



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024. Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the April 20 Personnel Commission meeting will be held virtually via Zoom (<http://bit.ly/SMMUSDPCMEETING>; meeting ID: **898 6103 9433**; password: **SMMUSD**).

April 20, 2022

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 20, 2022**, at **4:30 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request for public comment using the following link prior to the beginning of Public Comments: <https://forms.gle/HsfWNT5CzZ1QqgGr8>.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on April 20, 2022

G.05 Approval of Minutes for:

- Regular Meeting on March 9, 2022

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 Report from the Director of Classified Personnel:
This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.
- General Comments and Updates
- G.07 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.08 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.09 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># Eligible</u>
Administrative Assistant	3
Cafeteria Worker II	3
Instructional Assistant - Bilingual	4
Paraeducator-1	1
Paraeducator-3	2
Site Food Services Worker	4

C.02 Advanced Step Placement:
Katherine Cervera in the classification of Physical Activities Specialist at Range A-28 Step B

- C.03 Advanced Step Placement:
Angela Lavin in the classification of Administrative Assistant at Range A-33 Step E
- C.04 Advanced Step Placement:
Kirsten Gilkes in the classification of Paraeducator 3 at Range A-28 Step B
- C.05 Advanced Step Placement:
Carley Beam in the classification of Technology Support Assistant at Range A-40 Step D
- C.06 Advanced Step Placement:
Efraim Murphy in the classification of Plant Supervisor at Range M-43 Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Credential Analyst within the office, technical and business services support unit

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- D.01 Proposed Budget – Personnel Commission Fiscal Year 2022/23 - First Reading

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
I.02 Filled Personnel Requisitions Status Report
I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - March 17, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - None
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2021 - 2022

- I.06 Board of Education Meeting Schedule
- 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2022-2023	Second Reading	May 11, 2022
Classified School Employees Appreciation Week		May 11, 2022

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 11, 2022, at 4:30 p.m. – *via Zoom*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

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

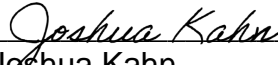
PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: QF9617612

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

XI. ADJOURNMENT:

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

Submitted by:



Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

Assembly Bill 361 (9/2021) added section 54953(e) to the Government Code, authorizing a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act during a declared state of emergency under specific scenarios. The law remains in effect until January 1, 2024.

Due to the state of emergency proclaimed by Governor Newsom in response to the COVID-19 pandemic and its highly contagious variants, and as authorized by per AB 361 and SMMUSD Board of Education Resolution No. 21-08, the March 9 Personnel Commission meeting will be held virtually.

March 9, 2022

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Mahshid Tarazi, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 9**, at **4:33 p.m.**, via Zoom.

❖ **Instructions on Public Comments:**

Persons wishing to address the Personnel Commission must submit a request to make a public comment by e-mail to jhatch@smmusd.org no later than 5:00 p.m. on Tuesday, March 8, 2022. Please include your full name and the specific agenda item you wish to speak to *or* if you would like to address a non-agenda item if the subject matter is not scheduled on this meeting's 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 4:33 p.m.

G.02 Roll Call: Commissioners Robinson, Tarazi, and Tate were present.

G.03 Pledge of Allegiance: Commissioner Robinson led all in attendance in the Pledge of Allegiance.

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.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: March 9, 2022

It was moved and seconded to approve the agenda as submitted. The motion passed.

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

G.06 Motion to Approve Regular Meeting Minutes: February 9, 2022

It was moved and seconded to approve the minutes as submitted. The motion passed.

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

Motion to Approve Special Meeting Minutes: February 22, 2022

It was moved and seconded to approve the minutes as submitted. The motion passed.

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on February 9, 2022.
 - The Personnel Commission staff held written exams for Campus Monitor.
 - Oral exams were administered for the Paraeducator series, Health Office Specialist, Plant Supervisor, Cafeteria Worker II, Site Food Services Coordinator, Instructional Assistant – Classroom, Administrative Assistant, and the Spanish language proficiency exam.
 - Performance exams were conducted for Administrative Assistant and Cafeteria Worker I.
 - Final selection interviews were held for Elementary Library Coordinator, Campus Security Officer, Custodian, Senior Office Specialist, the

Paraeducator series, Cafeteria Worker I, Plant Supervisor, and Physical Activities Specialist.

- **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 5 claims since the last regular Personnel Commission meeting in February. As a point of comparison, there were 20 EDD claims in February 2021. There were 10 claims in February 2020.**
- **Director Kahn informed the Personnel Commission about the department's recent strategy of implementing direct messaging campaigns for difficult recruitments such as Bus Driver. It has proved to be a successful approach in the Senior Buyer recruitment. Staff hopes that it is equally effective in System Analyst, Bus Driver, and upcoming Paraeducator campaigns.**
- **Director Kahn updated the Personnel Commission on the department's staff leaves of absence.**
- **Commissioner Tarazi commended staff for implementing new recruitment strategies and inquired about an outreach to passive candidates using social media and specialized professional agencies. Director Kahn provided examples of this kind of outreach by contacting former candidates, using social media (Facebook, Instagram) for broader job families such as clerical series as well as addressing professional organizations like CASBO.**

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 Robinson expressed her compassion and solidarity with the Ukrainian people during these difficult times.**

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**
 - **Mr. Mock, Chief Steward, informed the Personnel Commission about the SEIU, Local 99, activities and initiatives.**
 - **Mr. Mock also noted the bargaining teams focusing on safety protocols and negotiations.**
 - **Mr. Mock updated the Personnel Commission on SEIU's participation with the Director of Classified Personnel and the District administration generating a comprehensive salary study. The final report will be shared with all parties involved in the near future.**
 - **Mr. Mock informed the Personnel Commission about the March 9, 2022, Board of Education meeting regarding new masking requirements at school campuses and the District Office.**
 - **Mr. Mock noted SEIU's celebration of Women's History Month.**
 - **Mr. Mock expressed his support for Ukraine in their fight for freedom and democracy.**

Board of Education Report

- **Dr. Kelly informed the Personnel Commission about the District resolution relative to the new indoor masking requirements that will be presented to the Board of Education at the special meeting on March 9, 2022, for their consideration. The Superintendent will recommend that the indoor masking status is moved from “required” to “strongly recommended,” effective March 14, 2022. The resolution also includes the Superintendent’s authority to reinstitute the masking requirement if there is a surge of new Covid-19 cases.**
- **Even though the indoor masking will be optional, the District will continue providing high grade masks to students and staff.**
- **The weekly mandated PCR testing will remain in place at the District Office and school sites.**
- **Dr. Kelly stated that at the last Board of Education meeting, the Board had a presentation regarding changes to English honor classes, particularly at Santa Monica High School, to address issues of access and equity for all students who are interested in a higher-level English instruction.**
- **Dr. Kelly informed the Personnel Commission about the annual certificated staffing changes that were also presented and approved at the regular March 3, 2022, Board of Education meeting.**
- **Dr. Kelly noted that the classified employees’ layoff process currently mirrors the certificated one. There were no recommended layoffs of classified personnel for the 2022-2023 school year.**
- **Commissioner Tarazi inquired about the method of communication to students regarding the new indoor masking procedure.**
- **Dr. Kelly stated that the Superintendent has prepared guidance for staff to sensitively relay the message to students so that they are not feeling uncomfortable wearing or not wearing a mask.**
- **Dr. Kelly assured the Personnel Commission that the District will continue complying with the Los Angeles County Department of Public Health guidelines.**

G.10 Public Comments:

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

- **None**

G.11 Personnel Commission Organization – Election of Personnel Commission Officers:

Election of Personnel Commission Officers (Pursuant to Personnel Commission Rule 2.1.5.)

a. Nomination of Chair by: Phillip Tate

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

It was moved and seconded to elect Commissioner Robinson as the Personnel Commission Chair. The motion passed.

b. Nomination of Vice-Chair by: Phillip Tate

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

It was moved and seconded to elect Commissioner Tarazi as the Personnel Commission Vice-Chair. The motion passed.

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>
Cafeteria Worker I	2
Health Office Specialist	7
Instructional Assistant - Classroom	4
Paraeducator-1	2
Paraeducator-2	1
Paraeducator-3	1
Physical Activities Specialist	1
Physical Activities Specialist	4
Plant Supervisor	5

C.02 Advanced Step Placement:

Adianec Brooks in the classification of Paraeducator-3 at Range A-28 Step B

C.03 Advanced Step Placement:
Kim Gayler in the classification of Instructional Assistant - Classroom at Range A-20 Step E

C.04 Advanced Step Placement:
Jessica Hernandez in the classification of Bilingual Community Liaison at Range A-31 Step D

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

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Specification Revision:
Technology Support Assistant within the operations support unit
It was moved and seconded to approve the Director’s recommendations for Agenda Item III.A.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn stated that none of the duties have been changed.
- The Minimum Qualifications are being streamlined by reducing required years of experience, establishing a single set of Education and Experience criteria, and placing emphasis on experience troubleshooting and providing technical support.
- Abilities were replaced with Core Competencies.
- The formatting was updated for consistency with other classification specifications.

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - February 17, 2022
 - March 3, 2022
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - February 17, 2022
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2021 - 2022
- I.06 Board of Education Meeting Schedule
 - 2021 – 2022

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2022-2023	First Reading	April 20, 2022

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 20, 2022, at 4:30 p.m. – *via Zoom*

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 the closed session.

- None

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:13 p.m.** pursuant to Government Code Section 54957 to discuss:

**PUBLIC EMPLOYEE DISCIPLINARY HEARING CONFERENCE
Employee #: TQ7792494**

The Commission reconvened into open session at **7:00 p.m.** and reported on the following action taken in closed session:

- **No action was taken. The Closed Session was for discussion purposes only.**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 7:00 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 20, 2022

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Katherine Cervera

Hire Date: 3/14/2022

ASP Request Submitted: 3/29/2022

BACKGROUND INFORMATION:

Classification Title: Physical Activities Specialist	Employee: Katherine Cervera	Calculation of Advanced Step Recommendation
<u>Education:</u> • Graduation from high school or equivalent.	• Katherine has a Bachelor’s degree in Kinesiology	2 level of education above the required level =1 Step Advance (Max. allowed)
<u>Experience:</u> • One (1) year of paid or volunteer experience working with school aged children or young people in organized group activities, such as those sponsored by a department of parks and recreation, summer camps, YWCA, YMCA, etc.	• Katherine meets the minimum experience requirements.	0 (2-year periods) of experience above the required level =0 Step Advance
<u>Total Advanced Steps:</u> 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR’S COMMENTS:

Katherine Cervera’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step B is \$18.57/hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Katherine Cervera at Range A-28, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 20, 2022

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Angela Lavin

Hire Date: 2/1/2022

ASP Request Submitted: 3/11/2022

BACKGROUND INFORMATION:

Classification Title: Administrative Assistant	Employee: Angela Lavin	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or evidence of equivalent educational proficiency.	<ul style="list-style-type: none"> Angela has a Bachelor’s of Science in Systems Engineering. 	2 levels of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> Three or more years of varied administrative, secretarial and clerical support experience	<ul style="list-style-type: none"> Angela has over 8 years of clerical support experience. 	1 (3-year periods) of experience above the required level = 1 Step Advance
Advanced Steps from Promotional Step C: 1 (Education) + 1 (Experience) = 2 Advanced Step = STEP E		

DIRECTOR’S COMMENTS:

Angela Lavins’ education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-33 at Step C is \$22.01 while Step E is \$24.27.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Angela Lavin at Range A-33, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment. and Salary on Promotion SEIU CBA Article 16.4.1.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 20, 2022

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Kirsten Gilkes

Hire Date: 03/21/2022

ASP Request Submitted: 03/25/2022

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Kirsten Gilkes	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 	<ul style="list-style-type: none"> Kirsten Gilkes has a Bachelor's of Science in Family Studies and Human Developments. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
<p><u>Experience:</u></p> <ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Kirsten Gilkes meets experience requirement. 	<p>0 (2-year periods) of experience above the required level =0 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

Ms. Gilkes' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-28 at Step A is \$17.68/hour, while Step B is \$18.57/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Kirsten Gilkes at Range A-28, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 20, 2022

AGENDA ITEM NO:II.C.05

SUBJECT: Advanced Step Placement – Carley Beam

Hire Date: 3/28/2022

ASP Request Submitted: 3/28/2022

BACKGROUND INFORMATION:

Classification Title: Technology Support Assistant	Employee: Carley Beam	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Carley Beam has a Bachelor's degree in Arts and Humanities. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p>
Experience: <ul style="list-style-type: none"> One (1) year of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices. 	<ul style="list-style-type: none"> Carley Beam has over seven (7) years of experience providing technical support and troubleshooting computer hardware, software, and peripheral devices. 	<p>3 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<u>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</u>		

DIRECTOR'S COMMENTS:

Ms. Carley Beam's education and experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-40 at Step A is \$23.69/hour, while Step D is \$27.42/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Carley Beam at Range A-40, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 20, 2022

AGENDA ITEM NO: II.C.06

SUBJECT: Advanced Step Placement – Efraim Murphy

Hire Date: 3/30/2022

ASP Request Submitted: 3/31/2022

BACKGROUND INFORMATION:

Classification Title: Plant Supervisor	Employee: Efraim Murphy	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Efraim Murphy meets education requirement. 	0 level of education above the required level =0 Step Advance
Experience: <ul style="list-style-type: none"> Three (3) years of custodial or building maintenance experience, including at least one (1) year in a supervisory or lead position. 	<ul style="list-style-type: none"> Efraim Murphy has over six (6) years of experience working in custodial and building maintenance, including two (2) years as a lead custodian. 	1 (3-year periods) of experience above the required level =1 Step Advance
Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Mr. Efraim Murphy's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range M-43 at Step A is \$30.49/hour, while Step B is \$32.03/hour.

DIRECTOR'S RECOMMENDATION:

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

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

12.2.4 SALARY ON EMPLOYMENT

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

16.4 ADVANCED STEP PLACEMENT

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

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

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

V. Action Items:

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 20, 2022

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Credential Analyst

BACKGROUND INFORMATION:

A vacancy currently exists within the Credential Analyst classification and staff recommended a review of the class specification before opening up a recruitment.

METHODOLOGY:

Staff conducted the following activities:

- Reviewed the existing class spec
- Provided proposed revisions to the Assistant Superintendent, Human Resources, Dr. Mark Kelly for review and feedback
- Incorporated feedback from the Assistant Superintendent, Human Resources

ANALYSIS & FINDINGS:

Based on the information gathered, the recommended class spec changes are summarized as follows:

- Removed supervisory responsibilities
- Removed Credential Analyst’s status as an Exempt employee and designated as Nonexempt
- Updated Basic Functions to reflect updated duties
- Broadened Minimum Qualifications to include non-school related experiences and reduced Education from BA to High School
- Revised Duties to emphasize responsibilities related to assignment monitoring and providing guidance and support to site administrators and District staff
- Replaced Abilities with Core Competencies

Staff recommends placing Credential Analyst in the office, technical, and business service classified job unit.

The Credential Analyst is currently on salary range M-38, \$4,671 - \$5,691. However, the California 2022 FLSA minimum for administrative exemption is \$5,200 per month. As such, that would place the classification on range M-43, \$5,285 - \$6,438.

Using range M-43 as a starting point, the following is an internal comparison of salaries within the office, technical, and business service classified job unit on salary schedule A:

Agency	Classification	Range	Monthly Minimum	Monthly Maximum
Santa Monica-Malibu USD	Education Data Specialist	51	\$5,369	\$6,852
Santa Monica-Malibu USD	Communication Specialist	49	\$5,114	\$6,526
Santa Monica-Malibu USD	Student Outreach Specialist	46	\$4,754	\$6,069

Staff recommends placing Credential Analyst on range A-49 (\$5,114 - \$6,526).

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve:

1. The Credential Analyst classification specification revisions as provided.
2. The change in FLSA status for Credential Analyst from Exempt to Non-Exempt.
3. The recommendation to place Credential Analyst in the office, technical, and business service classified job unit.
4. The recommendation to place Credential Analyst on range A-49.

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: Non-Represented
SEIU LOCAL 99
CLASS CODE: 521319
SALARY RANGE: M-36

CREDENTIAL ANALYST

BASIC FUNCTION:

~~Under direction from the Assistant Superintendent of Human Resources or designee, monitors, maintains, and updates certificated personnel requirements, applications, and renewals; analyzes information and makes decisions related to certificated staffing assignments, salary determinations, employment contracts, teacher onboarding, and related policies and procedures.~~ **Under general direction, evaluates candidates' applications and credentials for certificated positions, monitors status of certificated employees' credentials, serves as a liaison between district and outside agencies, and provides guidance to applicants, teachers, and administrators on matters related to credentialing.**

MINIMUM QUALIFICATIONS:

EDUCATION:

Bachelor's degree in business, personnel administration, human resources, or related field. **A high school diploma or recognized equivalent.**

EXPERIENCE:

~~Three (3) years of experience providing clerical and technical support, including one (1) year in the area of teacher credentialing, school district personnel, or a directly related field.~~ **Two (2) years of experience evaluating employment applications and interpreting rules, regulations, and policies within a human resources environment.**

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required.

REPRESENTATIVE DUTIES:

- ~~1. Verifies teaching and administrative credentials; sends notifications on impending expiration and other required documents; maintains communication with various State, County and District representatives concerning certification and/or procedural changes~~
- ~~2. Maintains computer databases; oversees and participate in the collection, input and update of system information; respond to requests by generating various personnel reports and data.~~
- ~~3. Maintains, develops and presents orientation materials for new certificated staff; coordinates and facilitates processing appointments for new employees~~
- ~~4. Analyzes and make recommendations regarding personnel policies, procedures, programs and collective bargaining issues; prepares and submits related reports and correspondence~~

5. ~~Monitors salary advancement and professional growth activities for certificated personnel~~
 6. ~~Evaluates transcripts; verifies training and experience to determine proper salary placement; evaluates, verifies, and approves course work for certificated personnel salary advancement.~~
 7. ~~Monitors certificated personnel assignments and assists in the resolution of improper assignments; prepares related reports.~~
 8. ~~Explains District certificated personnel policies and procedures, Education Code provisions, collective bargaining agreements, and other related legal and procedural matters to employees and administrators; provides information and assistance to certificated personnel in areas such as employee benefits, leaves of absence and retirement.~~
 9. ~~Trains, provides work direction, and evaluates assigned staff.~~
 10. ~~Attends workshops, conferences and meetings as required.~~
 11. ~~Performs related duties as assigned.~~
- **Conducts assignment monitoring by reviewing determinations and reconciling misassignments**
 - **Evaluates certificated candidates' applications and credentials by ensuring compliance with requirements from the California Commission on Teacher Credentialing (CCTC), California Department of Education (CDE), and other agencies**
 - **Collects and monitors certificated employees' credential expiration dates and notifies of impending expirations and timelines for extensions and renewals**
 - **Determines salary placement, adjustments, and stipends in accordance with District policies and collective bargaining agreement**
 - **Monitors and evaluates certificated assignments throughout the district to ensure compliance with relevant legal and procedural requirements**
 - **Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices**
 - **Reviews records and reports for discrepancies to ensure compliance with relevant legal and procedural requirements**
 - **Provides guidance and support to site administrators, District staff, and certificated candidates by explaining laws, rules, and regulations related to assignments, certification, and the application process**
 - **Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, processes, and procedures**
 - **Collects data, updates records, and prepares reports on matters related to credentialing**
 - **Develops, updates, and revises guides, manuals, and materials related to credentialing information and documents**
 - **Recommends, implements, and evaluates procedures for collecting, processing, monitoring, tracking, and reconciling credentialing data**
 - **Serves as a liaison between District and outside agencies by providing requested material, addressing questions, and requesting clarification on matters related to credentialing**

- **Participates in conferences, workshops, trainings, meetings, and committees**
- **Leads by guiding, training, and reviewing the work of staff**
- **Performs other related duties as assigned**

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION:

Supervision is received from the Assistant Superintendent of Human Resources or designee. Supervision is given to assigned Human Resources staff. **General direction is received from higher level management. Responsibilities include providing lead direction to professional and technical staff. No supervision is exercised.**

KNOWLEDGE AND ABILITIES: JOB REQUIREMENTS

KNOWLEDGE OF:

- ~~Principles and practices of school-certificated personnel administration~~
- ~~Basic statistical procedures and mathematical concepts~~
- ~~State Education Code applicable to certificated personnel~~
- ~~District policies, procedures, rules, regulations, and collective bargaining agreements applicable to certificated personnel management~~
- ~~Proper English language usage including grammar and punctuation~~
- ~~Customer service principles and best practices~~
- ~~Office filing, record keeping and report writing techniques~~
- ~~Human resources information systems and applicant tracking software~~
- **Federal, state, and local codes, regulations, rules, and laws pertaining to human resources**
- **Federal, state, and local codes, regulations, rules, and laws pertaining to credentialing**
- **Principles and practices of human resource functions**
- **Principles and practices of data processing**
- **Principles, practices, and techniques of information gathering**
- **Principles and practices of recordkeeping and maintaining documentation**
- **Enterprise-wide personnel information systems**

ABILITY TO:

- ~~Maintain assigned computer databases and generate various reports~~
- ~~Operate a computer and utilize word processing and spreadsheet applications~~
- ~~Research and request information from internal and external sources~~
- ~~Work independently with minimal supervision~~
- ~~Compile, organize, and integrate data from multiple sources~~
- ~~Interpret and explain rules, regulations, policies, and procedures~~
- ~~Prioritize workload and meet competing deadlines~~

- ~~Communicate effectively both orally and in writing~~
- ~~Maintain confidentiality of personnel information~~
- ~~Establish and maintain cooperative and effective working relationships with others~~
- ~~Adapt and reprioritize as situations change~~

CORE COMPETENCIES:

- **Action & Results Focus – Initiating tasks and focusing on accomplishment**
- **Adaptability – Responding positively to change and modifying behavior as the situation requires**
- **Attention to Detail – Focusing on the details of work content, work steps, and final work products**
- **Critical Thinking – Analytically and logically evaluating information, propositions, and claims**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Informing – Proactively obtaining and sharing information**
- **Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations**
- **Professional & Technical Expertise – Applying technical subject matter to the job**
- **Self-Management – Showing personal organization, self-discipline, and dependability**
- **Teamwork – Collaborating with others to achieve shared goals**

WORKING CONDITIONS:

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Physical demands include hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or crouching to file materials.

CLASSIFICATION ESTABLISHED:

November 07, 1994

REVISED:

December 03, 1996

January 12, 2010

June 12, 2018

PROPOSED: April 20, 2022



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 521319

CREDENTIAL ANALYST

BASIC FUNCTION

Under general direction, evaluates candidates' applications and credentials for certificated positions, monitors status of certificated employees' credentials, serves as a liaison between district and outside agencies, and provides guidance to applicants, teachers, and administrators on matters related to credentialing.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

Two (2) years of experience evaluating employment applications and interpreting rules, regulations, and policies within a human resources environment.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to provide transportation between job sites is required.

REPRESENTATIVE DUTIES

- Conducts assignment monitoring by reviewing determinations and reconciling misassignments
 - Evaluates certificated candidates' applications and credentials by ensuring compliance with requirements from the California Commission on Teacher Credentialing (CCTC), California Department of Education (CDE), and other agencies
 - Collects and monitors certificated employees' credential expiration dates and notifies of impending expirations and timelines for extensions and renewals
 - Determines salary placement, adjustments, and stipends in accordance with District policies and collective bargaining agreement
 - Monitors and evaluates certificated assignments throughout the district to ensure compliance with relevant legal and procedural requirements
 - Researches and interprets applicable laws, codes, rules, and regulations in order to evaluate impact they will have on existing policies, procedures, and practices
 - Reviews records and reports for discrepancies to ensure compliance with relevant legal and procedural requirements
-

- Provides guidance and support to site administrators, District staff, and certificated candidates by explaining laws, rules, and regulations related to assignments, certification, and the application process
- Composes and distributes information bulletins and other communications to District staff related to new and/or revised laws, regulations, processes, and procedures
- Collects data, updates records, and prepares reports on matters related to credentialing
- Develops, updates, and revises guides, manuals, and materials related to credentialing information and documents
- Recommends, implements, and evaluates procedures for collecting, processing, monitoring, tracking, and reconciling credentialing data
- Serves as a liaison between District and outside agencies by providing requested material, addressing questions, and requesting clarification on matters related to credentialing
- Participates in conferences, workshops, trainings, meetings, and committees
- Leads by guiding, training, and reviewing the work of staff
- Performs other related duties as assigned

NOTE: *The statements listed above are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

SUPERVISION

General direction is received from higher level management. Responsibilities include providing lead direction to professional and technical staff. No supervision is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Federal, state, and local codes, regulations, rules, and laws pertaining to human resources
- Federal, state, and local codes, regulations, rules, and laws pertaining to credentialing
- Principles and practices of human resource functions
- Principles and practices of data processing
- Principles, practices, and techniques of information gathering
- Principles and practices of recordkeeping and maintaining documentation
- Enterprise-wide personnel information systems

CORE COMPETENCIES:

- Action & Results Focus – Initiating tasks and focusing on accomplishment
 - Adaptability – Responding positively to change and modifying behavior as the situation requires
-

- Attention to Detail – Focusing on the details of work content, work steps, and final work products
- Critical Thinking – Analytically and logically evaluating information, propositions, and claims
- Customer Focus – Attending to the needs and expectation of customers
- Informing – Proactively obtaining and sharing information
- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Self-Management – Showing personal organization, self-discipline, and dependability
- Teamwork – Collaborating with others to achieve shared goals

WORKING CONDITIONS

ENVIRONMENT:

This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS:

Physical demands include hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate a computer keyboard; sitting for extended periods of time; bending at the waist, kneeling or crouching to file materials.

CLASSIFICATION ESTABLISHED:

November 07, 1994

REVISED:

December 03, 1996

January 12, 2010

June 12, 2018

PROPOSED: April 20, 2022

IV. Commissioner Training/Briefing:

V. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 20, 2022

AGENDA ITEM NO: V.D.01

SUBJECT: Proposed Budget – Personnel Commission FY 2022-2023 – First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission’s FY 2022-2023 proposed budget for a first reading. In accordance with Education Code Section §45253, “the Personnel 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 budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2022.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 11, 2022.

Attached to this item is a document that contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.

2022-2023 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2020-2021		2021-2022		2022-2023	Change from 21-22 Proposed \$+/-
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 4/12/22	Proposed (dollars only)	
2000	Classified Salaries	435,577	442,153	444,451	323,649	453,209	8,758
2314	Director	123,032	123,032	129,149	96,734	135,776	6,627
2317	Supervisors (Analyst)	89,367	89,366	89,367	67,025	89,367	0
2319	Commission Members (3)	1,800	1,200	1,800	1,450	1,800	0
2410	HR Technicians/Admin. Assistant	221,378	228,555	223,635	167,541	226,016	2,381
2430	Clerical Hourly	0	0	500	0	250	(250)
2460	Clerical Sub	0	0	0	(9,101)	0	0
3000	Employee Benefits	223,898	224,840	244,064	186,035	264,383	20,319
3212	Public Employee Retirement System	89,792	89,792	101,411	75,901	114,658	13,247
3312	Social Security	26,895	26,854	27,445	19,997	27,988	543
3332	Medicare	6,316	6,280	6,445	4,677	6,572	127
3412	Health/Welfare	76,676	77,332	83,072	66,268	88,967	5,895
3512	Unemployment Insurance	218	218	2,223	1,623	2,267	44
3612	Workers Compensation	18,556	18,836	17,912	13,410	18,265	353
3712	Other Post-Employment Benefits	5,445	5,527	5,556	4,159	5,666	110
3912	Cash in Lieu	0	0	0	0	0	0
4000	Supplies and Equipment	16,801	12,940	9,000	0	9,000	0
4310	General Supplies and Materials	3,470	1,360	5,500	0	5,000	(500)
4400	Non-Capitalized Equipment	13,331	11,580	3,500	0	4,000	500
5000	Operating Expenses	18,765	15,405	36,167	32,039	30,500	(5,667)
5210	Mileage Reimbursement	0	0	200	0	100	(100)
5220	Conference/Travel Expense	0	0	500	0	1,500	1,000
5300	Dues and Memberships	1,500	0	1,500	1,200	1,500	0
5640	Repair by Vendor	0	0	0	0	0	0
5650	Maintenance Agreement	700	415	1,200	475	1,200	0
5710	Direct Cost Transfer-Intrafund	115	465	250	170	200	(50)
5802	Independent Contractors/Consultant	0	0	0	0	0	0
5810	Advertising	300	0	1,000	0	1,000	0
5820	Legal Costs	0	0	12,071	12,070	0	(12,071)
5890	Other Operating Expenses	16,150	14,525	19,446	18,123	25,000	5,554
5910	Postage for Mail	0	0	0	0	0	0
6000	Equipment	0	0	0	0	13,000	13,000
2000-3000 Subtotal		659,475	666,992	688,515	509,684	717,592	29,077
4000-6000 Subtotal		35,566	28,345	45,167	32,039	52,500	7,333
TOTAL		695,041	695,337	733,682	541,723	770,092	36,410
Approx. % Change In Budget From Prior Year		5.79%		5.27%		4.96%	

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.

VI. Information Items:

Open Requisitions (4/1/2022)

Req Number	Req Title	Department	Position Type	FTE
22-129	ADMINISTRATIVE ASSISTANT	EDUCATIONAL SERVICES	Vac	100
22-231	ATHLETIC TRAINER	MALIBU HIGH SCHOOL	New	87.5
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-099	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-115	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-174	BUS DRIVER	TRANSPORTATION	Vac	87.5
22-207	BUS DRIVER	TRANSPORTATION	Vac	87.5
20-037	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
20-147	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
21-109	CAFETERIA WORKER I	FS - MALIBU HIGH SCHOOL	Vac	50
22-045	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	37.5
22-104	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
22-232	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	Vac	43.75
22-233	CAFETERIA WORKER II	MALIBU ELEMENTARY SCHOOL	Vac	68.75
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-114	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-144	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	21.88
22-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
22-175	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
22-215	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	18.75
22-227	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	New	4.13
22-234	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	6.25
22-113	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	25
22-200	CAMPUS SECURITY OFFICER	FACILITY USE DEPARTMENT	Vac	50
22-011	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75

22-032	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-163	CHILDREN'S CENTER ASSISTANT-2	CDS - GRANT	Vac	43.75
22-170	CHILDREN'S CENTER ASSISTANT-2	CDS - EDISON	Vac	43.75
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
22-046	CUSTODIAN	FACILITY USE DEPARTMENT	Vac	37.5
22-202	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
22-235	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
21-117	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5
22-061	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-100	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5
22-137	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-145	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-158	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
22-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5
22-173	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	New	37.5
22-176	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
22-220	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5

22-177	INSTRUCTIONAL ASSISTANT- PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
22-240	LABORATORY TECHNICIAN	MALIBU HIGH SCHOOL	Vac	50
21-104	LIBRARY ASSISTANT	JOHN ADAMS MIDDLE SCHOOL	Vac	81.25
22-055	LICENSED VOCATIONAL NURSE (LVN)	SPECIAL EDUCATION	New	100
22-089	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	87.5
22-090	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-107	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
22-134	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	Vac	75
22-139	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
22-146	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	New	56.25
22-147	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
22-148	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-166	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
22-167	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-178	PARAEDUCATOR-1	EDISON LANGUAGE ACADEMY	Vac	75
22-180	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-181	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-182	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
22-183	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
22-194	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-206	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	79.13
22-210	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
22-221	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
22-229	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-117	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	Vac	75

Report – Open Requisitions

22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-143	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75
22-168	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
22-184	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-188	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	New	75
22-198	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
22-222	PARAEDUCATOR-3	CDS - LINCOLN	Vac	56.25
22-230	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
22-238	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
22-169	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	37.5
22-226	SYSTEMS ANALYST	EDUCATIONAL SERVICES	New	100
22-193	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100

Filled Requisitions (4/1/2022)

Req Number	Req Title	Department	Date of Accepted Job Offer
22-044	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	3/22/2022
22-196	ADMINISTRATIVE ASSISTANT	SPECIAL EDUCATION	3/10/2022
22-155	CAFETERIA WORKER II	EDISON LANGUAGE ACADEMY	3/24/2022
22-214	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	3/28/2022
22-223	CUSTODIAN	GRANT ELEMENTARY SCHOOL	3/10/2022
22-224	CUSTODIAN	MALIBU HIGH SCHOOL	3/25/2022
22-205	HEALTH OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	3/10/2022
21-118	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	4/1/2022
21-108	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	3/31/2022
22-172	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	3/31/2022
22-228	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	3/31/2022
22-236	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	4/1/2022
22-212	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	3/17/2022
22-110	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	3/11/2022
22-192	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	3/16/2022
22-225	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	3/11/2022
22-047	PHYSICAL ACTIVITIES SPECIALIST	EDISON LANGUAGE ACADEMY	3/7/2022
22-150	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	3/7/2022
22-119	PLANT SUPERVISOR	OPERATIONS	3/9/2022
22-219	SENIOR OFFICE SPECIALIST	ROOSEVELT ELEMENTARY SCHOOL	3/14/2022
22-190	SITE FOOD SERVICE COORDINATOR	JOHN ADAMS MIDDLE SCHOOL	3/24/2022

**Classified Personnel – Merit
3/17/22**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Archer, Caroline Malibu ES	Instructional Assistant - Classroom 3.9 Hrs/SY/Range: 20 Step: B	2/22/22
Hallum, Cheryl Muir ES	Campus Monitor 1.5 Hrs/SY/Range: 13 Step: F	3/2/22
Hernandez-Cisneros, Alexander Operations-Lincoln MS	Custodian 8 Hrs/12 Mo/Range: 26 Step: A	3/1/22
Myrieckes, Carla Student Services-Rogers ES	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	2/10/22
Taylor, Eric Webster ES	Physical Activities Specialist 6 Hrs/SY/Range: 28 Step: A	2/1/22
Vargas, Christopher Malibu MS/HS	Campus Security Officer 8 Hrs/10 Mo/Range: 27 Step: A	2/14/22

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Alcantar, Mirna Grant ES	Campus Monitor 3 Hrs/SY/Range: 13 Step: F	1/15/22-6/9/22
Guerrero, Daniel Franklin ES	Physical Activities Specialist 2 Hrs/SY/Range: 28 Step: F	12/13/21-6/30/22

PROMOTION

		<u>EFFECTIVE DATE</u>
Boothby, Devon Purchasing	Senior Buyer 8 Hrs/12 Mo/Range: 43 Step: C From: Buyer: 8 Hrs/12 Mo	2/1/22
Jimenez, Osvaldo Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo/Range: 26 Step: E From: Paraeducator-1: 6.5 Hrs/SY	3/21/22
Quiroz, Timothy FNS-Malibu HS	Production Kitchen Coordinator 8 Hrs/SY/Range: 33 Step: F From: Site Food Services Coordinator: 7 Hrs/SY	11/22/21

PROVISIONAL ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Cervera, Katherine Educational Services	Physical Activities Specialist 6 Hrs/Day	2/7/22-6/9/22

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Clarke, Emily Special Ed-Adams MS	Paraeducator-1 [additional hours; professional development]	9/24/21-6/9/22
Cunningham, Jill Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; Learning Recovery program support]	2/7/22-6/9/22
Everage, Askia Special Ed-Santa Monica HS	Paraeducator-3 [additional hours; bus supervision]	2/18/22-6/9/22

Jorgenson, Stephanie Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; Learning Recovery program support]	2/7/22-6/9/22
Morich, Karen Special Ed-Roosevelt ES	Paraeducator-3 [additional hours; Learning Recovery program support]	2/7/22-6/9/22
Niederberger-Beekman, Jenelle Educational Services	Senior Office Specialist [overtime; Aeries staff training]	7/1/21-8/31/22
Reed, Desiree Educational Services	Senior Office Specialist [overtime; Aeries staff training]	7/1/21-8/31/22
Reuther, Teresa Special Ed-Santa Monica HS	Paraeducator-1 [additional hours; student support]	11/2/21-6/9/22
Ridley, Latresse Special Ed-Roosevelt ES	Paraeducator-1 [additional hours; Learning Recovery program support]	2/7/22-6/9/22
Robinson, Monique Adams MS	Instructional Assistant – Bilingual [additional hours; planning assistance]	1/3/22-6/9/22
Sarvey, Roxana Adams MS	Paraeducator-1 [additional hours; planning assistance]	1/3/22-6/9/22
Smith, Angelique Special Ed-Roosevelt ES	Occupational Therapist [overtime; Learning Recovery program support]	2/7/22-6/9/22
Vila, Angel Maintenance	Facilities Technician [overtime; district projects]	1/4/22-6/30/22

SUBSTITUTES

Cervera, Katherine Educational Services	Physical Activities Specialist	<u>EFFECTIVE DATE</u> 2/14/22-6/9/22
Hernandez, Wendy Child Development Services	Children’s Center Assistant-2	2/25/22-6/30/22
Kamibayashi, Diana Human Resources	Senior Office Specialist	2/7/22-6/30/22

PROFESSIONAL GROWTH

Walker, Christine Special Ed-Malibu HS	Paraeducator-1	<u>EFFECTIVE DATE</u> 3/1/22
---	----------------	--

INVOLUNTARY TRANSFER

Rodriguez, Maria Operations	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Grant ES	<u>EFFECTIVE DATE</u> 12/13/21
Soil, Sophia Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Adams MS	2/25/22
Tate, Wiley Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 5 Hrs/12 Mo/Operations-Lincoln MS	12/7/21

VOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Montoya, Gerald Special Ed-Grant ES	Paraeducator-3 6 Hrs/SY From: 6 Hrs/SY/Special Ed-Roosevelt ES	2/24/22
White, Andrew Malibu ES	Elementary Library Coordinator 7 Hrs/10 Mo From: Library Coordinator: 6 Hrs/10 Mo/Lincoln MS	2/28/22

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Coleman, Daniel Franklin ES	Physical Activities Specialist Catastrophic	2/28/22-3/11/22
Gonzalez, Diane Edison LA	Health Office Specialist Medical/FMLA/CFRA	2/16/22-3/16/22
Gonzalez, Maya Special Ed-Malibu HS	Paraeducator-3 Medical/FMLA/CFRA	1/29/22-3/7/22
Hernandez, Hector Maintenance	Carpenter CFRA	2/18/22-3/18/22
Martinez, Isabel Special Ed-Santa Monica HS	Paraeducator-3 Medical/FMLA/CFRA	1/25/22-2/4/22
Omari, Joann Operations-Franklin ES	Custodian Medical/FMLA/CFRA	12/18/21-5/5/22
Orsolini, Simona Rogers ES	Instructional Assistant - Classroom SPSL-1	1/3/22-1/17/22
Wallace, Kymberlee Special Ed-Lincoln MS	Paraeducator-1 Medical/FMLA/CFRA	2/9/22-2/25/22

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Griffis, Denise FNS-Malibu ES	Cafeteria Worker II From: Cafeteria Worker I	3/1/22-6/9/22
Rams, Florencia Adams MS	Translator/Interpreter From: Bilingual Community Liaison	8/26/21-6/9/22
West, Malcom Operations	Lead Custodian From: Custodian	2/11/22-6/17/22

RESIGNATION

		<u>EFFECTIVE DATE</u>
Elitzur, Justine Grant ES	Instructional Assistant - Classroom	6/9/22
Russian, April Special Ed-Adams MS	Paraeducator-3	2/8/22
Villacorta, Celia Transportation	Bus Driver	1/31/22
Witherspoon, Colbie McKinley ES	Instructional Assistant - Classroom	2/18/22

RETIREMENT

Circenis, Anita
Education Technology Services

Technology Support Assistant

EFFECTIVE DATE

4/16/22

Gonzalez, Teresa
Roosevelt ES

Instructional Assistant - Classroom

6/9/22

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2021 – 2022**

Date	Time	Location	Notes
2021			
July 14, 2021	4:30 p.m.	Zoom	
August 11, 2021	4:30 p.m.	Zoom	
September 8, 2021	4:30 p.m.	Zoom	
October 13, 2021	4:30 p.m.	Zoom	
November 10, 2021	4:30 p.m.	Zoom	
December 8, 2021	4:30 p.m.	Zoom	
2022			
January 12, 2022	4:30 p.m.	Zoom	
February 9, 2022	4:30 p.m.	Zoom	
March 9, 2022	4:30 p.m.	Zoom	
April 20, 2022	4:30 p.m.	Zoom	Budget – First Reading Moved to 4/20/22 due to Spring Break
May 11, 2022	4:30 p.m.	Zoom	Budget – Public Hearing and Adoption
June 8, 2022	4:30 p.m.	Zoom	



School Board Meeting Dates

Meetings take place on Thursdays in the District Board Room: 1651 16th Street, Santa Monica, CA 90404 or

Malibu City Council Chambers: 23825 Stuart Ranch Road, Malibu, CA 90265

Closed Session begins at 4:30 p.m.

Public Meetings begin at 5:30 p.m.

(Meeting dates and locations are subject to change.)

School Board Meetings: 2021-2022

Thurs., July 15, 2021	District Office	Hybrid
Thurs., August 12, 2021	District Office	A
Tues., August 26, 2021	District Office	Special Meeting
Thurs., September 2, 2021	District Office	A
Wed., September 22, 2021	District Office	B
Thurs., October 7, 2021	Malibu	A
Thurs., October 21, 2021	District Office	B
Thurs., November 4, 2021	Malibu	A
Thurs., November 18, 2021	District Office	B
Thurs., December 9, 2021	District Office	Special Meeting
Thurs., December 16, 2021	District Office	Hybrid
Thurs., January 13, 2022	District Office	Hybrid
Tues., January 18, 2022	District Office	Special Meeting
Thurs., February 3, 2022	Malibu	A
Thurs., February 17, 2022	District Office	B
Thurs., March 3, 2022	District Office	A
Thurs., March 17, 2022	Malibu	B
Tues., March 22, 2022	District Office	Special Meeting
Thurs., April 21, 2022	District Office	Hybrid
Thurs., May 5, 2022	Malibu	A
Thurs., May 19, 2022	District Office	B
Thurs., June 2, 2022	District Office	A
Thurs., June 23, 2022	District Office	Special Meeting
Thurs., June 30, 2022	District Office	B

Meeting Format Structures:

Meeting "A"

1. Closed Session
2. Commendations/Recognitions
3. Study Session
4. Communications
5. Executive Staff Reports
6. Consent Calendar
7. General Public Comments (max. 30 minutes)
8. Discussion Items (as needed)
9. Major Items
10. Continuation of General Public Comments (if needed)

Meeting "B"

11. Closed Session
12. Consent Calendar
13. Study Session
14. Discussion Items
15. Major Items (as needed)
16. General Public Comments

Hybrid of "A" and "B"

17. Closed Session
18. Commendations/Recognitions
19. Study Session
20. Communications
21. Executive Staff Reports
22. Consent Calendar
23. General Public Comments (max. 30 minutes)
24. Discussion Items
25. Major Items
26. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2022-2023	Second Reading	May 11, 2022

VIII. Next Regular Personnel Commission Meeting:

Wednesday, May 11, 2022, at 4:30 pm, *via Zoom*

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:

PUBLIC EMPLOYEE DISCIPLINARY HEARING
CONFERENCE

Employee #: QF9617612

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

XI. Adjournment: