary</u>	
			<u>Range</u>	<u>Step</u>
Kin Chan	School Plant Operations Employee	Adult School	136	C
Paul Chapman	Auditorium Technician	Districtwide	147	E
Oscar Herrera Hernandez	Instructional Assistant I	San Mateo	32	E
Patricia Jimenez Sepulveda	Instructional Assistant I	San Mateo	32	E
Diane Shew	Instructional Assistant I	Aragon	32	E

LEAVE OF ABSENCE-FMLA/CFRA

The following classified employees have requested the use of their accrued sick leave and medical benefits under FMLA/CFRA/CSEA contract.

<u>Name</u>	<u>Position</u>	<u>Site</u>	<u>Effective</u>
Regina Berg - For Extended Medical Leave	Nutrition Services Lead	San Mateo	02/10/2022-02/24/2022
Jessica Del Carlo - For Extended Medical Leave	Data Control Analyst	District Office	01/03/2022-TBA
Edmar Ruiz Perez - For Extended Medical Leave	School Plant Operations Employee	San Mateo	12/02/2021-TBA
Robin Clemens - For Family Member (AB2017)	Environmental Health & Safety Spec.	Districtwide	02/01/2022-TBA
Alejandra Rodriguez - For Maternity Leave	Health Aide	Districtwide	01/06/2022-TBA
Jordan Estrella - For Parental Leave	School Plant Operations Employee	Capuchino	04/11/2022-TBA
Edgar Figueroa - For Parental Leave	Campus Safety Specialist	Adult School	02/03/2022-TBA

LEAVE OF ABSENCE (INDUSTRIAL INJURY)

The following classified employee has requested the use of his accrued sick leave and medical benefits under the Industrial Injury and CSEA-Contract, Article XII, Section 4.

<u>Name</u>	<u>Assignment</u>	<u>School</u>	<u>Effective</u>
Dhirendra Maharaj	School Plant Operations Employee	Burlingame	01/01/10-TBA

STUDENT WORKERS

<u>Name</u>	<u>Position</u>	<u>Site/Dept.</u>	<u>Hourly Rate</u>	<u>Effective Date</u>
Jennifer Altamirano Sosa	Student Worker	SMHS	\$15.62	01/10/2022
Sari Wachtelhausen	Student Worker	SMHS	\$15.62	01/11/2022

**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**Human Resources**

**CLASSIFIED**  
**(cont'd)**

Special Ed Consultants

<u>Name</u>	<u>Position</u>	<u>Site</u>	<u>Master Teacher</u>	<u>Clearance</u> <u>Status</u>	<u>Board Date</u>
Carmen Herrera	SpEd Consultant (Therapeutic Learning Consultants)	Districtwide	Holly Wade	Cleared	01/20/2022

2021-2022 Volunteers

<u>Name</u>	<u>Position</u>	<u>Site</u>	<u>Site</u> <u>Supervisor</u>	<u>Clearance</u> <u>Status</u>	<u>Board Date</u>
Catherine Bussani	Classroom Observer	CHS	Kristen Tucker	Cleared	01/20/2022
Melinda Nguyen	Volunteer (CSM Nursing Program Supervisor)	Districtwide	Sara Devaney	Cleared	01/20/2022
Linh Tran	Volunteer (CSM Nursing Student)	Districtwide	Sara Devaney	Cleared	01/20/2
Harin Yoon	Volunteer (CSM Nursing Student)	Districtwide	Sara Devaney	Cleared	01/20/2
Sile Bao	MHAI Mentor	MHS	Pamela Duszynski	Cleared	01/20/2022
Aviyanca Prakash	MHAI Mentor	MHS	Pamela Duszynski	Cleared	01/20/2022
Timothy Choy	Volunteer (HHS Bike Program)	HHS	David Emanuel	Cleared	01/20/2022

CORRECTION TO THE BOARD DECEMBER 9, 2021

RESIGNATION

Evelyn Mejia, Mental Health Therapist at the District Office-Bridge Program, submitted her resignation effective at the end of the day February 4, 2022. Ms. Mejia has been with the District for 3 years and 11 months.

CORRECTION TO THE BOARD AUGUST 5, 2021

RESIGNATION

Susan Silva, Payroll at the District Office, submitted her resignation effective at the end of the day April 8, 2022. Ms. Silva has been with the District for 10 years.\*

\*Certificate of Recognition