

VIRTUAL PERSONNEL COMMISSION MEETING

May 12, 2021 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

<http://bit.ly/SMMUSDPCMEETING>

Meeting ID: 898 6103 9433

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, May 11, 2021**
- **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**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

May 12, 2021

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 12, 2021**, at **4:30 p.m.**, via Zoom.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on May 12, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- G.06 Approval of Minutes for Regular Meeting on April 21, 2021

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						

- G.07 Report from the Director of Classified Personnel
- G.08 Personnel Commissioner Comments/Reports
- G.09 Communications
- G.10 Public Comments



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

May 12, 2021

PERSONNEL COMMISSIONERS:

Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, May 12, 2021**, at **4:30 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, May 11, 2021. 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:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session of Personnel Commission

G.05 Approval of Agenda for Regular Meeting on May 12, 2021

G.06 Approval of Minutes for Regular Meeting on April 21, 2021

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates

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

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

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

- SEIU Report
- Board of Education Report

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

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Administrative Assistant: Promotional/Open Competitive	3
Administrative Assistant: Dual Certification	2
Buyer	6
Senior Buyer	5
Paraeducator-1	4
Paraeducator-2	1
Paraeducator-3	2

C.02 Advanced Step Placement:
 Luis Lopez in the classification of Sports Facility Attendant at Range A-26 Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2021-2022 Proposed Personnel Commission Budget

A.02 Adoption: Fiscal Year 2021-2022 Proposed Personnel Commission Budget

A.03 Classification Description Revision:
Bilingual Community Liaison within the Instructional Assistant and
Paraprofessional Job 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.

- 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)

- April 22, 2021
- May 6, 2021

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

- April 22, 2021
- May 6, 2021

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

- 2020 - 2021

I.06 Board of Education Meeting Schedule

- 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Tucker Eligibility	Commissioner Training/ Briefing	June 9, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 9, 2021, 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.



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

April 21, 2021

PERSONNEL COMMISSIONERS:
Mrs. Lauren Robinson and Mr. Phillip Tate

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, April 21, 2021**, at **4:31 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, April 20, 2021. 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 4:31 p.m.**
- G.02 Roll Call: Commissioners Robinson and Tate were present.**
- G.03 Pledge of Allegiance: Commissioner Tate led all in attendance in the Pledge of Allegiance.**
- G.04 Report from Closed Session:**
 - None
- G.05 Motion to Approve Agenda: April 21, 2021**
It was moved and seconded to approve the agenda as submitted. The motion passed.

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

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

G.06 Motion to Approve Minutes: March 10, 2021

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson		✓	✓			
Phillip Tate	✓		✓			
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 announced to the Personnel Commission that the District is going to fully open school sites for in-person instruction based on the CDC findings for social distancing in a school setting.**
 - **Director Kahn informed the Personnel Commission about recruitments that have been open since the last regular meeting in March for school site classifications such as Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Paraeducator-1,2,3, Bus Driver, Custodian, and Health Office Specialist.**
 - **Since the last meeting, the Personnel Commission staff administered a performance and oral exams for Translator/Interpreter, and conducted T&Es for Communication Specialist, and Buyer. T&Es and oral exams took place for Senior Buyer. Staff administered the performance exam for Administrative Assistant utilizing entirely remote process for the first time to evaluate candidates' efficiency in using spreadsheets.**
 - **Director Kahn informed the Personnel Commission about signing a contract for testing software that will assess candidates' proficiency in Microsoft Office.**
 - **Director Kahn updated the Personnel Commission on staff processing EDD unemployment claims and other requests from the EDD Office. They have processed 32 claims since the last regular Personnel Commission meeting in March. As a point of comparison, there were 66 EDD claims in March 2020 due to the beginning of COVID-19 pandemic. Staff attended LACOE's EDD workshop on April 20, 2021.**
 - **Director Kahn updated the Personnel Commission on Mrs. Tarazi's Personnel Commissioner appointment as it is actively being reviewed by the State Superintendent of Public Instruction.**
 - **Director Kahn announced the Personnel Commission will hold a virtual celebration of Classified Employees Appreciation Week in May. He expressed his gratitude to Ms. Julie Younan, Human Resources Technician, for coordinating the event and organizing a raffle. The lucky winners of various gift cards will be announced at the May 12, 2021 regular Personnel Commission meeting. Director Kahn thanked SEIU Local 99 and District management for their generous donations.**

- On the occasion of Administrative Professional's Day, Director Kahn expressed his gratitude to Ms. Jana Hatch, Administrative Assistant, for her valuable contribution to the department and the District.
- Commissioner Tate inquired about on-boarding Custodian substitutes.
- Director Kahn provided an update on the on-board processing as well as working out of class assignments for current, permanent employees. Mr. Carey Upton, Chief Operations Officer, explained the background and rationale for the District's decision of contracting services as a temporary solution to staff Operations with Custodian substitutes in order to meet the current protocols from the Department of Health.

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.

- **Both Commissioner Robinson and Commissioner Tate expressed their gratitude to the District for the hard work and dedication in opening schools for in-person instruction.**

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 provided SEIU's view and understanding in regards to contracting services for Custodian substitutes.**
 - **Mr. Mock expressed SEIU's support of the guilty verdict in George Floyd trial as the right step in correcting social justice issues.**
 - **Mr. Mock informed the Personnel Commission about SEIU's initiatives and role in the District's plan for school re-opening.**
 - **Mr. Mock shared great news regarding majority of classified employees being vaccinated against COVID-19.**
 - **Mr. Mock also expressed his appreciation for Child Development Services as most of their programs were re-instated.**

Board of Education Report

- **Dr. Kelly provided the Personnel Commission with information regarding COVID-19 testing that will take place at John Adams Middle School and Malibu Elementary School for District employees and students.**
- **Dr. Kelly updated the Personnel Commission on the on-boarding process for Custodian substitutes as well as the numbers of permanent classified employees interested in working out of class in Operations department.**
- **Dr. Kelly informed the Personnel Commission about District's elementary school re-opening on April 19, 2021. Almost all certificated staff is working on-site. Secondary schools will fully open on April 26, 2021. Dr. Kelly expressed his gratitude to all District employees for their dedication and hard work in this process.**
- **Dr. Kelly updated the Personnel Commission on a hearing at the LACOE committee on District re-organization that took place on April 17, 2021. The committee received the City of Malibu petition to create their own**

school district. City of Malibu, the District, and community members presented their positions and rationale in this matter. A second part of the hearing is projected to be in June 2021. The County committee contracted School Services to assist in this process.

Commissioner Robinson inquired about the County committee’s ability to accept or deny the City of Malibu petition. Dr. Kelly stated that it is correct. If it is denied, it doesn’t mean that the City of Malibu cannot re-petition in the future. If the petition is accepted, the process will continue at the State Department of Education level.

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>
Instructional Assistant - Bilingual	4
Translator/Interpreter	1

C.02 Advanced Step Placement:

Maria Arzola in the classification of Paraeducator-3 at Range A-28 Step C

C.03 Advanced Step Placement:

Filiberto Gutierrez Torres in the classification of Bus Driver at Range A-32 Step C

C.04 Advanced Step Placement:

Abbey Seiden in the classification of Health Office Specialist at Range A-27 Step D

C.05 Advanced Step Placement:

Robert Tisherman in the classification of Director, Risk Manager at Range M-61 Step D

C.06 Advanced Step Placement:

Walter Wilson in the classification of Paraeducator-3 at Range A-28 Step C

- C.07 Advanced Step Placement:
Sameisha Young in the classification of Instructional Assistant - Classroom at Range A-20 Step B
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.01 – C.07. The motion passed.

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

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Description 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.01 as submitted. The motion passed.

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

REPORT AND DISCUSSION

- Director Kahn provided a brief background for the revisions. In anticipation of an upcoming recruitment, staff reviewed the classification specification in order to ensure that representative duties related to permitting and assisting production companies and event organizers were clarified.
- Duties and knowledge pertaining to bookkeeping were included. Minimum qualifications remain the same.
- The title was changed from Theater Operations Supervisor to Event Operations Supervisor in order to reflect the classification’s role beyond theater operations, including general events.

- A.02 Establish New Classification & Specification:
Manager, Sustainability 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		✓	✓			
Phillip Tate	✓		✓			
vacant						

REPORT AND DISCUSSION

- **Director Kahn provided a rationale for creating this new position. The District adopted the Districtwide Plan for Sustainability in March 21, 2019. Part of that plan is to establish a sustainability department with a full-time management position to oversee its implementation, evaluation, and analysis.**

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 2021/22 - First Reading

- **Director Cruz presented an overview of the proposed Personnel Commission budget for the next fiscal year in comparison with the current fiscal year as well as previous one. He provided specific data regarding salaries and benefits for all positions in the Personnel Commission and explained the reasons for increase in these categories. There will be revisions in the benefits as the School Services of California recently sent a notice with increasing pension rates.**
- **Director Cruz provided a rationale for specific changes in the “Supplies and Equipment” and “Operating Expenses” categories. There was an increase in the “Non-Capital Equipment” category due to purchasing laptops for staff working remotely. An additional contract for Neogov-Biddle testing software is included in the proposal.**

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
 - None
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - March 17, 2021

- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - March 17, 2021
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2020 - 2021
- I.06 Board of Education Meeting Schedule
 - 2020 – 2021

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Adoption of Budget - Fiscal Year 2021-2022	Second Reading	May 12, 2021
Classified Employees Appreciation - Virtual		May 12, 2021
Tucker Eligibility	Commissioner Training/ Briefing	June 9, 2021

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, May 12, 2021, 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:

- 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		✓	✓			
Phillip Tate	✓		✓			
vacant						

TIME ADJOURNED: 5:26 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							
Phillip Tate							
vacant							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 12, 2021

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Luis Lopez

Hire Date: 04/24/2021

ASP Request Submitted: 04/24/2021

BACKGROUND INFORMATION:

Classification Title: Sports Facility Attendant	Employee: Luis Lopez	Calculation of Advanced Step Recommendation
<u>Education:</u> Graduation from high school or evidence of recognized equivalent educational proficiency.	<ul style="list-style-type: none"> Luis Lopez has an Associate in Arts degree in Child Development-Special Education. 	1 level of education above the required level = 1 Step Advance (Max allowed)
<u>EXPERIENCE:</u> Three (3) months paid, verifiable experience working with organized sports or in an organized setting which required coordinating small to large events; AND three (3) months paid or volunteer experience performing custodial functions OR completion of a custodial training program.	<ul style="list-style-type: none"> Luis Lopez meets experience standards. 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u>		

DIRECTOR'S COMMENTS:

Mr. Luis Lopez' education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$16.84/hour, while Step B is \$17.68/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Luis Lopez at Range A-26, 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						
Phillip Tate						
vacant						

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.

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 12, 2021

AGENDA ITEM NO: III.A.01

SUBJECT: Public Hearing – Fiscal Year 2021-2022 Proposed Personnel Commission Budget

Attachments:

- Board Instructions and Notification of District Intent to Concur with or Reject the Proposed Fiscal Year 2021-2022 Personnel Commission Budget
- Notice of Public Hearing by the Personnel Commission (Invitation to the Governing Board and District Administration)

BACKGROUND INFORMATION:

The Personnel Commission (PC) is required by California Education Code Section §45253 to conduct a public hearing and adoption for its proposed budget no later than May 30th each year. Proper notice of this public hearing and adoption has been sent to the Board of Education and the Administration. Per the Education Code, the Personnel Commission shall consider the input of interested parties who wish to address the Personnel Commission on its budget. A first reading of the budget took place at the previous regular public meeting held on April 21, 2021. Overall, the proposed budget is similar to the 2020-2021 budget with changes to address a district-wide increase for employee salaries and benefits.

DIRECTOR’S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commission conduct a public hearing on the proposed budget for fiscal year 2021-2022, in accordance with Education Code Section §45253.

OPEN THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							

CLOSE THE PUBLIC HEARING

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							



March 1, 2021

TO: Personnel Commission
Director of Classified Personnel
Selected Los Angeles County School and Community College Districts

FROM: Alyssa Martinez, Manager
Business Advisory Services

SUBJECT: Annual Budget of Personnel Commission

This bulletin is directed to those local educational agencies (LEAs) that have adopted the Merit System as referenced in Education Code (EC) Section 45240 (for school districts), or 88060 (for community college districts).

Under EC Sections 45253 and 88073, each Personnel Commission must prepare an annual budget. The Personnel Commission must also hold a public hearing for that budget by May 30 of each year, or on a date agreed upon by the LEA Governing Board and their Personnel Commission. The Personnel Commission must consider the views of the LEA's Governing Board prior to the adoption of the Personnel Commission budget. Therefore, the date of a Personnel Commission's hearing should occur early in an LEA's budget process to allow time for a second hearing, in case the LEA's Governing Board does not concur with the proposed Personnel Commission budget. **If the public hearing is not held by May 30, then the Personnel Commission Fiscal Year (FY) 2021-22 total budget amount cannot exceed the total budget amount for FY 2020-21.**

The attached documents will assist the Personnel Commission in preparing and submitting their proposed FY 2021-22 budgets:

- **Attachment No. 1: *Procedures and Instructions*** - describes the adoption process of the Personnel Commission budget.
- **Form No. 504-035: *Annual Budget of Personnel Commission*** – the form used by Personnel Commission to notify the LEA's Governing Board and to request approval of their proposed Personnel Commission budget from the Los Angeles County Superintendent of Schools. The form is available at:

<https://www.lacoe.edu/BusinessServices/DocumentsForms.aspx>

Type “504-035” in the search box located in the Business Documents section to find the fillable form. The form includes formulas that calculate totals.

- **Attachment No. 2:** *Intent to Concur With or Reject the Proposed Personnel Commission Budget* – this document contains specified statements to be signed off by the district superintendent or community college president, and must be returned with the proposed Personnel Commission budget (utilizing Form No. 540-035) to the Los Angeles County Office of Education (LACOE). This document assists with the County Superintendent’s review and analysis of the proposed Personnel Commission budget. **Please include the contact information of the person who should receive further communication from LACOE at the bottom of the document.**

After the Personnel Commission’s public hearing, **please forward Form No. 504-035**, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget* (Attachment No. 2) to:

Los Angeles County Office of Education
Business Advisory Services
Attention: Alyssa Martinez

If approval by the County Superintendent is not received, the Personnel Commission can determine the items of expenditure for the budget, as long as they do not exceed the FY 2020-21 total budget amount.

This bulletin and its attachments are posted on the LACOE website at:

<https://www.lacoe.edu/Bulletins.aspx>

Use the “Search” box in the Bulletins section to locate a specific bulletin by number or keyword.

Please contact me by email at Martinez_Alyssa@lacoe.edu.

Approved:
Octavio Castelo, Director
Business Advisory Services

ALM:vb
Attachments

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

**PROCEDURES AND INSTRUCTIONS
FOR
ANNUAL BUDGET OF PERSONNEL COMMISSION**

1. The Personnel Commission shall prepare an annual budget for its own office, which upon the approval of the Los Angeles County Superintendent of Schools (County Superintendent) shall be included by the Governing Board in the regular budget of the school or community college district. The annual budget of the Personnel Commission may include amounts identified in Education Code (EC) Sections 45255 and 88075.
2. The budget shall be prepared for a public hearing by the Personnel Commission to be held within the time limits specified in EC Sections 45253(b) and 88073.
3. The Personnel Commission (utilizing Form No. 504-035) shall forward a copy of its proposed budget to the Governing Board indicating the time, date, and place for the public hearing of the budget, and shall invite Board and district administrative representatives to attend and present their views. The Personnel Commission shall consider the views of the Governing Board before adoption of its proposed budget.
4. The Personnel Commission (utilizing Form No. 504-035) shall then forward its budget to the County Superintendent for action, along with the document titled *Intent to Concur With or Reject the Proposed Personnel Commission Budget*.
5. If the County Superintendent intends to reject the proposed Personnel Commission, or is requested in writing by the Governing Board to reject the budget, the County Superintendent shall, within 30 days after the Personnel Commission's submission of the budget, hold a public hearing on the proposed rejection within the LEA. A Governing Board request to the County Superintendent to reject the Personnel Commission budget must be received **within the 30 days following the County Superintendent's receipt of the proposed budget** so that a hearing can be held within the legal time limits.
6. A notice of public hearing on the proposed rejection will be forwarded to the Personnel Commission and district's Governing Board. After such public hearing, the County Superintendent may reject, or with the concurrence of the Personnel Commission, amend the proposed budget.
7. Upon approval by the County Superintendent, one electronic copy of the adopted Personnel Commission budget will be returned to the Personnel Commission and to the district, and shall be adopted by the Governing Board in the regular budget of the district.
8. If approval by the County Superintendent is not received, the Personnel Commission will be requested to prepare a new budget not to exceed the budget of FY 2020-21, where the Personnel Commission shall determine the items of expenditure.
9. If the budget is amended, with the concurrence of the Personnel Commission, the County Superintendent will request that a new budget be prepared not to exceed the amended amount.

Attachment No. 1 to:
Informational Bulletin No. 5336

LOS ANGELES COUNTY OFFICE OF EDUCATION
Business Advisory Services

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

_____ The Governing Board concurs with the proposed Fiscal Year 2021-22 Personnel Commission Budget.

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

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

_____ Signature of Superintendent/President _____ Date

_____ Print Name _____ Local Educational Agency Name

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

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

Name: _____

Title: _____

Address: _____

Email: _____

Phone: _____



Business Advisory Services
Annual Budget of Personnel Commission
Fiscal Year 2021-2022
Education Code Section 45253 (K-12 Districts) or 88073 (CC Districts)

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

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

To: Governing Board and District Administration

The Public Hearing on this proposed budget will be held at
via Zoom: <http://bit.ly/SMMUSDPMEETING>

_____ (Place)
on May 12, 2021 at 4:30 o'clock P. M.

You are invited to attend and present your views.

Josh Kahn

Digitally signed by Josh Kahn
Date: 2021.05.07 12:27:35 -07'00'

Signature of Chairman or Director of Personnel Commission

Joshua Kahn

Print Name

Director of Classified Personnel

Title

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

To: Los Angeles County Office of Education

The Annual Budget of Personnel Commission was adopted on:

Date of meeting May 12, 2021

Signature of Chairman or Director of Personnel Commission

Joshua Kahn

Print Name

Director of Classified Personnel

Title

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

To: Governing Board and Personnel Commission

This report has been examined and approved by

Date _____

**Annual Financial and Budget Report
Fiscal Year 2021-2022**

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

Expenditure by Object	2019-2020 Actual*	2020-2021 Actual or Estimated*	2021-2022 Budget*
2000 Classified Salaries ⁽¹⁾			
Commission Members ⁽²⁾	\$ 1,350.00	\$ 800.00	\$ 1,800.00
Director	112,465.00	92,150.00	129,149.00
Secretaries, Clerks	300,110.00	233,003.00	313,002.00
Other	0.00	0.00	500.00
3000 Employee Benefits	211,058.00	171,460.00	245,423.00
Subtotal	624,983.00	497,413.00	689,874.00
4000 Supplies and Equipment Replacement	7,911.00	515.00	8,500.00
5000 Operating Expenses	16,993.00	11,551.00	24,096.00
6000 Equipment	0.00		
Subtotal	24,904.00	12,066.00	32,596.00
Appropriation for Contingencies ⁽³⁾	0.00	0.00	0.00
Total Expenditures	\$ 649,887.00	\$ 509,479.00	\$ 722,470.00

* Round to the nearest dollar.

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

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

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



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 12, 2021

AGENDA ITEM NO: III.A.02

SUBJECT: Adoption – Fiscal Year 2021-2022 Proposed Personnel Commission Budget

Attachments:

- Personnel Commission Proposed Budget, 2021-2022
- Budget Authority and Process

BACKGROUND INFORMATION:

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

THE BUDGET APPROVAL PROCESS:

According to the Education Code, the Personnel Commission budget shall be forwarded to the County Superintendent for action, along with the “*Notification of District Intent to Concur With or Reject the Proposed Fiscal Year 2021-2022 Personnel Commission Budget.*” If the County Superintendent proposes to reject the budget as submitted by the Personnel Commission, or is requested in writing by the Governing Board to reject the budget, he or she shall, within thirty (30) days after the Personnel Commission’s submission of the budget, hold a public hearing on the proposed rejection. A Governing Board’s request that the County Superintendent reject the Personnel Commission budget must be received within thirty (30) days following the County Superintendent’s receipt of the proposed budget, so that a hearing can be held within the legal time limits. In the absence of an approval by the County Superintendent, the Personnel Commission will be requested to prepare a new budget not to exceed the official budget of the current fiscal year of 2020-2021, and the terms of expenditure shall be determined by the Personnel Commission.

DIRECTOR’S RECOMMENDATIONS

The Director of Classified Personnel recommends that the Personnel Commission approve and adopt its proposed budget for fiscal year 2021-2022.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Lauren Robinson							
Phillip Tate							
vacant							



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.

2021-2022 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2019-2020		2020-2021		2021-2022	Change from 20-21 Proposed \$+/-
		Budget (dollars only)	Actuals (dollars only)	Budget (dollars only)	Actuals as of 4/06/21	Proposed (dollars only)	
2000	Classified Salaries	414,669	413,925	435,577	325,953	444,451	8,874
2314	Director	116,593	112,465	123,032	92,150	129,149	6,117
2317	Supervisors (Analyst)	79,420	79,626	89,367	67,025	89,367	0
2319	Commission Members (3)	1,800	1,350	1,800	800	1,800	0
2410	HR Technicians/Admin. Assistant	216,856	220,484	221,378	165,979	223,635	2,257
2430	Clerical Hourly	0	0	0	0	500	500
2460	Clerical Sub	0	0	0	0	0	0
3000	Employee Benefits	212,224	211,058	224,212	171,460	245,423	21,211
3212	Public Employee Retirement System	81,422	80,193	90,103	67,281	101,411	11,308
3312	Social Security	25,599	25,782	26,895	19,778	27,445	550
3332	Medicare	6,014	6,030	6,317	4,626	6,445	128
3412	Health/Welfare	76,296	76,204	76,676	61,656	80,165	3,489
3512	Unemployment Insurance	208	208	218	160	5,467	5,249
3612	Workers Compensation	17,500	17,468	18,557	13,886	18,934	377
3712	Other Post-Employment Benefits	5,185	5,174	5,446	4,074	5,556	110
3912	Cash in Lieu	0	0	0	0	0	0
4000	Supplies and Equipment	11,500	7,911	11,981	515	8,500	(3,481)
4310	General Supplies and Materials	6,000	2,463	2,000	515	5,000	3,000
4400	Non-Capitalized Equipment	5,500	5,449	9,981	0	3,500	(6,481)
5000	Operating Expenses	18,600	16,993	20,615	11,551	24,096	3,481
5210	Mileage Reimbursement	200	120	0	0	200	200
5220	Conference/Travel Expense	0	0	0	0	500	500
5300	Dues and Memberships	2,350	2,300	1,500	0	1,500	0
5640	Repair by Vendor	0	0	0	0	0	0
5650	Maintenance Agreement	1,200	936	700	415	1,200	500
5710	Direct Cost Transfer-Intrafund	0	487	115	15	250	135
5802	Independent Contractors/Consultant	100	0	0	0	0	0
5810	Advertising	0	0	300	0	1,000	700
5890	Other Operating Expenses	14,700	13,150	18,000	11,121	19,446	1,446
5910	Postage for Mail	50	0	0	0	0	0
6000	Equipment	0	0	0	0	0	0
	2000-3000 Subtotal	626,893	624,983	659,789	497,413	689,874	30,085
	4000-6000 Subtotal	30,100	24,904	32,596	12,066	32,596	0
	TOTAL	656,993	649,887	692,385	509,479	722,470	30,085
	Approx. % Change In Budget From Prior Year	-2.73%		5.11%		4.35%	



PERSONNEL COMMISSION

Regular Meeting: Wednesday, May 12, 2021

AGENDA ITEM NO: III.A.03

Classification Specification Revision: Bilingual Community Liaison

BACKGROUND INFORMATION:

The Office of the Personnel Commission received a classification study request for Bilingual Community Liaison (BCL) from BCL incumbents to determine if the classification’s salary is equitable and internally aligned. In January 2021, the Personnel Commission approved class spec revisions directly related to clarifying consecutive interpretation as a duty and adjusting the classification’s placement on the salary schedule to reflect the corresponding level of responsibility. At the time, further revisions were expected to be made to the class spec based on findings from the study.

METHODOLOGY:

Staff conducted the following activities:

- Hosted an informational session with BCL incumbents to discuss the process for conducting classification studies
- Conducted three focus groups with BCL incumbents to learn about relevancy of existing duties and any duties not currently captured by the class spec
- Surveyed BCL incumbents and supervisors to assess the criticality and frequency of duties carried out in addition to the type of translation and interpretation incumbents are expected to conduct as part of their routine, regular assignment
- Proposed class spec revisions were distributed to incumbents, supervisors, and stakeholders to receive impressions and feedback

ANALYSIS & FINDINGS:

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

- Adjust minimum qualifications to include experience with translation and consecutive interpretation
- Revise duties for clarity and formatting
- Remove duties that were not relevant or inessential
- Revise knowledge for clarity and formatting
- Remove knowledge that was not required
- Replace abilities with competencies

DIRECTOR’S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Bilingual Community Liaison classification specification as provided.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
Phillip Tate						
vacant						



BILINGUAL COMMUNITY LIAISON

BASIC FUNCTION

Under general supervision, serves as a liaison among the school, home, and community **between the district, school sites, and students' families** in order to promote positive home-school relationships **and engagement**; provides information and assistance to limited and non-English speaking students and parents; translates and explains a variety of school policies, regulations, programs and communications; provides assistance to school families by referring them to community resources and agencies as appropriate. **translates material and provides consecutive interpretation for a variety of meetings between English and the designated non-English language(s).**

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year paid or volunteer experience working with a school or other community service organization, preferably in a leadership role. **One (1) year of experience maintaining records and directly supporting individuals or families within an educational or community resource setting AND one (1) year of experience composing, editing, and translating written materials and providing consecutive interpretation in English and the designated non-English language.**

EQUIVALENCY:

An associate's degree in the designated non-English language OR successful completion of a specialized certificate program in interpretation and translation may substitute for required one (1) year of experience related to translation and interpretation.

ADDITIONAL REQUIREMENTS/INFORMATION:

Ability to demonstrate bilingual and biliterate skills in a designated second language. A valid California Driver License and availability of private transportation or ability to obtain transportation between job sites is required. Must have the use of a personal telephone. Must be available to attend night and weekend meetings. One year paid or volunteer experience working with K-12 students is desirable. **A valid California Driver License and availability of private transportation or ability to obtain transportation for job-related travel is required. Requires frequent travel within Santa Monica and Malibu. Incumbents may be assigned non-standard work hours for events including, but not limited to, Back to School Night and Open House.**

REPRESENTATIVE DUTIES

- Promotes parent and student participation in school by assuring dissemination of information. Provides parents and students with reference source and encourages parent involvement in school activities and classes.
- **Serves as a liaison between District and school site staff and students' families to answer questions and address concerns**
- **Maintains communication with students' families to provide support and monitor progress**
- **Promotes family and student engagement in district and school site activities**

- **Prepares and distributes correspondence to students' families**
- Provides real time consecutive interpretation to individuals and groups for a variety of meetings, conferences, and trainings.
- Translates and distributes a variety of written materials including, but not limited to, brochures, bulletins, correspondence, meeting minutes, conference and workshop documents, forms, assessments, and records.
- ~~Establishes and maintains community resource contacts. Maintains information on available community resources for use by District personnel, parent groups and families. In conjunction with school administration makes referrals to community agencies and organizations for clothing, housing, health care, welfare employment and other forms of assistance.~~
- **Solicits and collects information related to community and educational resources from outside organizations**
- **Refers families to outside organizations for community and educational resources**
- **Assists students' families with accessing and enrolling in community and educational resources**
- ~~Facilitates communication of school concerns regarding students, such as truancy, attitude, academic performance, and health issues to parents and community concerns to school; assists parents in communicating individual concerns in meetings with site administrators, teachers, nurses, counselors, or other District staff.~~
- ~~Assists in planning, organizing, and promoting of various District advisory committee meetings and elections; attends, promotes and participates in parents meetings and participates in school councils and committees; enlists parents and promotes involvement in school workshop and other groups.~~
- **Assists in planning and coordinating meetings, trainings, workshops and committees, including, but not limited to English Learner Advisory Committee (ELAC), District English Learner Advisory Committee (DELAC), School Smarts, and other parent engagement events**
- **Attends and participates in meetings, trainings, workshops, and conference**
- ~~Makes home visits to assist parents in identifying and providing for needed service in academic, health or social areas.~~
- ~~Transports students to a variety of locations as required while being accompanied by an administrator or the parent.~~
- ~~Coordinates and complies survey data.~~
- ~~Performs a variety of general office duties including answering phones, filing, photocopying, and maintaining records as required.~~
- ~~Coordinate tracking and monitoring record keeping activities including individual health check-ups, parent potential IEP follow-up activities.~~
- **Enters, updates, audits, and maintains various data, logs, records, and reports in order to track and monitor progress**
- ~~Coordinate team planning and evaluation meeting for Family and Community Partnerships.~~
- ~~Maintain partnership agreements.~~
- ~~Assist in developing procedures and department standards.~~
- ~~Participate on program leadership team.~~
- ~~Evaluate program activities.~~
- Performs 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 supervision is received from certificated administrators. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- ~~Community resources and social service agencies~~
- ~~Oral and written communication skills in English and a designated second language~~
- ~~School programs, requirements, objectives and policies and concerns~~
- ~~Culture, needs, and concerns of ESL and other students and their families~~
- ~~Practical principals of intercultural relationships and communication techniques~~
- ~~Modern office practices, procedures, and equipment~~
- ~~Techniques used in Public Relations~~
- ~~Telephone techniques and etiquette~~
- **Needs of English Language Learner students and families**
- **Principles of community or social-service related programs**
- **Principles and practices of recordkeeping and maintaining documentation**
- **Principles, practices, and techniques of information gathering**
- **Practices and techniques of consecutive interpretation**
- **Cultural nuances of designated non-English language(s)**
- **Grammar, spelling, punctuation, syntax, and idiomatic usage of English and the designated non-English language(s)**

ABILITY TO:

- ~~Communicate effectively both orally and in writing in English and a designated second language and translate English into designated second language and vice versa~~
- ~~Learn about community services and resources and explain them to parents~~
- ~~Promote participation in school and community programs and activities~~
- ~~Understand and follow oral and written directions~~
- ~~Understand and maintain confidentially~~
- ~~Work independently with minimal direction~~
- ~~Explain health regulations and school programs, rules and policies~~
- ~~Establish and maintain cooperative working relationships with all those contacted in the course of work~~
- ~~Attend night and weekend meetings~~
- ~~Be flexible~~

COMPETENCIES:

- **Bilingual Communication – Speaking, reading, writing in a second language**
- **Cultural Proficiency - Model communication and interaction that respect and include all individuals and their languages, abilities, religions and cultures**
- **Customer Focus – Attending to the needs and expectation of customers**
- **Fact Finding – Obtaining facts and data pertaining to an issue or question**
- **Informing – Proactively obtaining and sharing information**
- **Involving Others – Engaging others for input, contribution, and shared responsibility for outcomes**
- **Oral Communication – Engaging effectively in dialogue**
- **Professional & Technical Expertise – Applying technical subject matter to the job**

- **Professional Integrity & Ethics – Maintaining trust through honesty, adherence to principles, and personal accountability**
- **Relationship Building – Establishing rapport and maintaining mutually productive relationships**
- **Self-Management – Showing personal organization, self-discipline, and dependability**

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; however, certain duties require working outside with the use of a motor vehicle which may expose the incumbent to adverse weather and driving conditions. The employee interfaces with students, parents, co-workers, faculty, school staff, administrators, and department supervisors in providing guidance regarding a variety of school policies, regulations, programs and communications and referring them to community resources and agencies.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds.

DISTINGUISHING CHARACTERISTICS

The Bilingual Community Liaison classification is differentiated from the Community Liaison classification in that it provides written translation of materials and consecutive oral interpretation to families and the general public in addition to their duties as a liaison between school sites and families. This classification is differentiated from Translator/Interpreter in that it conducts consecutive oral interpretation while the Translator/Interpreter conducts simultaneous oral interpretation in addition to assisting in the development and administration of trainings and evaluating other's translation and interpretation work.

CLASSIFICATION ESTABLISHED:

Unknown

REVISED:

October 2000

December 13, 2011

October 8, 2013

January 13, 2021

PROPOSED: May 12, 2021



BILINGUAL COMMUNITY LIAISON

BASIC FUNCTION

Under general supervision, serves as a liaison between the district, school sites, and students' families in order to promote positive relationships and engagement; translates material and provides consecutive interpretation for a variety of meetings between English and the designated non-English language(s).

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year of experience maintaining records and directly supporting individuals or families within an educational or community resource setting **AND** one (1) year of experience composing, editing, and translating written materials and providing consecutive interpretation in English and the designated non-English language.

EQUIVALENCY:

An associate's degree in the designated non-English language **OR** successful completion of a specialized certificate program in interpretation and translation may substitute for required one (1) year of experience related to translation and interpretation.

ADDITIONAL REQUIREMENTS/INFORMATION:

A valid California Driver License and availability of private transportation or ability to obtain transportation for job-related travel is required. Requires frequent travel within Santa Monica and Malibu. Incumbents may be assigned non-standard work hours for events including, but not limited to, Back to School Night and Open House.

REPRESENTATIVE DUTIES

- Serves as a liaison between District and school site staff and students' families to answer questions and address concerns
- Maintains communication with students' families to provide support and monitor progress
- Promotes family and student engagement in district and school site activities
- Prepares and distributes correspondence to students' families
- Provides real time consecutive interpretation to individuals and groups for a variety of meetings, conferences, and trainings.
- Translates and distributes a variety of written materials including, but not limited to, brochures, bulletins, correspondence, meeting minutes, conference and workshop documents, forms, assessments, and records.
- Solicits and collects information related to community and educational resources from outside organizations
- Refers families to outside organizations for community and educational resources
- Assists students' families with accessing and enrolling in community and educational resources

- Assists in planning and coordinating meetings, trainings, workshops and committees, including, but not limited to English Learner Advisory Committee (ELAC), District English Learner Advisory Committee (DELAC), School Smarts, and other parent engagement events
- Attends and participates in meetings, trainings, workshops, and conference
- Enters, updates, audits, and maintains various data, logs, records, and reports in order to track and monitor progress
- Performs 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 supervision is received from certificated administrators. No supervision of other staff is exercised.

JOB REQUIREMENTS

KNOWLEDGE:

- Needs of English Language Learner students and families
- Principles of community or social-service related programs
- Principles and practices of recordkeeping and maintaining documentation
- Principles, practices, and techniques of information gathering
- Practices and techniques of consecutive interpretation
- Cultural nuances of designated non-English language(s)
- Grammar, spelling, punctuation, syntax, and idiomatic usage of English and the designated non-English language(s)

COMPETENCIES:

- Bilingual Communication – Speaking, reading, writing in a second language
- Cultural Proficiency - Model communication and interaction that respect and include all individuals and their languages, abilities, religions and cultures
- Customer Focus – Attending to the needs and expectation of customers
- Fact Finding – Obtaining facts and data pertaining to an issue or question
- Informing – Proactively obtaining and sharing information
- Involving Others – Engaging others for input, contribution, and shared responsibility for outcomes
- Oral Communication – Engaging effectively in dialogue
- Professional & Technical Expertise – Applying technical subject matter to the job
- Professional Integrity & Ethics – Maintaining trust through honesty, adherence to principles, and personal accountability
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Self-Management – Showing personal organization, self-discipline, and dependability

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; however, certain duties require working outside with the use of a motor vehicle which may expose the incumbent to adverse weather and driving conditions. The employee interfaces with students, parents, co-workers, faculty, school staff, administrators, and department supervisors in

providing guidance regarding a variety of school policies, regulations, programs and communications and referring them to community resources and agencies.

PHYSICAL DEMANDS:

Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. The position occasionally bends, stoops, reaches, pushes and pulls drawers to retrieve and file information and lifts and carries reports and records that typically weigh less than twenty (20) pounds.

DISTINGUISHING CHARACTERISTICS

The Bilingual Community Liaison classification is differentiated from the Community Liaison classification in that it provides written translation of materials and consecutive oral interpretation to families and the general public in addition to their duties as a liaison between school sites and families. This classification is differentiated from Translator/Interpreter in that it conducts consecutive oral interpretation while the Translator/Interpreter conducts simultaneous oral interpretation in addition to assisting in the development and administration of trainings and evaluating other's translation and interpretation work.

CLASSIFICATION ESTABLISHED:

Unknown

REVISED:

October, 2000

December 13, 2011

October 8, 2013

January 13, 2021

PROPOSED: May 12, 2021

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (05/07/21)

Req Number	Req Title	Department	Position Type	FTE
19-188	ADMINISTRATIVE ASSISTANT	SANTA MONICA HIGH SCHOOL	Vac	100
19-206	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-008	SPORTS FACILITY ATTENDANT	BUSINESS SERVICES	New	30
20-013	TRANSLATOR/INTERPRETER	EDUCATIONAL SERVICES	New	100
20-035	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	50
20-038	CUSTODIAN	OLYMPIC HIGH SCHOOL	Vac	62.5
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75
20-068	ASSISTANT DIRECTOR-FISCAL SERVICES	FISCAL SERVICES	Vac	100
20-082	GARDENER	OPERATIONS	Vac	100
20-104	THEATER OPERATIONS SUPERVISOR	BUSINESS SERVICES	Vac	100
20-108	TECHNICAL THEATER TECHNICIAN	BUSINESS SERVICES	Vac	100
20-125	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	43.75
20-140	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
20-143	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
20-152	SENIOR OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	Vac	100
20-156	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	15
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	Vac	100
20-166	RISK MANAGER	BUSINESS SERVICES	New	100
21-003	BUYER	PURCHASING/WAREHOUSE	Vac	100
21-004	INSTRUCTIONAL ASSISTANT-CLASSROOM	GRANT ELEMENTARY SCHOOL	Vac	37.5
21-015	CREDENTIAL ANALYST	HUMAN RESOURCES	Vac	100
21-025	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
21-026	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	15.63
21-027	CUSTODIAN	SANTA MONICA HIGH SCHOOL	Vac	100
21-028	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	31.25
21-034	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.75
21-037	CUSTODIAN	OPERATIONS	Vac	62.5
21-051	INSTRUCTIONAL ASSISTANT-CLASSROOM	WEBSTER ELEMENTARY SCHOOL	Vac	37.5
21-054	BILINGUAL COMMUNITY LIAISON (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	100
21-057	COMMUNICATIONS SPECIALIST	BUSINESS SERVICES	Vac	100

21-058	SENIOR ADMINISTRATIVE ASSISTANT	BUSINESS SERVICES	Vac	100
21-062	BUS DRIVER	TRANSPORTATION	Vac	87.5
21-063	HEALTH OFFICE SPECIALIST	OLYMPIC HIGH SCHOOL	New	75
21-064	HEALTH OFFICE SPECIALIST	WILL ROGERS LEARNING ACADEMY	New	75
21-066	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
21-067	CUSTODIAN	JOHN MUIR ELEMENTARY SCHOOL	Vac	100
21-068	HEALTH OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	New	75
21-070	HEALTH OFFICE SPECIALIST	LINCOLN MIDDLE SCHOOL	New	75
21-071	HEALTH OFFICE SPECIALIST	MALIBU HIGH SCHOOL	New	75
21-072	HEALTH OFFICE SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	New	75
21-073	HEALTH OFFICE SPECIALIST	WEBSTER ELEMENTARY SCHOOL	New	75
21-074	CAFETERIA COOK/BAKER	FOOD & NUTRITION SERVICES	Vac	87.5
21-075	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	75
21-076	SPORTS FACILITY ATTENDANT	FACILITY USE DEPARTMENT	Vac	62.5
21-077	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	50
21-078	PARAEDUCATOR-3	JOHN MUIR ELEMENTARY SCHOOL	Vac	75
21-079	CAMPUS MONITOR	FRANKLIN ELEMENTARY SCHOOL	Vac	21.25
21-080	INSTRUCTIONAL ASSISTANT- CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5
21-081	SENIOR OFFICE SPECIALIST	OPERATIONS	New	100
21-082	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
21-083	PARAEDUCATOR-3	JOHN ADAMS MIDDLE SCHOOL	Vac	75
21-084	SENIOR BUYER	FACILITY IMPROVEMENT PROJECTS	Vac	100

Filled Requisitions (05/07/21)

Req Number	Req Title	Department	Date of Accepted Job Offer
21-059	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	4/27/2021

**Classified Personnel – Merit
4/22/21**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Arzola, Maria Special Ed-Lincoln CDS	Paraeducator-3 4.5 Hrs/SY/Range: 28 Step: A	3/16/21
Flores, Victoria Special Ed-Lincoln CDS	Paraeducator-1 4.5 Hrs/SY/Range: 22 Step: A	3/15/21
Wilson, Walter Special Ed-Malibu HS	Paraeducator-3 6 Hrs/SY/Range: 28 Step: A	3/16/21

PROMOTION

		<u>EFFECTIVE DATE</u>
Campos, Mercedes Special Ed-Lincoln CDS	Paraeducator-1 4 Hrs/SY/Range: 22 Step: F From: Children’s Center Assistant-2: 3.5 Hrs/SY	3/8/21
Castillo, John Education Technology Services	Senior Network Engineer 8 Hrs/12 Mo/Range: 58 Step: E From: Network Engineer: 8 Hrs/12 Mo	3/1/21

RE-STATEMENT

		<u>EFFECTIVE DATE</u>
Mulligan, Tiffany Webster ES	Instructional Assistant-Classroom 3 Hrs/SY/Range: 20 Step: B	3/15/21

LIMITED TERM

		<u>EFFECTIVE DATE</u>
Jimenez, Maria CDS-Edison ES	Children’s Center Assistant-2 6.5 Hrs/SY/Range: 20 Step: F	3/1/21-3/26/21

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Cruz-Aguilar, Julia FNS-Grant ES	Cafeteria Worker I 5 Hrs/SY From: 3 Hrs/SY/FNS-Grant ES	9/14/18
Gonzalez, Martina FNS-Muir ES	Cafeteria Worker I 6 Hrs/SY From: 3 Hrs/SY/FNS-Muir ES	9/20/18
Kachurka, Sabrina FNS-Santa Monica HS	Cafeteria Worker II 7.5 Hrs/SY From: 4.5 Hrs/SY/FNS-Santa Monica HS	9/21/18

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Bryan, Annette Special Ed-Santa Monica HS	Paraeducator-3	4/1/21
Jimenez, Paul Grounds	Gardener	4/1/21

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

		<u>EFFECTIVE DATE</u>
(39-MONTH MEDICAL REEMPLOYMENT LIST) ZU1138621 Operations	Custodian	4/12/21

CHANGE IN CLASSIFICATION SALARY RANGE

Assistant Director – Fiscal Services From: Range M-58
To: Range M-62

EFFECTIVE DATE

4/23/21

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Ballat, Nawal Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Gil, Moises Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Lopez, Saby Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Moreno, Rosa Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Serrano, Elva Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Smith, Darlene Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21
Valdivia, Brenda Operations	Custodian From: Cafeteria Worker I	3/15/21-6/30/21

**Classified Personnel – Merit
5/6/21**

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Gutierrez Torres, Filiberto Transportation	Bus Driver 7 Hrs/10 Mo/Range: 32 Step: A	3/23/21
Osanitsch, Gregory Special Ed-Roosevelt ES	Paraeducator-1 6 Hrs/SY/Range: 22 Step: A	3/18/21
Seiden, Abbey Malibu ES	Health Office Specialist 6 Hrs/SY/Range: 27 Step: A	3/15/21
Young, Sameisha Grant ES	Instructional Assistant - Classroom 3 Hrs/SY/Range: 20 Step: B	3/18/21
<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Adeyemi, Olaywola Operations-Webster ES	Custodian [additional hours; campus cleaning & disinfecting]	4/1/21-6/9/21
Bacich, Nicholas Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Batmunh, Otgonbayar Facility Use	Electrician [overtime; Facility Use projects]	2/1/21-6/30/21
Bersche, Haley Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Castillo, Mirella Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Chiang, Faline Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Coroy, Lauren Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Cueva, Sandra Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Esquivias, Rene Facility Use	Electrician [overtime; Facility Use projects]	2/1/21-6/30/21
Fountain, Maresa Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Garcia Ramirez, Carol Educational Services	Library Assistant [additional hours; school support for Williams Compliance]	8/24/20-9/30/20
Gonzalez, Ramona Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Gutierrez, Yoly Edison ES	Elementary Library Assistant [additional hours; BCL assistance]	12/1/20-6/14/21
Hernandez, Edlin Webster ES	Campus Monitor [additional hours; campus supervision]	4/1/21-6/11/21

Munoz, Scarlett Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Pedroza, Lorena Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Pham, Nhi Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Reyes, Pedro Facility Use	Electrician [overtime; Facility Use projects]	2/1/21-6/30/21
Sawyer, Amy Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Sullivan, Brianna Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Uliantzeff, Elena Lincoln MS	Bilingual Community Liaison [overtime; interpreting for PTSA]	3/11/21
Wedhas, Karu Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Willie, Kyrie Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21
Young, Sameisha Grant ES	Instructional Assistant - Classroom [additional hours; school reopening support]	4/1/21-6/11/21

SUBSTITUTES

EFFECTIVE DATE

Arriaga, Jennifer Child Development Services	Children's Center Assistant-2	2/1/21-6/30/21
Arriaga, Jennifer Operations	Custodian	3/29/21-6/30/21
Campos, Mercedes Child Development Services	Children's Center Assistant-2	2/8/21-6/30/21
Fonseca, Zachary Special Education	Paraeducator-3	3/12/21-6/11/21
McClung, Vitty Business Services	Office Specialist	3/15/21-8/31/21
Razon-McMillan, Monica Child Development Services	Children's Center Assistant-2	2/1/21-6/30/21
Robles, Adan Operations	Custodian	3/1/21-6/30/21
Taylor, Christian Child Development Services	Children's Center Assistant-2	2/3/21-6/30/21
Wilson, Walter Facility Use	Sports Facility Attendant	3/17/21-7/30/21
Zaheer, Anila Special Education	Paraeducator-1	3/25/21-6/11/21

CHANGE IN ASSIGNMENT

		<u>EFFECTIVE DATE</u>
Jimenez, Maria CDS-Edison ES	Children's Center Assistant-2 7 Hrs/SY From: 3.5 Hrs/SY/CDS-Edison ES	2/23/21-2/28/21
Ramirez, Armida CDS-Adams MS	Children's Center Assistant-2 7 Hrs/SY From: 3.5 Hrs/SY/CDS-Edison ES	2/22/21-3/26/21
Thompson, Raquel Olympic HS	Health Office Specialist 6 Hrs/SY From: 3.5 Hrs/SY/Olympic HS	3/8/21-6/11/21

INVOLUNTARY TRANSFER

		<u>EFFECTIVE DATE</u>
Fuller, Chareese Operations-Santa Monica HS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Lincoln MS	2/26/21
Jackson, Donte Operations-Lincoln MS	Custodian 8 Hrs/12 Mo From: 8 Hrs/12 Mo/Operations-Santa Monica HS	2/26/21

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Esquivias, Norma Facility Use	Senior Office Specialist	5/1/21

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Burrell, Catherine Santa Monica HS	Swimming Instructor/Lifeguard COVID-19 Pandemic-Related	3/9/21-3/22/21
Carrillo Castillo, Ruben Operations-CDS-Business Office	Custodian COVID-19 Pandemic-Related	1/25/21-2/5/21
Castro, Alexander Operations-Malibu ES	Custodian Medical/FMLA/CFRA	11/9/20-4/12/21
Coleman, Daniel Franklin ES	Physical Activities Specialist Catastrophic	3/19/21-6/1/21
Harris, Kenneth Operations-CDS-Roosevelt ES	Custodian COVID-19 Pandemic-Related	2/1/21-2/12/21
Lewis, Jessie Transportation	Bus Driver Medical/FMLA/CFRA	1/26/21-2/27/21
Mack, Taylor Special Ed-Roosevelt ES	Paraeducator-3 COVID-19 Pandemic-Related	3/22/21-3/26/21
Odom, Lamont Operations-Rogers ES	Custodian Medical/FMLA/CFRA	3/16/21-5/31/21
Reynolds, Luz Muir ES	Instructional Assistant-Classroom COVID-19 Pandemic-Related	3/15/21-3/26/21
Tirado, Fortino Grounds	Equipment Operator/Tree Trimmer Medical/FMLA/CFRA	3/5/21-3/21/21
Yeh, Wendy Special Ed-Grant ES	Paraeducator-1 Medical	3/3/21-3/26/21

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Knott, Krystle Special Ed-Santa Monica HS	Paraeducator-1 Personal	3/15/21-3/26/21
Morales, Louis Edison ES	Physical Activities Specialist Personal	4/12/21-6/11/21
Robinson, Christopher Special Ed-McKinley ES	Paraeducator-1 Personal	4/12/21-5/12/21
Sullivan, Brianna Grant ES	Instructional Assistant-Classroom Personal	4/12/21-6/11/21

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

		<u>EFFECTIVE DATE</u>
TB2733872 Maintenance	Skilled Maintenance Worker	5/1/21
YT2247899 Operations	Custodian	5/12/21

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Boothby, Devon Purchasing	Buyer From: Administrative Assistant	3/9/21-6/7/21
Burton, Lisa Fiscal Services	Payroll Specialist: Higher Level Duties From: Payroll Specialist	1/1/21-4/30/21
Carrillo, Brenda Purchasing	Buyer From: Administrative Assistant	3/9/21-6/7/21
Lacson, Andrew Fiscal Services	Payroll Specialist: Higher Level Duties From: Payroll Specialist	1/1/21-4/30/21
McGrath, Kathleen Adams MS	Administrative Assistant From: Senior Office Specialist	3/9/21-6/7/21
Ramirez, Pablo Grounds	Equipment Operator/Tree Trimmer From: Gardener	3/16/21-7/16/21
Rizk Rizk Fiscal Services	Payroll Specialist: Higher Level Duties From: Payroll Specialist	1/1/21-4/30/21

ABOLISHMENT OF POSITION

	<u>EFFECTIVE DATE</u>
Campus Monitor 0.8 Hrs/SY/Franklin ES	3/16/21
Paraeducator-3 6 Hrs/SY/Special Ed-Adams MS	2/18/21

RESIGNATION

	<u>EFFECTIVE DATE</u>
Hernandez, Jason Facility Use	Sports Facility Attendant 3/26/21
Morisson Muhammad, Dawud Facility Use	Sports Facility Attendant 2/28/21

Smith, Deveeda
Special Ed-Muir ES

Paraeducator-3

3/24/21

RETIREMENT
Lewis, Jessie
Transportation

Bus Driver

EFFECTIVE DATE
2/27/21

**Classified Personnel – Non-Merit
4/22/21**

TECHNICAL SPECIALIST – LEVEL III

Moerschel, Josephine

Santa Monica HS

3/11/21-6/11/21

[Viola Instructor-Orchestra]

- Funding: Santa Monica Arts Parents Association

Classified Personnel – Non-Merit
5/6/21

COACHING ASSISTANT

Alperin, Howard	Santa Monica HS	8/24/20-6/30/21
Arboleda, Andrew	Santa Monica HS	8/24/20-6/30/21
Armendariz, Richard	Santa Monica HS	8/24/20-6/30/21
Arreola, Alex	Santa Monica HS	8/24/20-6/30/21
Ashley, Billy	Malibu MS/HS	2/1/21-6/11/21
Barnes, Thomas	Santa Monica HS	8/24/20-6/30/21
Chomori, Mark	Santa Monica HS	8/24/20-6/30/21
Dowler, Nathan	Malibu MS/HS	2/1/21-6/11/21
Eby, David	Santa Monica HS	2/15/21-6/11/21
Fearon, Jamen	Santa Monica HS	8/24/20-6/30/21
Fearon, Mark	Santa Monica HS	8/24/20-6/30/21
Folonis, Jon	Santa Monica HS	3/9/21-6/11/21
Goldberg, Hayden	Malibu MS/HS	3/1/21-6/11/21
Gonzalez, Fabiola	Santa Monica HS	8/24/20-6/30/21
Gray, Brian	Santa Monica HS	8/24/20-6/30/21
Green, Cody	Santa Monica HS	8/24/20-6/30/21
Hagerty, David	Santa Monica HS	8/24/20-6/30/21
Halualani, Michael	Malibu MS/HS	2/1/21-6/11/21
Harris, Richard	Malibu MS/HS	2/1/21-6/11/21
Heller, Nicholas	Santa Monica HS	8/24/20-6/30/21
Jones, Eugene	Santa Monica HS	8/24/20-6/30/21
Kahler, Sean	Santa Monica HS	8/24/20-6/30/21
Lawrence, Ruben	Santa Monica HS	8/24/20-6/30/21
Lorick, Kevin	Santa Monica HS	8/24/20-6/30/21
Lovelace, Sydney	Santa Monica HS	8/24/20-6/30/21
Lupi, Paul	Santa Monica HS	2/8/21-6/11/21
McGrew, Joseph	Santa Monica HS	8/24/20-6/30/21
Miller, Richard	Malibu MS/HS	2/1/21-6/11/21
Pena Camillo, Omar	Santa Monica HS	8/24/20-6/30/21
Richards, James	Santa Monica HS	2/8/21-6/11/21
Rodriguez, Ignacio	Malibu MS/HS	2/1/21-6/11/21
Saunders, Kathryn	Santa Monica HS	8/24/20-6/30/21
Shryane, Vrlled	Malibu MS/HS	2/1/21-6/11/21
Stern, Geoffrey	Malibu MS/HS	2/1/21-6/11/21
Stickney, Joyce	Malibu MS/HS	2/1/21-6/11/21
Tran, Daniel	Santa Monica HS	8/24/20-6/30/21
Trinh, Nguyen	Santa Monica HS	8/24/20-6/30/21
Valenzuela, Frencho	Santa Monica HS	8/24/20-6/11/21
Vasquez, Angel	Santa Monica HS	8/24/20-6/30/21
Ward, Timothy	Malibu MS/HS	2/1/21-6/11/21
Young, Bruce	Malibu MS/HS	2/1/21-6/11/21

TECHNICAL SPECIALIST – LEVEL III

Gonzalez, Juan	Santa Monica HS [Choreographer-Band] - Funding: Measure R	11/1/20-3/30/21
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2020 – 2021**

Date	Time	Location	Notes
2020			
July 8, 2020	4:30 p.m.	Zoom	
August 11, 2020	4:30 p.m.	Zoom	
September 9, 2020	4:30 p.m.	Zoom	
October 14, 2020	4:30 p.m.	Zoom	
November 10, 2020	4:30 p.m.	Zoom	Moved to Tuesday due to Veteran's Day
December 9, 2020	4:30 p.m.	Zoom	
2021			
January 13, 2021	4:30 p.m.	Zoom	
February 10, 2021	4:30 p.m.	Zoom	
March 10, 2021	4:30 p.m.	Zoom	
April 21, 2021	4:30 p.m.	Zoom	Budget – First Reading
May 12, 2021	4:30 p.m.	Zoom	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Zoom	



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

School Board Meetings: 2020-2021

Thurs., July 16, 2020 District Office Hybrid
Thurs., August 13, 2020 District Office A
Tues., August 25, 2020 District Office Special Meeting
Thurs., September 3, 2020 District Office A
Thurs., September 17, 2020 District Office B
Thurs., October 1, 2020 Malibu A
Thurs., October 15, 2020 District Office B
Thurs., November 5, 2020 Malibu A
Tues., November 17, 2020 District Office Special Meeting
Thurs., November 19, 2020 District Office B
Thurs., December 10, 2020 District Office Hybrid
Thurs., January 14, 2021 District Office Hybrid
Tues., January 21, 2021 District Office Special Meeting
Thurs., February 4, 2021 Malibu A
Thurs., February 18, 2021 District Office B
Thurs., March 4, 2021 District Office A
Weds., March 17, 2021 Malibu B
Weds., March 24, 2021 District Office Special Meeting
Thurs., April 22, 2021 District Office Hybrid
Thurs., May 6, 2021 Malibu A
Thurs., May 20, 2021 District Office B
Thurs., June 3, 2021 District Office A
Thurs., June 17, 2021 District Office Special Meeting
Thurs., June 24, 2021 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"

1. Closed Session
2. Consent Calendar
3. Study Session

4. Discussion Items
5. Major Items (as needed)
6. General Public Comments

Hybrid of "A" and "B"

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
9. Major Items
10. Continuation of General Public Comments (if needed)

VII. Personnel Commission Business:

B. 01 Future Items:

Subject	Action Steps	Tentative Date
Tucker Eligibility	Commissioner Training/ Briefing	June 9, 2021

VIII. Next Regular Personnel Commission Meeting:

Wednesday, June 9, 2021, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: