



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

May 8, 2019

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 8, 2019**, at **4:30 p.m.**, the **District Administrative Offices**: 1651 16th 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 May 8, 2019

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

- G.06 Approval of Minutes for Regular Meeting on April 18, 2019

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

- 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)

May 8, 2019

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 8, 2019**, at **4:30 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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 Commission's 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 May 8, 2019

G.06 Approval of Minutes for Regular Meeting on April 18, 2019

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

G.08 Personnel Commissioner Comments/Reports:
This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.09 Communications:
The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.10 Public Comments:
Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Security Officer	4
Senior Buyer	2
Stock and Delivery Clerk	4

C.02 Advanced Step Placement:
Khalil Campbell in the classification of Sports Facility Attendant at Range 24, Step B

C.03 Advanced Step Placement:
Nnaemeka Ihim in the classification of Custodian at Range 24, Step D

C.04 Advanced Step Placement:
Andrew Lacson in the classification of Payroll Specialist at Range 34, Step B

- C.05 Advanced Step Placement:
Kaitlin Madsen in the classification of Health Office Specialist at Range 25, Step B
- C.06 Advanced Step Placement:
David Malone in the classification of Director of Purchasing at Range M-59, Step D
- C.07 Advanced Step Placement:
Katherine Qureshi in the classification of Senior Office Specialist at Range 25, Step D
- C.08 Advanced Step Placement:
Kristin Shank in the classification of Paraeducator-3 at Range 26, Step C
- C.09 Advanced Step Placement:
Rainbow Sun in the classification of Accounting Technician at Range 31, Step B
- C.10 Advanced Step Placement:
Harina Yacob in the classification of Paraeducator-2 at Range 25, Step D

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

- A.01 Public Hearing: Fiscal Year 2019-2020 Proposed Personnel Commission Budget
- A.02 Adoption: Fiscal Year 2019-2020 Proposed Personnel Commission Budget

IV. **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

V. **COMMISSIONER TRAINING/BRIEFING:**

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

- No Training

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. VIII.D.2. (for SMMUSD School Board Agenda)
 - May 2, 2019
- I.04 Classified Personnel - Non-Merit Report - No. VIII.D.3. (for SMMUSD School Board Agenda)
 - May 2, 2019
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2018 - 2019
- I.06 Board of Education Meeting Schedule
 - 2018 – 2019

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	8/14/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 12, 2019, 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 _____ a.m. pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

B. CLASSIFICATION STUDY

The Commission reconvened into open session at _____ a.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:

Dr. Cyril Chukwumezie
Secretary to the Personnel Commission
Interim 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 AGENDA

Electronically Recorded (AUDIO ONLY)

May 8, 2019

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OPEN SESSION

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

- General Comments and Updates

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

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Submitted by:

Dr. Cyril Chukwumezie
Secretary to the Personnel Commission
Interim Director, Classified Personnel

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SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

April 18, 2019

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu and Mrs. Julie Waterstone

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Thursday, April 18, 2019**, at **4:37 p.m.**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **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 4:37 p.m.
- G.02 Roll Call:** Commissioners Inatsugu and Waterstone, Commissioner Appointees Robinson and Stewart were present.
- G.03 Pledge of Allegiance:** Commissioner Inatsugu led all in attendance in the Pledge of Allegiance.
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda:** April 18, 2019
It was moved and seconded to approve the agenda with an amendment – to adjourn in memory of a former District employee. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

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

G.06 Motion to Approve Minutes: Regular Meeting on March 13, 2019
It was moved and seconded to approve the minutes as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

Special Meeting on April 4, 2019
It was moved and seconded to approve the minutes with a minor revision. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Rowen expressed his gratitude to the Personnel Commission and the District for a great working relationship during his tenure.**
 - **Director Rowen informed the Personnel Commission about the recruitment process for the new Director of Classified Personnel.**
 - **Director Rowen thanked Commissioner Inatsugu for her dedicated service and great impact on the Personnel Commission and the District.**
 - **Director Rowen introduced Dr. Cyril Chukwumezie, the Interim Director of Classified Personnel, who will assist the Personnel Commission until June 30, 2019. Dr. Chukwumezie provided the Personnel Commission with his professional background.**
 - **Director Rowen updated the Personnel Commission on the current recruitments, testing, and departmental activities.**

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.

- **Commissioner Waterstone welcomed Dr. Chukwumezie to the District and expressed her gratitude for his willingness to assist the Personnel Commission during the transition period.**
- **Commissioner Waterstone thanked Director Rowen for his dedication and valuable contribution to the Personnel Commission and the District. She wished him the best in his new professional endeavors.**
- **On the behalf of the entire Personnel Commission department, Commissioner Waterstone expressed her enormous gratitude to**

Commissioner Inatsugu for her dedicated service and presented her with a certificate of appreciation and contribution to the League of Women Voters of Santa Monica given in Commissioner Inatsugu's honor.

- Commissioner Inatsugu appreciated all the kind words and also the contribution to the League of Women Voters of Santa Monica as she has been involved with the organization for a long time.
- Commissioner Inatsugu recalled her experiences as the Assistant to the Superintendent, being a member of the District classified personnel, and expressed her appreciation for the District's support.
- Commissioner Inatsugu expressed her gratitude to Director Rowen wishing him the best in his new directorship at LACOE.
- Commissioner Inatsugu expressed her appreciation working with Ms. Cartee-McNeely, the Chief Steward.
- Commissioner Inatsugu thanked Mr. Gerardo Cruz, Director of Fiscal and Business Services, for his presentation on the District's 2018-19 Second Interim Report and the 2019-2020 Personnel Commission budget.
- Commissioner Inatsugu also thanked Ms. Clare Caldera, Personnel Analyst, and Ms. Jana Hatch, Administrative Assistant, for their support and dedication to the Personnel Commission.

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
 - Ms. Cartee-McNeely congratulated Director Rowen on his new assignment in LACOE and wished him all the best in his new professional endeavors.
 - Ms. Cartee-McNeely expressed her gratitude to Commissioner Inatsugu for her dedicated service to the Personnel Commission and to the District.
 - Ms. Cartee-McNeely reported on SEIU's continuous work of labor management teams in Transportation, Special Education, and Maintenance, Operations, and Facilities departments focusing on staff morale, training, and professional development.
 - Ms. Cartee-McNeely expressed SEIU's intent to schedule meetings with the Personnel Commission to follow up on meetings regarding the contractual obligation of a classification and compensation study as a preparation for full contract negotiations with the District in May.
 - Ms. Cartee-McNeely informed the Personnel Commission about SEIU meeting with the Board of Education President, Vice-president, the Superintendent, and SMMCTA to discuss the loss of the ERAF funding.
 - Ms. Cartee-McNeely acknowledged that the SEIU membership has increased in SMMUSD this school year despite the Janus decision last June.
- Board of Education Report
 - None

G.10 Public Comments:

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- **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># Eligibles</u>
Assistant Director – Fiscal Services	5
Campus Monitor	16
Education Data Specialist	1
Facilities Technician	4
Instructional Assistant - Bilingual	6
Lead Grounds Person	5
Paraeducator-1	9
Paraeducator-2	2
Paraeducator-3	4
Plumber	4
Senior Office Specialist	11

C.02 Advanced Step Placement:

Katherine Long in the classification of Paraeducator-1 at Range 20, Step B

C.03 Advanced Step Placement:

Mark Marin in the classification of Instructional Assistant - Bilingual at Range 20, Step B

C.04 Advanced Step Placement:

Denise Perez in the classification of Paraeducator-1 at Range 20, Step B

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

REPORT AND DISCUSSION

- Director Rowen stated that all the Advanced Step Placement recommendations are on Step B.
- Director Rowen suggested to make a presentation regarding the Advanced Step Placement process to the new Personnel Commissioners in near future.
- Commissioner Inatsugu inquired about the Education Data Specialist eligibility list including just one candidate. Director Rowen clarified that this classification requires very specific set of knowledge and experience to use the CALPADS system. There were six or seven candidates who met the minimum qualifications related to the CALPADS system; however, some of them did not come to the examination and some did not pass the test. Historically, it has been a very difficult classification to fill.

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Appointment of Mrs. Lauren Robinson as an Interim Personnel Commissioner

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
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

REPORT AND DISCUSSION

- Commissioner Waterstone provided a brief background of two Personnel Commissioner vacancies. Commissioner Inatsugu decided not to seek a re-appointment due to a serious family situation. Commissioner Jenkins moved out of District's boundaries; hence, she could no longer serve as a commissioner.
- Commissioner Waterstone explained the difficulties in communication with staff of the State Superintendent of Public Instruction to obtain an official appointment of the new Personnel Commissioners.

A.02 Appointment of Mrs. Maria Stewart as an Interim Personnel Commissioner

It was moved and seconded to approve the Director's recommendations for Agenda Item III.A.02 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

REPORT AND DISCUSSION

- **Interim Personnel Commissioners were appointed up to 60 days, effective May 1, 2019.**

A.03 Classification Revision:
Chief Steward within the Personnel job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.03 as amended to reflect the provided revisions. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

REPORT AND DISCUSSION

- **Director Rowen provided a brief background and reasoning for the presented revisions, including the staff’s applied methodology. Since the classification specification has not been updated for nineteen years, and the current incumbent in that position will be retiring, SEIU requested to clarify the purpose, functions, responsibilities, and minimum qualifications in participation of a future recruitment. New sections were added for “Supervision” and “Working Conditions” to align this classification description with other SMMUSD classifications’ requirements.**
- **Mrs. Cartee-McNeely provided additional information for the requirements to attend variety of union meetings. She commended the Personnel Commission staff on providing SEIU with a well-revised and comprehensive classification specification for this strategic position.**
- **Commissioner Inatsugu suggested to present a final version, as if it were approved, in addition to the marked copy when a classification specification contains many changes.**

A.04 Classification Revision:
Director of Classified Personnel within the Personnel job family

It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.04 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

REPORT AND DISCUSSION

- Director Rowen provided clarifications to the revisions in the “Representative Duties,” “Knowledge” and “Abilities” sections. The last revisions were implemented in the 2018 recruitment.
- Director Rowen stated that the minimum requirements for education and equivalency provision were updated to include relevant areas of study. Specific graduate degrees would be equivalent to one year of required experience. The amount and kind of experience needed were also revised.
- Commissioner Inatsugu expressed her appreciation for the revisions as they reflect the conversations from the last special meeting.
- Commissioner Appointee Stewart inquired about eligibility of school principals for this position. Commissioner Inatsugu emphasized the required knowledge related to Merit System, personnel and human resources.

IV. 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.

D.01 Proposed Budget – Personnel Commission Fiscal Year 2019/20 - First Reading

REPORT AND DISCUSSION

- Director Rowen commended the Fiscal Services team for their assistance and support in development of the 2019-2020 Personnel Commission budget.
- Mr. Gerardo Cruz, Director of Fiscal Services, congratulated Commissioner Inatsugu on her retirement and to Director Rowen on the new position of Executive Director of Classified Human Resources at LACOE.
- Director Cruz expressed his gratitude to Ms. Caldera for her instrumental role in the recruitment for Assistant Director of Fiscal Services.
- Director Cruz provided a presentation on “Basic Aid” status that the District entered during the 2017-2018 fiscal year. He explained the definition and fiscal implications of that status.
- Director Cruz presented a detailed overview of the 2018-2019 District Second Interim Report that was presented to the Board of Education on March 7, 2019. The report contained the District’s financial position as of January 31, 2019, displayed the First Interim, Current Actuals, and Projected Totals for each District fund. It also included an analysis of standards for financial reporting set by the State, and multi-year projections for the General Fund.
This Second Interim Report reflects changing conditions that have necessitated adjusting the District budget.
- Director Cruz provided an overview of the Personnel Commission budget indicating specific changes. He pointed that the projected salary of the new Director of Classified Personnel is set to Range M-64, Step C.
- Director Cruz has provided salary and benefits overview for all positions in the Personnel Commission.

- Director Cruz addressed the operating budget. He informed the Personnel Commission about an increase in the object code 4400 in anticipation of purchasing new technology.
- Director Cruz continued to review object codes in 5000 series including mileage reimbursement, conference expenses, professional organizations memberships, maintenance agreements, independent contractors, and advertising.
- The Personnel Commission will conduct a Public Hearing to adopt the 2019-2020 annual budget at the next regular Personnel Commission meeting on May 8, 2019.

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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- I.04 Classified Personnel - Non-Merit Report - No. V.D.3.
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- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **6:50 p.m.** pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

The Commission reconvened into open session at **7:50 p.m.** and reported on the following action taken in closed session:

No action was taken.

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu	✓		✓			
Julie Waterstone		✓	✓			
vacant						

TIME ADJOURNED: 7:52 p.m.

The meeting was adjourned in memory of Sharon Carivau, a former supervisor in Fiscal and Business Services, who passed away on March 23, 2019.

Submitted by:

Eric Rowen
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Khalil Campbell

Hire Date: 04/18/2019

ASP Request Submitted: 04/22/2019

BACKGROUND INFORMATION:

Classification Title: Sports Facility Attendant	Employee: Khalil Campbell	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from high school or evidence of recognized equivalent educational proficiency 	<ul style="list-style-type: none"> Khalil Campbell has a degree in Kinesiology from Cal State Northridge. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) months paid, verifiable experience working with organized sports or in an organized setting which required coordinating small to large events Three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program 	<ul style="list-style-type: none"> Khalil meets the 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:

Mr. Campbell's professional training exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.69/hour, while Step B is \$16.47/hour. The gross difference in pay is an approximate increase of \$0.78 per hour, \$101.95 per month, or \$611.68 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Khalil Campbell 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							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Nnaemeka Ihim

Hire Date: 04/1/2019

ASP Request Submitted: 4/18/2019

BACKGROUND INFORMATION:

Classification Title: Custodian	Employee: Nnaemeka Ihim	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> None required. High school graduation or equivalent preferred. 	<ul style="list-style-type: none"> Nnaemeka Ihim exceeds the education requirement. He has an Associate of Arts degree, In addition, he has earned OSHA Certification and completed a 40-hour HAZMAT Certification. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One year of paid or verifiable volunteer experience working with a school or other community service organization, preferably in a leadership role. 	<ul style="list-style-type: none"> Nnaemeka Ihim exceeds the experience requirement. He has five years' custodial experience working in the hotel industry. Additionally, he has worked for SMMUSD as a substitute custodian for one year and eight months. 	2 (2-year periods) of experience above the required level = 1 Step Advance
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Mr. Ihim's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-24 at Step A is \$15.68/hour, while Step D is \$18.16/hour. The gross difference in pay is an approximate increase of \$2.47 per hour, \$428.51 per month, or \$4,326.61 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Nnaemeka Ihim at Range A-24, 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						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Andrew Lacson

Hire Date: 02/01/2019

ASP Request Submitted: 04/17/2019

BACKGROUND INFORMATION:

Classification Title: Payroll specialist	Employee: Andrew Lacson	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High School Diploma or recognized equivalent 	<ul style="list-style-type: none"> Andrew Lacson has a Bachelor's Degree in Information Systems from California State University, Northridge. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years increasingly responsible payroll, accounting or financial record keeping experience 	<ul style="list-style-type: none"> Andrew Lacson meets the 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:

Mr. Lacson's professional training and education exceed the minimum requirements specified for this classification. Pay rate at salary Range A-34 at Step A is \$20.02/hour, while Step B is \$21.02/hour. The gross difference in pay is an approximate increase of \$1.01 per hour, \$174.52 per month, or \$1,047.14 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Andrew Lacson at Range A-34, 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						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Kaitlin Madsen

Hire Date: 04/22/2019

ASP Request Submitted: 04/26/2019

BACKGROUND INFORMATION:

Classification Title: Health Office Specialist	Employee: Kaitlin Madsen	Calculation of Advanced Step Recommendation
Education: Must have a high school diploma or its recognized equivalent.	<ul style="list-style-type: none"> Kaitlin Madsen has a Bachelor's degree as a Communications from Cal Poly, Pomona 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> One (1) year of clerical support experience and some experience or certificate in a medically-related field. 	<ul style="list-style-type: none"> Kaitlin Madsen meets the 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:

Ms. Madsen's education exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step B is \$16.87/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$191.19 per month, or \$1,668.63 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kaitlin Madsen at Range A-25, 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							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – David Malone

Hire Date: 05/01/2019

ASP Request Submitted: 05/01/2019

BACKGROUND INFORMATION:

Classification Title: Director - Classified Personnel	Employee: David Malone	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Bachelor's degree from an accredited college or university. <p>Note: An advanced degree from an accredited University may be considered in lieu of required experience.</p>	<ul style="list-style-type: none"> David has a Master's Degree in Business Administration option in Finance. 	<p>1 level of education above the required level = 1 Step Advance (Max. allowed)</p>
Experience: <ul style="list-style-type: none"> Five (5) years of directly related professional purchasing experience including two (2) years in a lead or supervisory role. 	<ul style="list-style-type: none"> David has over 25 years' experience in purchasing in both public and private sector. 	<p>3 (5-year periods) of experience above the required level = 2 Step Advance (Max. allowed)</p>
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Dr. Malone's professional training and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-59 at Step A is \$7,672.00/month, while Step D is \$8,882.00/month. The net difference in pay is an approximate increase of \$1,370 per month, or \$16,440 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for David Malone at Range M-59 Step D on the Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.07

SUBJECT: Advanced Step Placement – Katherine Qureshi

Hire Date: 2/19/2019

ASP Request Submitted: 3/8/2019

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Katherine Qureshi	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Katherine Qureshi has a Bachelor’s Degree with a major in Political Science. 	1 level of education above the required level =1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Two (2) or more years of varied office support experience. 	<ul style="list-style-type: none"> Katherine Qureshi exceeds the experience requirement. She has over 15 years of office support experience. 	6 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR’S COMMENTS:

Ms. Qureshi’s education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.59/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$218.50 per month, or \$1,907.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee’s assignment.)

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Katherine Qureshi at Range A-25, 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							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.08

SUBJECT: Advanced Step Placement – Kristin Shank

Hire Date: 02/01/19

ASP Request Submitted: 03/09/19

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Kristin Shank	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Kristin has a Bachelor's degree in marketing. • Kristin has over three and a half years' experience working with special needs children 	<p>1 level of education above the required level = 1 Step Advance</p> <p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p>Total Advanced Steps: 1 (Education) + 1(Experience) = 2 Advanced Step = STEP C</p>		

DIRECTOR'S COMMENTS:

Ms. Shank's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.47/hour, while Step C is \$18.16/hour. The gross difference in pay is an approximate increase of \$1.69 per hour, \$219.44 per month, or \$1,763.90 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kristin Shank at Range A-26, 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						
Maria Stewart						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.09

SUBJECT: Advanced Step Placement – Rainbow Sun

Hire Date: 4/22/2019

ASP Request Submitted: 4/24/2019

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Rainbow Sun	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent. 	<ul style="list-style-type: none"> Rainbow Sun has a Bachelor's Degree in Business Administration. 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years of clerical accounting experience, one year of which MUST be in a paid capacity. 	<ul style="list-style-type: none"> Rainbow Sun meets the experience requirement. 	0 (3-year period) 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:

Ms. Sun's professional training and education exceed the minimum requirements specified for this classification. Pay rate at salary Range A-31 at Step A is \$18.59/hour, while Step B is \$19.53/hour. The gross difference in pay is an approximate increase of \$.94 per hour, \$162.36 per month, or \$974.18 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment.)

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Rainbow Sun at Range A-31, 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							
Maria Stewart							
Julie Waterstone							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: II.C.10

SUBJECT: Advanced Step Placement – Harina Yacob

Hire Date: 04/22/2019

ASP Request Submitted: 04/22/2019

BACKGROUND INFORMATION:

Classification Title: Paraeducator-2	Employee: Harina Yacob	Calculation of Advanced Step Recommendation
Education: 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; • 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"> • Harina has a Bachelor's degree is Psychological Science 	1 level of education above the required level =1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Harina has over eight (8) years of experience working with students with special needs. 	4 (2-year period) more than the required amount of experience = 2 Step Advance (Max. allowed)
License and other Requirements: <ul style="list-style-type: none"> • Valid, current CPR and First Aid certification 	<ul style="list-style-type: none"> • Harina meets requirements. 	
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Ms. Yacob's educational and professional experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step D is \$18.594/hour. The gross difference in pay is an approximate increase of \$2.52 per hour, \$327.75 per month, or \$2,860.50 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Harina Yacob at Range A-25, 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							
Maria Stewart							
Julie Waterstone							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

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 Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

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.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: III.A.01

SUBJECT: Public Hearing – Fiscal Year 2019-2020 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2019-2020 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

BACKGROUND INFORMATION:

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget no later than May 30th each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. This budget includes the Personnel Commissioners’ review and input from a previous regular public meeting held on April 18, 2019, together with the Director’s recommendations. Overall, the proposed budget is similar to the budget of the previous fiscal year; the most significant increases are with employee salaries and benefits.

DIRECTOR’S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2019-2020, in accordance with Education Code Section §45253.

OPEN THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

CLOSE THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

PROCEDURES AND INSTRUCTIONS
FOR
ANNUAL BUDGET OF PERSONNEL COMMISSION

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts identified in Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission (utilizing Form No. 504-035) shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite Board and district administrative representatives to attend and present their views. The Personnel Commission shall consider the views of the Governing Board before adoption of its proposed budget.
4. The Personnel Commission (utilizing Form No. 504-035) shall then forward its budget to the County Superintendent for action, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget*.
5. If the County Superintendent intends to reject the proposed Personnel Commission, or is requested in writing by the Governing Board to reject the budget, the County Superintendent shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the LEA. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one electronic copy of the adopted Personnel Commission budget will be returned to the Personnel Commission and to the district, and shall be adopted by the Governing Board in the regular budget of the district.
8. Absent approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of FY 2018-19, where the Personnel Commission shall determine the items of expenditure.
9. If the budget is amended, with the concurrence of the Personnel Commission, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

**INTENT TO CONCUR WITH OR REJECT
THE PROPOSED PERSONNEL COMMISSION BUDGET**

_____ The Governing Board concurs with the proposed Fiscal Year 2019-20 Personnel Commission Budget.

_____ The Governing Board intends to request that the County Superintendent of Schools reject the Personnel Commission's budget and follow the provisions of Education Code (EC) Section 45253 or EC Section 88073. **The superintendent or president, on behalf of the Governing Board, will be submitting a formal written request to the Los Angeles County Superintendent of Schools to reject the budget.**

_____ The Governing Board neither concurs with, nor intends to request the County Superintendent to reject the Personnel Commission's budget.

Signature of Superintendent/President Date

Print Name Local Educational Agency Name

NOTE: This document **must** be included with the submission of Form No. 504-035 – Annual Budget of Personnel Commission.

Please provide the contact information of the person who should receive further communication regarding the Personnel Commission's budget from the Los Angeles County Office of Education.

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____

Attachment No 2 to:
Informational Bulletin No. 4960



**Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2019-2020**

Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

Santa Monica - Malibu Unified School District, Los Angeles County, California.
Name of Local Educational Agency (LEA)

Notice of Public Hearing by the Personnel Commission - Completed by LEA Personnel Commission

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at

SMMUSD Board Room, 1651 16th Street, Santa Monica, CA 90404

(Place)

on May 8, 2019 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Signature of Chairman or Director of Personnel Commission
Julie Waterstone

Print Name

Chair of Personnel Commission

Title

Adopted Annual Budget of Personnel Commission - Completed by LEA Personnel Commission

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 8, 2019

Signature of Chairman or Director of Personnel Commission
Julie Waterstone

Print Name

Chair of Personnel Commission

Title

Approval of Annual Budget of Personnel Commission - For LACOE Use Only

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2019-2020**

Name of Local Educational Agency: Santa Monica - Malibu Unified School District

Expenditure by Object	2017-2018 Actual*	2018-2019 Actual or Estimated*	2019-2020 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,600	\$ 950	\$ 1,800
Director	163,015	68,132	128,570
Secretaries, Clerks	279,317	166,458	320,630
Other	504	16,412	1,750
3000 Employee Benefits	198,886	115,057	226,941
Subtotal	643,322	367,009	679,691
4000 Supplies and Equipment Replacement	5,697	4,292	10,000
5000 Operating Expenses	17,033	15,894	22,400
6000 Equipment	0	0	0
Subtotal	22,730	20,186	0.00
Appropriation for Contingencies ⁽³⁾	0	0	0
Total Expenditures	\$ 666,051	\$ 387,195	\$ 712,091

* Round to the nearest dollar.

(1) Include expenditures only directly attributable to the activities of the Commission and their employees. **For example:** salaries of administrators having a line responsibility for all district operations **should not** be prorated even though some time may be spent working with the personnel director.

(2) Salaries for Commission members should not be included without prior and specific authorization by the Governing Board. (Education Code Section 45250)

(3) Include in Appropriation for Contingencies only amounts that may seem necessary for unforeseen requirements.



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 8, 2019

AGENDA ITEM NO: III.A.02

SUBJECT: Adoption – Fiscal Year 2019-2020 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2019-2020
- Budget Authority and Process

BACKGROUND INFORMATION:

Through collaboration between the Director of Classified Personnel, the Chief Financial Officer, and Director of Fiscal Services, the District has tentatively agreed to provide funding to cover routine salary and benefit increases along with needed increases in funding for supplies and operating expenses.

The proposed budget is anticipated to provide what is needed to continue the pursuit of a model personnel department based on both innovation and fairness.

THE BUDGET APPROVAL PROCESS

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the *“Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2019-2020 Personnel Commission Budget.”* If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2018-2019, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR’S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for the fiscal year 2019-2020.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Julie Waterstone							

2019-2020 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2017-2018		2018-2019		2019-2020	Change from 17-18 Proposed \$+/-
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 3/15/19	Proposed (dollars only)	
2000	Classified Salaries	454,579	444,436	429,193	251,952	452,750	23,557
2300	Director	145,731	163,015	118,252	68,132	128,570	10,318
2317	Supervisors (Analyst)	62,690	64,142	78,955	45,929	83,126	4,171
2319	Commission Members (3)	1,800	1,600	1,800	950	1,800	0
2410	HR Technicians/Admin. Assistant	241,858	215,175	228,186	120,529	237,504	9,318
2430	Clerical Hourly	2,500	504	2,000	0	750	(1,250)
2460	Clerical Sub	0	0	0	16,412	1,000	1,000
3000	Employee Benefits	201,199	198,886	202,621	115,057	226,941	24,320
3212	Public Employee Retirement System	70,321	69,636	77,196	44,189	92,984	15,788
3312	Social Security	28,073	28,035	26,499	16,951	27,850	1,351
3332	Medicare	6,592	6,560	6,224	3,964	6,513	289
3412	Health/Welfare	71,158	69,444	68,325	35,442	74,488	6,163
3512	Unemployment Insurance	228	238	215	139	226	11
3612	Workers Compensation	18,184	17,980	17,597	10,555	18,042	445
3712	Other Post-Employment Benefits	5,683	5,913	5,365	3,218	5,638	273
3912	Cash in Lieu	960	1,080	1,200	600	1,200	0
4000	Supplies and Equipment	10,005	5,697	8,950	4,292	10,000	1,050
4310	General Supplies and Materials	5,505	2,830	5,000	3,144	6,000	1,000
4400	Non-Capitalized Equipment	4,500	2,866	3,950	1,149	4,000	50
5000	Operating Expenses	22,995	17,033	24,570	15,894	22,400	(2,170)
5210	Mileage Reimbursement	200	104	200	43	200	0
5220	Conference/Travel Expense	2,000	392	3,500	2,766	3,000	(500)
5300	Dues and Memberships	1,200	1,140	1,250	1,250	1,250	0
5640	Repair by Vendor	200	0	200	0	0	(200)
5650	Maintenance Agreement	1,380	1,366	1,270	242	1,200	(70)
5710	Direct Cost Transfer-Intrafund	1,500	1,159	1,500	452	1,200	(300)
5802	Independent Contractors/Consultant	1,075	0	1,500	0	500	(1,000)
5810	Advertising	1,290	950	1,000	0	1,000	0
5890	Other Operating Expenses	14,000	11,922	14,000	11,141	14,000	0
5910	Postage for Mail	150	0	150	0	50	(100)
6000	Equipment	0	0	0	0	0	0
	2000-3000 Subtotal	655,778	643,322	631,814	367,009	679,691	47,877
	4000-6000 Subtotal	33,000	22,730	33,520	20,186	32,400	(1,120)
	TOTAL	688,778	666,051	665,334	387,195	712,091	46,757
	Approx. % Change In Budget From Prior Year	9.79%		6.67%		3.65%	



PERSONNEL COMMISSION

Merit System Workshop

TOPIC	PC Budget Authority and Process
THE BASICS	<ul style="list-style-type: none"> • The PC shall prepare a proposed budget for approval by the County Superintendent • The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal • If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount
REFERENCES	<ol style="list-style-type: none"> 1) Education Code - 45253 2) Merit Rules - 2.4.1

Procedure for PC Budget Approval at SMMUSD

1. The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
2. The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
3. The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
4. The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
 - a. The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
 - b. Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
5. Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
6. After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
7. The County Superintendent approves or rejects the proposed budget.
 - a. If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
 - b. If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

SEE LEGAL BREAKDOWN ON FOLLOWING PAGE

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p>	<ul style="list-style-type: none"> • The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent. • The PC budget may include funding for staff development • The PC shall conduct a public hearing regarding its budget by May 30th each year. • The PC shall invite Board members and District administrators to express feedback on the budget. • The PC shall approve and submit its proposed budget to the county superintendent. • If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission. • After the public hearing, he/she shall either reject or amend the proposed budget. • If there is no agreement, the budget of the previous year will serve as the proposed budget.

IV. Discussion Items:

V. **Commissioner Training/Briefing:**

VI. Information Items:

Open Requisitions (5/8/2019)

Req Number	Req Title	Department	Date From HR	Position Type	FTE	Date Received From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON		Vac	43.75	7/29/2015
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		New	43.75	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/24/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL		Vac	31.25	8/30/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	9/8/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES		Vac	43.75	9/26/2017
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	12/11/2017
18-169	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	4/19/2018
18-204	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY		Vac	75	6/20/2018
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/13/2018
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	7/24/2018
19-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018

19-022	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/10/2018
19-024	PARAEDUCATOR- 1	SANTA MONICA HIGH SCHOOL		Vac	75	8/10/2018
19-034	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		New	43.75	8/10/2018
19-043	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	8/27/2018
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		New	43.75	9/5/2018
19-055	PARAEDUCATOR- 1	MALIBU HIGH SCHOOL		New	75	9/17/2018
19-067	PARAEDUCATOR- 1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-068	PARAEDUCATOR- 1	FRANKLIN ELEMENTARY SCHOOL		New	75	10/3/2018
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES		Vac	43.75	10/8/2018
19-082	PARAEDUCATOR- 1	MALIBU HIGH SCHOOL		Vac	75	10/26/2018
19-105	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER		Vac	60	12/11/2018
19-108	CAMPUS SECURITY OFFICER	BUSINESS SERVICES		Vac	25	12/17/2018
19-116	PARAEDUCATOR- 3	SANTA MONICA HIGH SCHOOL		Vac	75	1/10/2019
19-117	PLUMBER	M & O (Maintenance & Operations)		Vac	100	1/10/2019
19-118	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES		Vac	43.75	1/17/2019
19-120	EDUCATION DATA SPECIALIST	EDUCATIONAL SERVICES		Vac	100	1/17/2019
19-123	PARAEDUCATOR- 1	LINCOLN MIDDLE SCHOOL		New	50	1/28/2019

19-124	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL		Vac	75	1/28/2019
19-125	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL		New	75	1/28/2019
19-128	Campus Monitor	GRANT ELEMENTARY SCHOOL		Vac	0.21	1/30/2019
19-129	FACILITIES TECHNICIAN	M & O (Maintenance & Operations)		Vac	100	2/4/2019
19-132	Campus Monitor	WEBSTER ELEMENTARY SCHOOL		New	37.5	2/7/2019
19-135	CHIEF STEWARD	HUMAN RESOURCES		Vac	100	2/14/2019
19-136	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL		Vac	75	2/14/2019
19-138	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES		Vac	100	2/25/2019
19-139	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY		Vac	87.5	2/25/2019
19-141	SENIOR ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL		Vac	100	2/25/2019
19-142	CUSTODIAN	EDISON LANGUAGE ACADEMY		Vac	100	3/1/2019
19-144	PARAEDUCATOR-3	EDISON LANGUAGE ACADEMY		New	75	3/1/2019
19-145	SENIOR BUYER	BUSINESS SERVICES		Vac	100	3/1/2019
19-146	CAMPUS SECURITY OFFICER	SANTA MONICA HIGH SCHOOL		Vac	100	3/4/2019
19-148	PARAEDUCATOR-2	MCKINLEY ELEMENTARY SCHOOL		Vac	75	3/7/2019
19-149	ADMINISTRATIVE ASSISTANT	SMASH (ALTERNATIVE) SCHOOL		Vac	100	3/25/2019

19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL		Vac	18.75	3/21/2019
19-153	CAMPUS SECURITY OFFICER	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-154	PARAEDUCATOR-2	WILL ROGERS LEARNING ACADEMY		New	62.5	3/22/2019
19-155	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL		Vac	75	3/25/2019
19-156	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL		Vac	75	3/25/2019
19-158	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-159	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-160	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-161	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-162	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL		Vac	100	3/25/2019
19-163	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL		Vac	100	3/25/2019
19-164	INSTRUCTIONAL ASSISTANT-CLASSROOM	SMASH (ALTERNATIVE) SCHOOL		Vac	62.5	4/1/2019
19-165	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL		New	62.5	4/1/2019
19-166	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL		New	62.5	4/1/2019
19-167	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	4/9/2019
19-168	CUSTODIAN	M & O (Maintenance & Operations)		Vac	100	4/9/2019

19-169	SENIOR OFFICE SPECIALIST	MCKINLEY ELEMENTARY SCHOOL		Vac	50	4/9/2019
19-170	ADMINISTRATIVE ASSISTANT	FOOD & NUTRITION SERVICES		Vac	100	4/16/2019
19-171	ADMINISTRATIVE ASSISTANT	BUSINESS SERVICES		Vac	100	4/16/2019
19-173	GARDENER	M & O (Maintenance & Operations)		Vac	100	3/18/2019
19-174	HUMAN RESOURCES TECHNICIAN	PERSONNEL COMMISSION		Vac	100	4/16/2019
19-175	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL		New	75	4/16/2019
19-176	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY		New	75	4/16/2019
19-177	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL		New	75	4/16/2019
19-178	SITE FOOD SERVICE COORDINATOR	FOOD & NUTRITION SERVICES		Vac	87.5	4/16/2019
19-179	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES		Vac	100	4/16/2019

Filled Requisitions (5/8/19)

Req Number	Req Title	Department	Expected Start Date	Date of Accepted Job Offer
19-106	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL		4/29/2019
19-130	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY		4/30/2019

**Classified Personnel – Merit
5/2/19**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Fausto, Victoria Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 18 Step: B	4/22/19
Madsen, Kaitlin Student Services-Franklin ES	Health Office Specialist 3.5 Hrs/SY/Range: 25 Step: A	4/22/19
Malone, David Purchasing	Director of Purchasing 8 Hrs/12 Mo/Range: M-59 Step: A	5/1/19
Ochoa, Alberto Grounds	Gardener 8 Hrs/12 Mo/Range: 26 Step: A	4/10/19
Ramirez, Pablo Grounds	Gardener 8 Hrs/12 Mo/Range: 26 Step: A	4/10/19

PROMOTION

		<u>EFFECTIVE DATE</u>
Avina, Fernando Grounds	Lead Grounds Person 8 Hrs/12 Mo/Range: 36 Step: F From: Sprinkler Repair Technician: 8 Hrs/12 Mo	4/11/19

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Baxter, Isaac Lincoln MS	Swimming Instructor/Lifeguard [overtime; swimming pool supervision]	3/11/19-3/29/19
Devis, Juanita Educational Services	Bilingual Community Liaison [overtime; parent meetings interpretation]	3/5/19-3/29/19
Garcia, Mayra Adams MS	Paraeducator-1 [additional hours; school trip supervision]	12/10/18
Iverson, Ocea Adams MS	Paraeducator-1 [additional hours; school trip supervision]	12/10/18
Martinez, Maisha Adams MS	Paraeducator-1 [additional hours; school trip supervision]	12/10/18
McKeever, Marissa Adams MS	Paraeducator-1 [additional hours; school trip supervision]	12/10/18
Murray, April Lincoln MS	Swimming Instructor/Lifeguard [overtime; swimming pool supervision]	3/11/19-3/29/19
Newman, Tonnette Adams MS	Paraeducator-1 [additional hours; school trip supervision]	12/10/18
Ortega-Maya, Lisa Adams MS	Paraeducator-1 [additional hours; school trip supervision]	12/10/18
Rogers, Takari Facility Use	Sports Facility Attendant [overtime; Facility Use events]	4/5/19-6/30/19

Torres, Veronica Business Services	Office Specialist [additional hours; Measure R Senior Exemption processing]	4/1/19-8/30/19
<u>SUBSTITUTES</u>		
Green, Joseph Operations	Custodian (Day Shift)	<u>EFFECTIVE DATE</u> 7/1/18-6/30/19
Green, Joseph Operations	Custodian (Night Shift)	3/28/19-6/30/19
O'Connor, Denise Webster ES	Instructional Assistant – Classroom	4/5/19-6/12/19
Osaki, Brenda Adams MS	Senior Office Specialist	3/4/19-6/17/19
Rogers, Takari Facility Use	Sports Facility Attendant	4/5/19-6/30/19
<u>PROFESSIONAL GROWTH</u>		
Jimenez, Paul Grounds	Gardener	<u>EFFECTIVE DATE</u> 4/1/19
<u>INVOLUNTARY TRANSFER</u>		
Jala, Ariel Operations-Malibu HS (DS)	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Pt. Dume ES (NS)	<u>EFFECTIVE DATE</u> 4/9/19
Perez, Grace CDS-Roosevelt ES	Children's Center Assistant-2 3.5 Hrs/SY From: 3.5 Hrs/SY/CDS-McKinley ES	8/23/18
<u>LEAVE OF ABSENCE (PAID)</u>		
Aguilar, Jacqueline Franklin ES	Physical Activities Specialist CFRA	<u>EFFECTIVE DATE</u> 1/15/19-4/22/19
Badillo, Abraham Edison ES	Physical Activities Specialist CFRA	5/6/19-6/12/19
Ceccarelli, Alan Facility Use	Technical Theater Coordinator CFRA/FMLA/Medical	3/6/19-4/5/19
Dacanay, Peter Special Ed-Malibu HS	Paraeducator-1 Medical/CFRA/FMLA	3/5/19-4/14/19
Davis, Lisa McKinley ES	Health Office Specialist FMLA	3/6/19-5/6/19
Godinez, Octavio Grounds	Gardener Medical/CFRA	2/25/19-6/29/19
Gold, Kathleen Information Services	Technology Support Assistant Medical/CFRA/FMLA	3/5/19-3/31/19

MacLearn, Jessica Special Ed-Adams MS	Paraeducator-1 Medical/FMLA	4/2/19-4/8/19
Morales, Louis Edison ES	Physical Activities Specialist Medical/CFRA/FMLA	4/12/19-5/24/19
Purdy, Amber Special Ed-Roosevelt ES	Paraeducator-1 Medical/CFRA/FMLA	3/18/19-6/12/19

LEAVE OF ABSENCE (UNPAID)

Amaya, Janene CDS-Adams MS	Children's Center Assistant-2 Personal	<u>EFFECTIVE DATE</u> 3/20/19-4/21/19
Gerhardt, Debra Franklin ES	Instructional Assistant – Classroom Personal	3/14/19-3/20/19

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST) YB3692547 Special Ed-Grant ES	Paraeducator-3	<u>EFFECTIVE DATE</u> 4/25/19
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WORKING OUT OF CLASS

Bonilla, Leroy Operations	Gardener From: Custodian	<u>EFFECTIVE DATE</u> 3/5/19-4/5/19
Odom, Lamont Operations	Gardener From: Custodian	3/5/19-4/5/19
Symons, Alyson Special Ed-Roosevelt ES	Paraeducator-2 From: Paraeducator-1	1/8/19-1/27/19

APPOINTMENT OF COMMISSIONER-EXTENTION

Inatsugu, Barbara Personnel Commission	Personnel Commissioner	<u>EFFECTIVE DATE</u> 4/1/19-4/30/19
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RESIGNATION

Martinez, Jacqueline Special Ed-Santa Monica HS	Paraeducator-1	<u>EFFECTIVE DATE</u> 3/28/19
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RETIREMENT

McNeely, Debrah Operations-Adams MS	Custodian	<u>EFFECTIVE DATE</u> 3/29/19
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**Classified Personnel – Non-Merit
5/2/19**

COACHING ASSISTANT

Baisden, Kendall	Santa Monica HS	3/21/19-6/12/19
Lovelace, Sydney	Santa Monica HS	3/19/19-6/12/19

TECHNICAL SPECIALIST – LEVEL II

Kaddoura, Mariam	Educational Services [Percussion Instructor] - Funding: Gifts	1/30/19-3/27/19
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Little, Erin	Educational Services [Music Instructor] - Funding: Gifts	2/27/19
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Newell Baker, Elizabeth	Muir Elementary [Music Instructor] - Funding: SMMEF Funded	10/1/18-6/7/19
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Reis, Stephen	Educational Services [Cello Instructor] - Funding: Gifts	1/30/19-3/26/19
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TECHNICAL SPECIALIST – LEVEL III

Schenker, Allison	Santa Monica HS [Theater Instructor] - Funding: Santa Monica Arts Parents Association	2/11/19-6/12/19
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STUDENT WORKER - WORKABILITY

Kolb, Caroline	Santa Monica HS	10/30/18-6/30/19
Mahl, Alvina	Santa Monica HS	10/30/18-6/30/19
Nagy, Tessa	Santa Monica HS	10/30/18-6/30/19
Song, Noah	Santa Monica HS	10/30/18-6/30/19
Vincent, Jordan	Santa Monica HS	10/30/18-6/30/19
Wells, Nicholas	Santa Monica HS	10/30/18-6/30/19

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2018 – 2019**

Date	Time	Location	Notes
2018			
July 11, 2018	4:30 p.m.	Board Room – District Office	
August 8, 2018	4:30 p.m.	Board Room – District Office	
September 12, 2018	4:30 p.m.	Board Room – District Office	
October 10, 2018	4:30 p.m.	Board Room – District Office	
November 14, 2018	4:30 p.m.	Board Room – District Office	
December 12, 2018	4:30 p.m.	Board Room – District Office	
2019			
January 9, 2019	4:30 p.m.	Board Room – District Office	
February 7, 2019 – February 10, 2019	Daily Conference	Anaheim	CSPCA 2019 Annual Conference
February 13, 2019	4:30 p.m.	Board Room – District Office	
March 13, 2019	4:30 p.m.	Board Room – District Office	
April 10, 2019	4:30 p.m.	Board Room – District Office	2019–20 Budget Discussion and Development,
May 8, 2019	4:30 p.m.	Board Room – District Office	2019-20 Budget Adoption
May 15, 2019	3:00 p.m.	Board Room – District Office	Santa Monica – Malibu Classified Employees Appreciation Reception
June 12, 2019	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule **2018-19**

Closed Session begins at 4:30pm *(subject to change)*

Public Meetings begin at 5:30pm *(subject to change)*

Meeting Date	Meeting Location	Meeting Format			Additional Notes
		"A" Format	"B" Format	Hybrid of "A" & "B"	
7/19/18 (Th)	DO			X	
8/9/18 (Th)	DO				Special Meeting: Retreat
8/16/18 (Th)				X	
9/6/18 (Th)	DO	X			
9/25/18 (T)?	SMC				Special Meeting: Joint Meeting w/ SMC Board of Trustees (actual date TBD)
9/20/18 (Th)	DO		X		
10/4/18 (Th)	M	X			
10/18/18 (Th)	DO		X		
11/1/18 (Th)	M	X			
11/15/18 (Th)	DO		X		
12/18/18 (T)	DO				Special Meeting: Retreat
12/13/18 (Th)	DO			X	
<i>winter break (12/24/18 – 1/4/19)</i>					
1/17/19 (Th)	DO			X	
2/7/19 (Th)	M	X			
2/21/19 (Th)	DO		X		
2/26/19 (Th)	DO				Special Meeting: Retreat
3/7/19 (Th)	DO	X			
3/21/19 (Th)	M		X		
4/3/19 (W)	DO			X	Note: Thurs., 4/4/18 is open house for elementary schools
<i>spring break (4/8/19 – 4/19/19)</i>					
5/2/19 (Th)	M	X			
5/16/19 (Th)	DO		X		
6/6/19 (Th)	DO	X			
6/20/19 (Th)	DO				Special Meeting: Public Hearings & Retreat
6/27/19 (Th)	DO		X		

District Office (DO): 1651 16th Street, Santa Monica.

Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

Meeting Format Structures:

Meeting "A"	Meeting "B"	Hybrid of "A" and "B"
<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items (as needed) 9. Major Items 10. Continuation of General Public Comments (if needed) 	<ol style="list-style-type: none"> 1. Closed Session 2. Consent Calendar 3. Study Session 4. Discussion Items 5. Major Items (as needed) 6. General Public Comments 	<ol style="list-style-type: none"> 1. Closed Session 2. Commendations/Recognitions 3. Study Session 4. Communications 5. Executive Staff Reports 6. Consent Calendar 7. General Public Comments <i>(max. 30 minutes)</i> 8. Discussion Items 9. Major Items 10. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Introduction to the Personnel Commission and Advanced Step Placement	Commissioner Training	8/14/19
Job Descriptions, Minimum Qualifications, and Classification Guidelines	Commissioner Training	9/11/19
Merit Rules Revisions Update - Definitions	Discussion	10/9/19

VIII. Next Regular Personnel Commission Meeting:

Wednesday, June 12, 2019, at 4:30 pm, *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 54957 to discuss:

A. PUBLIC EMPLOYMENT

Title: Director of Classified Personnel

B. CLASSIFICATION STUDY

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

XI. Adjournment: