

VIRTUAL PERSONNEL COMMISSION MEETING

April 22, 2020 at 4:30pm

MODIFIED MEETING PROCEDURES DURING COVID-19 (CORONAVIRUS) PANDEMIC:

As per Executive Order N-29-20 from Governor Newsom, the Santa Monica-Malibu Unified School District Personnel Commission meetings will move to a virtual/teleconferencing environment using Zoom. The purpose of the Governor's executive order is to control the spread of Coronavirus (COVID-19) and to reduce and minimize the risk of infection by "limiting attendance at public assemblies, conferences, or other mass events." The intent is not to limit public participation, but rather to protect public health by following the Governor's Stay at Home executive order and LA County's Safer at Home order.



JOIN ZOOM MEETING

<https://bit.ly/APRILPCMEETING>

Meeting ID: 919 7198 8512

Password: SMMUSD



PROVIDE PUBLIC COMMENT

You may submit a request to make a public comment by e-mail to: jhatch@smmusd.org

- Requests must be submitted no later than 5:00 p.m. on Tuesday, April 21, 2020
- 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
- During the meeting via Zoom, speakers will be called upon and unmuted to make a comment – please use your full name as your Zoom profile to help expedite the process



**PERSONNEL COMMISSION MEETING
AGENDA**

April 22, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 22, 2020**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Appointment of Commissioner
- G.03 Roll Call
- G.04 Pledge of Allegiance
- G.05 Report from Closed Session
- G.06 Approval of Agenda for Regular Meeting on April 22, 2020

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Phillip Tate						

- G.07 Approval of Minutes for Regular Meeting on March 11, 2020

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Maria Stewart						
Phillip Tate						

- G.08 Report from the Director of Classified Personnel
- G.09 Personnel Commissioner Comments/Reports
- G.10 Communications
- G.11 Public Comments
- G.12 Personnel Commission Organization –
Election of Personnel Commission Officers



PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 22, 2020

AGENDA ITEM NO: G.02

SUBJECT: Appointment of New Commissioner – Phillip Tate

BACKGROUND INFORMATION:

On February 20, 2020, the Board of Education approved the selection of Phillip Tate as a Personnel Commissioner, as recommended by the Personnel Commission Selection Committee, and forwarded the nomination to the State Superintendent of Public Instruction for appointment. On April 08, 2020, the State Superintendent appointed Mr. Tate to the Personnel Commission for a three-year term that ends December 31, 2022.

DIRECTOR'S RECOMMENDATION

No action is required.



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

April 22, 2020

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson, Mrs. Maria Stewart, and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, April 22, 2020**, at **4:30 p.m.**, via Zoom.

- ❖ **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 Appointment of Commissioner

G.03 Roll Call:

G.04 Pledge of Allegiance:

G.05 Report from Closed Session of Personnel Commission

G.06 Approval of Agenda for Regular Meeting on April 22, 2020

G.07 Approval of Minutes for Regular Meeting on March 11, 2020

G.08 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.09 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.10 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.11 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.

G.12 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
- b. Nomination of Vice-Chair

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>
Sports Facility Attendant	3

C.02 Advanced Step Placement:
Vanina Zalazar in the classification of Lead Translator/Interpreter at Range A-37 Step C

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- No Action

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 2020/21 - 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 19, 2020

Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- April 1, 2020

I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)

- March 19, 2020

Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)

- April 1, 2020

I.05 Personnel Commission's Twelve-Month Calendar of Events

- 2019 - 2020

I.06 Board of Education Meeting Schedule

- 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2020-2021	Second Reading	5/13/20
Commissioner Training/Briefing: Classification Studies	Commissioner Training	6/10/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 13, 2020, 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:

- No Closed Session

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

March 11, 2020

PERSONNEL COMMISSIONERS: Mrs. Lauren Robinson and Mrs. Maria Stewart

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, March 11, 2020**, at **4:34 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 4:34 p.m.

G.02 Roll Call: Commissioners Robinson and Stewart were present.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
vacant						

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: March 11, 2020
It was moved and seconded to approve the agenda as submitted. The motion passed.

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.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
vacant						

G.06 Motion to Approve Minutes: February 12, 2020

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
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 Kahn updated the Personnel Commission with the current status of incoming Commissioner Tate’s appointment by the State Superintendent. The recommendation is in the last stage of approval awaiting to be signed by State Superintendent Thurmond. Mr. Tate was present in the audience.**
 - **Director Kahn updated the Personnel Commission on nine (9) active recruitments and examinations.**
 - **Director Kahn stated that if the District were to implement any measures regarding canceling events and meetings as a response to coronavirus, the Personnel Commission would follow suit and act accordingly cancelling any examinations that would meet the criteria.**

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 gratitude to the District for a prompt response to the coronavirus pandemic by sanitizing school sites and setting up remote learning in case of school closure.**

G.09 Communications:

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

- SEIU Report
 - **None**
- Board of Education Report
 - **Director Kahn presented Board of Education report on behalf of Dr. Mark Kelly, Assistant Superintendent of Human Resources.**

Dr. Kelly was at the District’s Emergency Operation Center to discuss the coronavirus issue based on the directions from the Los Angeles County Department of Public Health, Los Angeles County Office of Education, and the California Department of Education regarding school closure.

- **Director Kahn also stated that the Board of Education has given authorization to staff to initiate the lay-off process of up to 46.0 FTEs in certificated staff due to an alignment of staffing and decline in projected enrollment.**
- **Director Kahn informed the Personnel Commission about the Superintendent’s Budget Advisory Committee, comprised of major stake holders who are providing a critical analysis of the budget in order to reduce the District’s deficit spending.**

G.10 Public Comments:

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

- **None**

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Campus Monitor	7
Carpenter	4
Instructional Assistant - Bilingual	5
Instructional Assistant - Classroom	7
Paraeducator-1	2
Paraeducator-3	1
WorkAbility Assistant	8

C.02 Advanced Step Placement:

Marbella Beltran in the classification of Paraeducator-1 at Range A-20 Step C

C.03 Advanced Step Placement:

Alexis Pullard in the classification of Paraeducator-3 at Range A-26 Step C

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.03. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
Vacant						

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision:

Audience Services Coordinator within the Facility job family

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		✓	✓			
Maria Stewart	✓		✓			
vacant						

REPORT AND DISCUSSION

- Ms. Clare Caldera, Personnel Analyst, provided a brief background for the revisions for both classifications, Audience Services Coordinator and Theater Operations Supervisor.
- The Personnel Commission staff is currently in a process of analyzing and revising the entire Theater job family.
- In anticipation of upcoming recruitments, Ms. Caldera made preliminary changes in the classification specifications to ensure that the minimum qualifications were appropriate.

A.02 Classification Revision:

Theater Operations Supervisor within the Facility job family

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
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
vacant						

REPORT AND DISCUSSION

- See above

IV. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

V. DISCUSSION ITEMS:

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

- No Discussion Items

VI. INFORMATION ITEMS:

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

I.01 2019-2020 Second Interim Fiscal Report

Mr. Cruz provided a detailed overview of the 2019-2020 District Second Interim Report that was presented to the Board of Education on March 5, 2020 and to the Financial Oversight Committee on March 10, 2020. The report contained the District's financial position as of January 31, 2020, displaying the changes from the First Interim Fiscal Report of October 31, 2019. The Los Angeles County Office of Education required to provide a financial stabilization plan as part of the Second Interim Budget. Mr. Cruz presented data for Current Actuals, and Projected Totals for each District fund. His report also included an analysis of standards and assumptions for financial reporting set by the State, and multi-year projections of the General Fund for the current and next two (2) fiscal years.

I.02 Open Personnel Requisitions Status Report

I.03 Filled Personnel Requisitions Status Report

I.04 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- February 20, 2020

Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)

- March 5, 2020

I.05 Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)

- February 20, 2020

Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)

- March 5, 2020

I.06 Personnel Commission's Twelve-Month Calendar of Events

- 2019 - 2020

I.07 Board of Education Meeting Schedule

- 2019 – 2020

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Commissioner Training/Briefing: Classification Studies	Commissioner Training	4/8/20
Preliminary Budget - Fiscal Year 2018-2019	First Reading	4/8/20
Adoption of Budget - Fiscal Year 2018-2019	Second Reading	5/13/20
Classified Employees Appreciation Reception		5/20/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, April 8, 2020, 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 the closed session.

- **None**

X. CLOSED SESSION:

- No Closed Session

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Maria Stewart	✓		✓			
vacant						

TIME ADJOURNED: 5:21 p.m.

Submitted by:

 Joshua Kahn
 Secretary to the Personnel Commission
 Director, Classified Personnel

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PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 22, 2020

AGENDA ITEM NO: G.12

SUBJECT: Personnel Commission Election of Officers

BACKGROUND INFORMATION:

Personnel Commission Rule § 2.1.5. – ELECTION OF OFFICERS, states:

- A. The officers of the Personnel Commission shall be designated as Chair and Vice Chair.
- B. At its first meeting in December of each year, the Personnel Commission shall elect one of its members to serve as Chair for the period of one year. A chair may serve more than one term.
- C. At the same time and in the same manner, the Personnel Commission shall elect one of its members to serve as Vice Chair.
- D. The Chair shall be presiding officer at all regular and special meetings of the Commission. In the event of the absence of the Chair, the Vice Chair shall preside.

DIRECTOR'S RECOMMENDATION

The Director of Classified Personnel recommends that the Personnel Commission elect its officers (Chair, Vice Chair) for the period from April 22, 2020 through December 2020.

a. Nomination of Chair

Nomination: _____

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

b. Nomination of Vice-Chair

Nomination: _____

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Maria Stewart							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 22, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Vanina Zalazar

Hire Date: 01/20/2020

ASP Request Submitted: 03/06/2020

BACKGROUND INFORMATION:

Classification Title: Lead Translator/Interpreter	Employee: Vanina Zalazar	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>High school degree or evidence of equivalent educational attainment and certification as a translator/interpreter from an accredited institution.</p> <p><u>EXPERIENCE:</u></p> <p>Two years of experience translating documents between English and a designated second language and providing simultaneous interpretation services for organizations or groups.</p>	<ul style="list-style-type: none"> • Vanina possesses a high school degree or evidence of equivalent educational attainment and certification as a translator/interpreter from an accredited institution. • Vanina has over six years experience translating documents between English and a designated second language and providing simultaneous interpretation services for organizations or groups. 	<p>0 level of education above the required level =0 Step Advance</p> <p>2 (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C</p>		

DIRECTOR’S COMMENTS:

Ms. Zalazar’s work experience exceeds the minimum requirement specified for this classification. Pay rate at salary Range A-37 at Step A is \$22.02/hour, while Step C is \$24.28 /hour.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Vanina Zalazar at Range A-37, 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						
Phillip Tate						

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							

IV. Commissioner Training/Briefing:

V. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, April 22, 2020

AGENDA ITEM NO: V.D.01

SUBJECT: Proposed Budget – Personnel Commission FY 2020-2021 – First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission's FY 2020-2021 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, 2020.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 13, 2020.

Attached to this item is a document previously created for the Merit System Training Series. It 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.

2020-2021 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2018-2019		2019-2020		2020-2021	Change from 19-20 Proposed \$+/-
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 3/13/19	Proposed (dollars only)	
2000	Classified Salaries	436,371	454,374	407,502	255,244	432,404	24,902
2314	Director	117,772	126,077	111,559	72,769	117,576	6,017
2317	Supervisors (Analyst)	78,955	78,955	75,537	46,421	89,412	13,875
2319	Commission Members (3)	1,800	1,650	1,800	1,000	1,800	0
2410	HR Technicians/Admin. Assistant	235,844	227,332	216,856	135,054	222,116	5,260
2430	Clerical Hourly	2,000	0	750	0	500	(250)
2460	Clerical Sub	0	20,359	1,000	0	1,000	0
3000	Employee Benefits	205,522	202,728	209,863	129,671	241,156	31,293
3212	Public Employee Retirement System	78,493	72,605	80,009	50,099	98,178	18,169
3312	Social Security	26,944	28,554	25,154	15,923	26,810	1,656
3332	Medicare	6,328	6,678	5,909	3,724	6,271	362
3412	Health/Welfare	68,991	69,097	76,296	45,835	86,026	9,730
3512	Unemployment Insurance	219	232	204	129	217	13
3612	Workers Compensation	17,892	18,854	17,197	10,771	18,248	1,051
3712	Other Post-Employment Benefits	5,455	5,748	5,094	3,190	5,406	312
3912	Cash in Lieu	1,200	960	0	0	0	0
4000	Supplies and Equipment	10,280	6,200	10,000	2,140	8,000	(2,000)
4310	General Supplies and Materials	6,330	4,528	6,000	2,140	6,000	0
4400	Non-Capitalized Equipment	3,950	1,672	4,000	0	2,000	(2,000)
5000	Operating Expenses	23,240	17,936	22,400	17,617	23,400	1,000
5210	Mileage Reimbursement	200	158	200	120	200	0
5220	Conference/Travel Expense	3,500	2,831	2,300	0	1,000	(1,300)
5300	Dues and Memberships	1,250	1,250	1,250	1,200	1,500	250
5640	Repair by Vendor	200	0	0	0	0	0
5650	Maintenance Agreement	1,270	1,002	1,200	936	1,200	0
5710	Direct Cost Transfer-Intrafund	1,500	732	1,200	0	500	(700)
5802	Independent Contractors/Consultant	0	0	500	0	0	(500)
5810	Advertising	1,000	0	1,000	0	1,000	0
5890	Other Operating Expenses	14,170	11,962	14,700	15,361	18,000	3,300
5910	Postage for Mail	150	0	50	0	0	(50)
6000	Equipment	0	0	0	0	0	0
	2000-3000 Subtotal	641,893	657,101	617,365	384,915	673,561	56,196
	4000-6000 Subtotal	33,520	24,136	32,400	19,757	31,400	(1,000)
	TOTAL	675,413	681,238	649,765	404,671	704,961	55,196
	Approx. % Change In Budget From Prior Year	-1.94%		-3.95%		8.49%	



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.

VI. Information Items:

Open Requisitions (4/3/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.75	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75	Open
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-191	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100	Open
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20--078	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU HIGH SCHOOL	Vac	48.75	Open
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30	Open
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-015	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	0.19	Open
20-020	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50	Open
20-036	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100	Open
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5	Open
20-039	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	43.75	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-058	DIRECTOR OF PURCHASING	PURCHASING/WAREHOUSE	Vac	100	Open
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100	Open
20-071	PARAEDUCATOR-3	LINCOLN CHILD DEVELOPMENT CENTER	Vac	56.25	Open
20-075	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	New	0.29	Open
20-077	ELEMENTARY LIBRARY COORDINATOR	EDISON LANGUAGE ACADEMY	Vac	87.5	Open
20-079	PHYSICAL ACTIVITIES SPECIALIST	MALIBU HIGH SCHOOL	Vac	25	Open
20-081	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	Open
20-096	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	Open
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100	Open
20-107	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	Vac	75	Open
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100	Open
20-110	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.25	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25	Open
20-113	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75	Open
20-114	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-117	BUS DRIVER	TRANSPORTATION	New	87.5	Open

20-122	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	62.5	Open
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-127	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	Open
20-132	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75	Open
20-133	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	New	75	Open
20-136	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	Vac	37.5	Open
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5	Open
20-144	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75	Open
20-145	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	Vac	75	Open
20-146	ADMINISTRATIVE ASSISTANT	GRANT ELEMENTARY SCHOOL	Vac	100	Open
20-149	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	Open
20-150	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75	Open
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100	Open
20-153	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5	Open
20-154	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-155	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	Open
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15	Open
20-158	CAMPUS SECURITY OFFICER	ADULT EDUCATION CENTER	Vac	40	Open
20-159	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	Open

Filled Requisitions (4/3/2020)

Req Number	Req Title	Department	Req Status	Date of Accepted Job Offer
20-086	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Filled	3/12/2020
20-118	CARPENTER	M & O (Maintenance & Operations)	Filled	3/11/2020
20-121A	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Filled	3/9/2020
20-142	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Filled	3/9/2020
20-157	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Filled	3/9/2020
20-160	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Filled	4/1/2020

**Classified Personnel – Merit
3/19/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Banda, Christian Franklin ES	Instructional Assistant - Classroom 3.6 Hrs/SY/Range: 18 Step: C	3/2/20
Beltran, Marbella Special Ed-Lincoln CDC	Paraeducator-1 4 Hrs/SY/Range: 20 Step: B	2/19/20
Gulko, Kathryn Olympic HS	Instructional Assistant - Classroom 5 Hrs/SY/Range: 18 Step: C	2/25/20
Hennigar, Matthew Santa Monica HS	Instructional Assistant - Classroom 3.2 Hrs/SY/Range: 18 Step: C	3/2/20
Rugamas, Sasha FNS-Malibu MS/HS	Cafeteria Worker I 4 Hrs/SY/Range: 13 Step: E	3/2/20
Villa, Paola FNS-Malibu MS/HS	Cafeteria Worker I 5 Hrs/SY/Range: 13 Step: E	2/13/20

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Hardiman, Lashonna Business Services	Office Specialist 5 Hrs/12 Mo/Range: 22 Step: A	2/18/20-8/28/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Diaz, Angel Facility Use	Technology Support Assistant [overtime; Facility Use events]	11/12/19-6/30/20
Garcia, Claudia Facility Use	Site Food Services Coordinator [overtime; Facility Use events]	8/21/19-6/30/20
Portillo, Cristina CDS-Edison ES	Children's Center Assistant-3 [additional hours; professional development]	1/24/20-2/29/20
Ramos, Asuncion CDS-Rogers ES	Children's Center Assistant-3 [additional hours; professional development]	1/24/20-2/29/20
Rodriguez, Frances CDS-Washington West	Children's Center Assistant-3 [additional hours; professional development]	1/24/20-2/29/20
Villa, Alejandro Maintenance	Metal Worker [overtime; District projects]	11/18/19-6/30/20

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Donaldson, Olivia Food and Nutrition Services	Cafeteria Worker I	2/21/20-6/10/20

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Danganan, Maye Roosevelt ES	Physical Activities Specialist	3/1/20

Price, Lohren Library Assistant 3/1/20
Santa Monica HS

INVOLUNTARY TRANSFER

Alvarado Orantes, Nancy Cafeteria Worker I 1/6/20
FNS-Adams MS 3 Hrs/SY
From: 3 Hrs/SY/FNS-Santa Monica HS

VOLUNTARY TRANSFER

Mandic, Elvira Instructional Assistant – Classroom 3/9/20
Roosevelt ES 3 Hrs/SY
From: 3.5 Hrs/SY/Muir ES

Persinger, Lisa Administrative Assistant 3/2/20
Grant ES 8 Hrs/10 Mo + 10
From: 8 Hrs/12 Mo/Operations

VOLUNTARY REDUCTION IN HOURS

Mandic, Elvira Instructional Assistant – Classroom 3/9/20
Roosevelt ES 3 Hrs/SY
From: 3.5 Hrs/SY/Muir ES

LEAVE OF ABSENCE (PAID)

Padilla, Sandra Credential Analyst 2/23/20-2/29/20
Human Resources FMLA/Pregnancy Disability

Padilla, Sandra Credential Analyst 3/1/20-5/22/20
Human Resources CFRA

Perez-Madera, Salomon Paraeducator-3 5/26/20-5/29/20
Special Ed-Roosevelt ES CFRA

Willie, Kyrie Instructional Assistant – Classroom 12/16/19-2/23/20
Grant ES FMLA/Pregnancy Disability

WORKING OUT OF CLASS

Boothby, Devon Buyer 2/25/20-6/19/20
Purchasing From: Administrative Assistant

Nguyen, Kim Senior Buyer 2/13/20-6/17/20
Purchasing From: Senior Administrative Assistant

Ortiz, Alma Site Food Services Coordinator 1/13/20-1/17/20
FNS-Lincoln MS From: Cafeteria Worker I

Ruiz, Julianna Cafeteria Worker II 1/13/20-2/28/20
FNS-Edison ES From: Cafeteria Worker I

ABOLISHMENT OF POSITION

Paraeducator-1 9/26/19
5 Hrs/SY/Special Ed-Franklin ES

Paraeducator-1 6 Hrs/SY/Special Ed-Muir ES	1/29/20
Paraeducator-1 6 Hrs/SY/Special Ed-Santa Monica HS	2/12/20
Paraeducator-2 6 Hrs/SY/Special Ed-McKinley ES	1/6/20
Paraeducator-2 6 Hrs/SY/Special Ed-Lincoln MS	1/27/20
Paraeducator-3 6 Hrs/SY/Special Ed-Santa Monica HS	10/25/19

RESIGNATION

Sholomytska, Olena
Roosevelt ES

Campus Monitor

EFFECTIVE DATE

2/14/20

**Classified Personnel – Merit
4/1/20**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Cansler, Stephanie Special Ed-Lincoln MS	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	3/2/20
Hernandez, Edlin Webster ES	Campus Monitor 1.5 Hr/SY/Range: 11 Step: F	3/9/20
Mack, Taylor Special Education	Paraeducator-3 6 Hrs/SY/Range: 26 Step: A	3/9/20

RE-EMPLOYMENT

		<u>EFFECTIVE DATE</u>
Hurtado, Rene Special Ed-Franklin ES	Paraeducator-2 6 Hrs/SY/Range: 25 Step: F	2/5/20

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Avalos, Marlen Muir ES	Senior Office Specialist [additional hours; clerical support]	12/23/19-6/10/20
Bacich, Nicholas Grant ES	Instructional Assistant - Classroom [additional hours; classroom support]	1/6/20-2/28/20
Gonzalez, Teresa Roosevelt ES	Instructional Assistant - Classroom [additional hours; classroom support]	3/2/20-6/10/20
Harding, Stephanie Adams MS	Senior Office Specialist [overtime; overnight field trip supervision]	1/31/20-2/2/20
Morales, Art Educational Services	Campus Security Officer [overtime; Malibu FIDA meetings childcare]	1/22/20-6/12/20
Taylor, Inelle Educational Services	Campus Security Officer [overtime; Malibu FIDA meetings childcare]	1/22/20-6/12/20
Viviani, Vhalia Adams MS	Campus Monitor [additional hours; playground supervision]	8/21/19-11/18/19

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Finnell, Keara Human Resources	Office Specialist	7/1/19-6/30/20

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Sullivan, Brianna Grant ES	Instructional Assistant - Classroom	4/1/20

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Miller, Karen Grant ES	Administrative Assistant From: Senior Office Specialist	2/18/20-2/28/20
Rosas, Rosemarie FNS-Adams MS	Cafeteria Worker II From: Cafeteria Worker I	3/3/20-3/6/20

Ruiz, Julianna
FNS-Santa Monica HS

Cafeteria Worker II
From: Cafeteria Worker I

3/3/20-3/4/20

RESIGNATION

Cardoso Ferreira, Joao
Muir ES

Physical Activities Specialist

EFFECTIVE DATE

3/19/20

Kratz, Damon
Operations-Muir ES

Custodian

1/30/20

**Classified Personnel – Non-Merit
3/19/20**

COACHING ASSISTANT

Ashley, Billy	Malibu MS/HS	2/1/20-6/10/20
Goldberg, Hayden	Malibu MS/HS	2/1/20-6/10/20
Halualani, Mike	Malibu MS/HS	2/1/20-6/10/20
Humphrey, Regence	Malibu MS/HS	2/1/20-6/10/20
Krase, Jacob	Malibu MS/HS	2/20/20-6/10/20
Miller, Richard	Malibu MS/HS	2/1/20-6/10/20
Richards, James	Santa Monica HS	1/7/20-3/31/20
Saenz, Derek	Malibu MS/HS	2/1/20-6/10/20
Tosdevin, William	Malibu MS/HS	2/20/20-6/10/20
Valenzuela, Frencho	Santa Monica HS	2/21/20-6/5/20
Ward, Tim	Malibu MS/HS	2/1/20-6/10/20
Young, Bruce	Malibu MS/HS	2/1/20-6/10/20

TECHNICAL SPECIALIST – LEVEL II

Gerstmar, Morgan	Educational Services [Strings Instructor] - Funding: Gifts	9/3/19-5/29/20
Leon Mazorra, Maria	Educational Services [Voice Instructor] - Funding: Gifts	2/3/20-3/16/20
Naziemiec, Karolina	Educational Services [Strings Instructor] - Funding: Gifts	9/3/19-5/29/20

TECHNICAL SPECIALIST – LEVEL III

Alfaro, Mary	Educational Services [Mariachi Instructor] - Funding: ESSA TITLE IN, PART A	9/1/19-5/31/20
Engfer, Mark	Santa Monica HS [Theater Instructor] - Funding: Santa Monica Education Foundation Teacher Grant	2/5/20-6/10/20

STUDENT WORKER – WORKABILITY

Dale, Hannah	Santa Monica HS	10/23/19-6/10/20
La Roche, Juan	Santa Monica HS	10/23/19-6/10/20
Molina, Jocelyn	Santa Monica HS	10/23/19-6/9/21
Morales, Kenneth	Santa Monica HS	10/23/19-6/10/20
Seklawi, Ali	Santa Monica HS	10/23/19-6/10/20

Classified Personnel – Non-Merit
4/1/20

COACHING ASSISTANT

Arreola, Alex	Santa Monica HS	2/24/20-6/5/20
Fletcher, Sakoiya	Santa Monica HS	2/3/20-6/5/20
Heller, Nicholas	Santa Monica HS	1/7/20-6/5/20
Richards, James	Santa Monica HS	12/9/19-6/10/20
Tran, Daniel	Santa Monica HS	8/22/19-6/10/20
Williams, David	Santa Monica HS	12/9/19-6/10/20

TECHNICAL SPECIALIST – LEVEL II

Reis, Stephen	Educational Services [Strings Instructor] - Funding: Gifts	1/22/20-3/26/20
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TECHNICAL SPECIALIST – LEVEL III

Zaslove-Kahn, Diana	Educational Services [Voice Instructor] - Funding: Gifts	2/3/20-6/10/20
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STUDENT WORKER – WORKABILITY

Mashia, Ravi	Santa Monica HS	10/23/19-6/30/22
Richard, Dayshawn	Santa Monica HS	10/23/19-6/30/24

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2019 – 2020**

Date	Time	Location	Notes
2019			
July 10, 2019	4:30 p.m.	Board Conference Room – District Office	
August 14, 2019	4:30 p.m.	Board Room – District Office	
September 11, 2019	4:30 p.m.	Board Room – District Office	
October 10, 2019	4:30 p.m.	Board Room – District Office	
November 13, 2019	4:30 p.m.	Board Room – District Office	
December 11, 2019	4:30 p.m.	Board Room – District Office	
2020			
January 8, 2020	4:30 p.m.	Board Room – District Office	
February 12, 2020	4:30 p.m.	Board Room – District Office	
February 20, 2020 – February 22, 2020	Daily Conference	San Francisco	CSPCA 2020 Annual Conference
March 11, 2020	4:30 p.m.	Board Room – District Office	
April 22, 2020	4:30 p.m.	via Zoom	Budget – First Reading
May 13, 2020	4:30 p.m.	Via Zoom	Budget – Public Hearing and Adoption
June 10, 2020	4:30 p.m.	TBD	



Board of Education Planning Calendars 2019-20

Click on a Date to Jump to that Specific Meeting

Meeting Date	Format	Location	Notes
7/18/19 (Th)	Hybrid	DO	
8/1/19 (Th)	A	DO	
8/15/19 (Th)	B	DO	
8/29/18 (W)	Special Mtg	DO	Special Meeting: Retreat (?)
9/5/19 (Th)	A	DO	
9/19/19 (Th)	B	DO	
10/3/19 (Th)	A	M	
10/17/19 (Th)	B	DO	
10/21 or 10/22? (tentative)	Special Mtg	SMC	Annual Joint Mtg w/ SMC
11/7/19 (Th)	A	M	
11/19/19 (T)	Special Mtg		Special Meeting: Present SPSAs
11/21/19 (Th)	B	DO	
12/12/19 (Th)	Hybrid	DO	
1/16/20 (Th)	Hybrid	DO	
2/6/20 (Th)	A	M	
2/14/20 (Th)	B	DO	
3/5/20 (Th)	A	DO	
3/19/20 (Th)	B	M	
4/2/20 (Th)	Special Mtg		Special Meeting: Retreat
4/23/20 (Th)	Hybrid	DO	
5/7/20 (Th)	A	M	
5/21/20 (Th)	B	DO	
6/4/20 (Th)	A	DO	
6/18/20 (Th)	Special Mtg	DO	Public Hearings: LCAP & Budget & Quarterly Retreat
6/25/20 (Th)	B	DO	

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2020-2021	Second Reading	5/13/20
Commissioner Training/Briefing: Classification Studies	Commissioner Training	6/10/20

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: