

VIRTUAL PERSONNEL COMMISSION MEETING

June 10, 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/JUNEPCMEETING>

Meeting ID: 838 7737 0780

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, June 09, 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**



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
AGENDA**

June 10, 2020

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, June 10, 2020**, 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 June 10, 2020

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

- G.06 Approval of Minutes for Regular Meeting on March 11, 2020

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

Approval of Minutes for Regular Meeting on May 13, 2020

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

- 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)

June 10, 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, June 10, 2020**, 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, June 9, 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 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 June 10, 2020

G.06 Approval of Minutes for Regular Meeting on March 11, 2020 and May 13, 2020

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):

- None

C.02 Advanced Step Placement:

Taylor Mack in the classification of Paraeducator-3 at Range A-28 Step B

III. **ACTION ITEMS:**

These items are presented for ACTION at this time.

A.01 Personnel Commission's Twelve-Month Calendar of Events:

Consideration/Approval of dates and time for the regular Personnel Commission meetings in fiscal year 2020-201

IV. COMMISSIONER TRAINING/BRIEFING:

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

CT.01 Classification Study - Overview

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 Classification Study - Overview

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)

- May 21, 2020
- June 4, 2020

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

- May 21, 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
Commissioner Training/Briefing:	Commissioner Training	

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, July 8, 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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SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

May 13, 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 was held on **Wednesday, May 13, 2020**, at **4:32 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 12, 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 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 4:32 p.m.

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

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

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

G.04 Report from Closed Session:

- None

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.05 Motion to Approve Agenda: May 13, 2020

It was moved and seconded to approve the agenda with an amendment – Agenda Item G.06 - approval of the minutes of the regular March 11, 2020 meeting was postponed till June 10, 2020. The motion passed.

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

G.06 Motion to Approve Minutes: March 11, 2020

Approval was postponed till June 10, 2020

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

Motion to Approve Minutes: April 22, 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						✓
Phillip Tate	✓		✓			

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
 - Director Kahn updated the Personnel Commission on the Personnel Commission Office daily operation as staff continues to perform their duties remotely due to the extended stay home order. No examinations have been conducted since mid-March, but Director Kahn is currently communicating with different vendors that specialize in remote testing platforms, which can integrate directly into the department’s existing applicant tracking system. In the meantime, Director Kahn is working on some in-house solutions for examinations that will be tested on selected recruitments.
 - Director Kahn informed the Personnel Commission about the Classified School Employees Appreciation Week starting on May 17, 2020. In the past, the Personnel Commission hosted an annual reception to honor the District classified employees. The Personnel Commission staff didn’t want to completely cancel the celebration, so they are planning to hold a virtual gift card drawing to acknowledge and honor their colleagues. The gift cards were purchased thanks to generous donations from the District administrators and managers. Director Kahn

expressed his gratitude to his staff, especially to Julie Younan who took a lead role in organizing of this event.

G.09 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 classified employees presenting and signing the Classified School Employees Week Resolution that will be adopted by the Board of Education on May 21, 2020.**
- **Commissioner Tate shared Commissioner Robinson's appreciation of the District employees' hard work and dedication to students under the difficult circumstances.**

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**
 - **Mr. Mock expressed his gratitude as the Union and the District administration work collaboratively during these difficult times.**
 - **Mr. Mock informed the Personnel Commission about receiving the 45 Day Lay-off Notice for certain classified employees, due to lack of funds.**
 - **Mr. Mock informed the Personnel Commission about the continuous efforts of labor management teams in Transportation, Maintenance/Operations, and Special Education departments. The Maintenance and Operations staff is returning to full schedule in order to prepare school sites for the next school year.**
 - **Mr. Mock expressed his gratitude to the IT department for providing a remote access for distance learning.**

Board of Education Report

- **Dr. Kelly expressed his gratitude to all District employees for their dedication to students and the District efficient operation. He acknowledged the Food and Nutrition Services staff for their hard work providing student lunches. He also commended the District staff for conducting day to day business on a high professional level.**
- **Dr. Kelly informed the Personnel Commission about the financial challenges the Board of Education is currently facing. At the 21st of May virtual meeting, the 3rd Interim Report will be presented providing an update on the current budget. The Superintendent's Budget Advisory Committee is continuing to meet and provide expertise to the District leadership. The District is also concerned about the financial situation of the City of Santa Monica and its impact on the District.**
- **Dr. Kelly stated that the Board of Education approved the certificated staff lay-offs at their May 12, 2020 regular meeting. The Human Resources Department continues to assess staffing as it must be aligned with next school year projected enrollment.**
- **Dr. Kelly informed the Personnel Commission about the Board of Education approval of salary increase for both certificated and classified**

staff. For classified employees, there were two parts: the on-schedule increase and the two range adjustment for every classification.

- Commissioner Robinson inquired about the school structure and schedule in the fall. Dr. Kelly stated that currently there is no definite plan of how the new school year schedule will look like when social distancing has to be implemented. The District decided that the summer school will not be conducted at the school campuses, but it will be offered via distant learning.

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.

- 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):

- None

C.02 Advanced Step Placement:

Kathryn D Gulko in the classification of Instructional Assistant – Classroom at Range A-20 Step D

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

It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Items C.02. The motion passed.

REPORT AND DISCUSSION

- None

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2020-2021 Proposed Personnel Commission Budget

It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2020-2021* as submitted. The motion passed.

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

REPORT AND DISCUSSION

- No public comments.

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2020-2021* as submitted. The motion passed.

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

A.02 Adoption: Fiscal Year 2020-2021 Proposed Personnel Commission Budget

It was moved and seconded to adopt the Fiscal Year 2020-2021 Proposed Personnel Commission Budget as submitted. The motion passed.

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

REPORT AND DISCUSSION

- None

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)
 - May 7, 2020
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii. (for SMMUSD School Board Agenda)
 - May 7, 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
Commissioner Training/Briefing: Classification Studies	Commissioner Training	6/10/20

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, June 10, 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 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						✓
Phillip Tate	✓		✓			

TIME ADJOURNED: 4:54 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							
Maria Stewart							
Phillip Tate							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, June 10, 2020

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement –Taylor Mack

Hire Date: 03/09/2020

ASP Request Submitted: 5/13/2020

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Taylor Mack	Calculation of Advanced Step Recommendation
<p><u>Education:</u></p> <p>Must have a high school diploma or its recognized equivalent <u>and</u> ONE of the following:</p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR Must pass the District's Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness <p><u>EXPERIENCE:</u></p> <p>At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years</p>	<ul style="list-style-type: none"> • Taylor Mack meets education standards. • Taylor Mack has over two (2) years of experience working with students with special needs. 	<p>0 level of education above the required level = 0 Step Advance</p> <p>1 (2-year periods) of experience above the required level = 1 Step Advance</p>
<p><u>Total Advanced Steps: 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

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

DIRECTOR'S RECOMMENDATION:

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

Commissioner	M	S	Yes	No	Abstain	ABSENT
Lauren Robinson						
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							



PERSONNEL COMMISSION

Regular Meeting: Wednesday, June 10, 2020

AGENDA ITEM NO: III.A.01

SUBJECT: Personnel Commission’s Twelve-Month Calendar of Events for 2020-2021

BACKGROUND INFORMATION:

Personnel Commission meetings have historically taken place on the second Wednesday of each month with adjustments made for holidays. A calendar of scheduled meeting dates for the 2020-2021 fiscal year following the same pattern is provided.

DIRECTOR’S RECOMMENDATIONS:

The Director of Classified Personnel recommends that the Personnel Commissioners approve the proposed calendar dates with adjustment as needed.

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

**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 12, 2020	4:30 p.m.	Board Room – District Office	
September 9, 2020	4:30 p.m.	Testing Room – District Office	
October 14, 2020	4:30 p.m.	Board Room – District Office	
November 10, 2020	4:30 p.m.	Board Room – District Office	Moved to Tuesday due to Veteran’s Day
December 9, 2020	4:30 p.m.	Board Room – District Office	
2021			
January 13, 2021	4:30 p.m.	Board Room – District Office	
February 10, 2021	4:30 p.m.	Board Room – District Office	
March 10, 2021	4:30 p.m.	Board Room – District Office	
April 14, 2021	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 12, 2021	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 9, 2021	4:30 p.m.	Board Room – District Office	

IV. Commissioner Training/Briefing:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, June 10, 2020

AGENDA ITEM NO: CT.01

Informational Session: Classification Study - Overview

BACKGROUND INFORMATION:

The Director-Classified Personnel provides brief informational sessions on topics relevant to the operation of the Office of the Personnel Commission.

SUMMARY:

This informational session will provide an overview of the steps taken to conduct a classification study.

V. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Wednesday, June 10, 2020

AGENDA ITEM NO: D.01

Discussion: Classification Study - Overview

BACKGROUND INFORMATION:

The Director-Classified Personnel provides brief informational sessions on topics relevant to the operation of the Office of the Personnel Commission. This serves as an opportunity to discuss the contents of the session.

VI. Information Items:

Open Requisitions (6/3/2020)

Req Number	Req Title	Department	Position Type	FTE	Req Status
19-008	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	Open
19-016	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	Open
19-053	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	New	43.8	Open
19-077	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	Open
19-152	CAMPUS MONITOR	JOHN MUIR ELEMENTARY SCHOOL	Vac	18.8	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	48.8	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	43.8	Open
20-021	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.8	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	43.8	Open
20-048	PARAEDUCATOR-3	WEBSTER ELEMENTARY SCHOOL	New	75	Open
20-056	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	Open
20-057	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	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	56.3	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	43.8	Open
20-082	GARDENER	M & O (Maintenance & Operations)	Vac	100	Open
20-091	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.8	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
20-111	PARAEDUCATOR-1	JOHN MUIR ELEMENTARY SCHOOL	New	56.3	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.3	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	43.8	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.3	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	43.8	Open
20-126	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	Vac	37.5	Open
20-112	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.3	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
20-149	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	43.8	Open
20-162	ADMINISTRATIVE ASSISTANT	JOHN MUIR ELEMENTARY SCHOOL	VAC	100	Approved
20-163	ADMINISTRATIVE ASSISTANT	MAINTENANCE AND OPERATIONS	VAC	100	Approved
20-164	PARAEDUCATOR 3	GRANT ELEMENTARY SCHOOL	VAC	75	Approved
20-165	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	VAC	37.5	Approved
20-166	RISK MANAGER	BUSINESS SERVICES	NEW	100	Approved

**Classified Personnel – Merit
5/21/20**

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
Avina, Fernando Grounds	Gardener [overtime; District projects]	7/1/19-6/30/20
De La Rosa, Johanna Educational Services	Bilingual Community Liaison [overtime; additional assignment]	2/22/20
Lee, Dawn Special Ed-Muir ES	Paraeducator-1 [additional hours; bus supervision]	1/31/20-2/28/20
Rams, Florencia Educational Services	Bilingual Community Liaison [overtime; additional assignments]	1/19/20-2/24/20
Vila, Florinda Educational Services	Bilingual Community Liaison [overtime; additional assignment]	2/22/20

SUBSTITUTES

		<u>EFFECTIVE DATE</u>
Reyes, Marybel Adult Education	Campus Security Officer	3/2/20-6/12/20

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Dalton, Judy Roosevelt ES	Campus Monitor Medical/FMLA/CFRA	2/14/20-5/18/20
Jala, Ariel Operations-Malibu HS	Custodian CFRA	6/15/20-7/15/20
Viviani, Vhalia Adams MS	Campus Monitor Medical/FMLA/CFRA	3/23/20-6/8/20

RESCIND LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Perez-Madera, Salomon Special Ed-Roosevelt ES	Paraeducator-3 CFRA	5/26/20-5/29/20

APPOINTMENT OF COMISSIONER

		<u>EFFECTIVE DATE</u>
Tate, Phillip Personnel Commission	Personnel Commissioner	3/2/20-12/31/22

**Classified Personnel – Merit
6/4/20**

TEMP/ADDITIONAL ASSIGNMENTS

		<u>EFFECTIVE DATE</u>
De La Rosa, Johanna Student Services	Bilingual Community Liaison [overtime; translations]	8/22/19-8/31/20
Shahmoradi, Sima Franklin ES	Campus Monitor [additional hours; child care for parent meetings]	2/28/20-6/30/20
Villa, Paola Food and Nutrition Services	Cafeteria Worker I [additional hours; cafeteria support]	3/20/20-6/10/20
White, Paula Rogers ES	Campus Monitor [additional hours; child care for parent meetings]	2/28/20-6/30/20
Wingfield, Janet Special Ed-Lincoln MS	Paraeducator-2 [overtime; bus supervision]	10/1/19-6/10/20
Zalazar, Vanina Educational Services	Lead Translator/Interpreter [overtime; interpreting for meetings/workshops]	2/19/20-6/30/20

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Burton, Jerome Operations	Custodian	6/1/20
Sebastiani Pozu, Juan Grounds	Gardener	6/1/20

LEAVE OF ABSENCE (PAID)

		<u>EFFECTIVE DATE</u>
Blackmon, Enisha Special Ed-SMASH	Paraeducator-1 CFRA	5/6/20-6/10/20
Quintana, Anthony Operations-Malibu ES	Custodian Medical/FMLA/CFRA	3/30/20-4/13/20

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

		<u>EFFECTIVE DATE</u>
(39-MONTH MEDICAL REEMPLOYMENT LIST) NG9372014	Campus Monitor	6/8/20

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Cornejo, Ana FNS-Malibu HS	Cafeteria Cook - Baker From: Cafeteria Worker I	3/1/20-6/10/20

ABOLISHMENT OF POSITION

		<u>EFFECTIVE DATE</u>
	Job Development and Placement Specialist 8 Hrs/SY/Special Ed-Santa Monica HS	6/11/20

LAY-OFF/REDUCTION OF HOURS

Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY From: 3.5 Hrs/SY	<u>EFFECTIVE DATE</u> 8/5/20
Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY From: 3.5 Hrs/SY	8/5/20

LAY-OFF

Roosevelt ES	Campus Monitor 3 Hrs/SY	<u>EFFECTIVE DATE</u> 8/5/20
Rogers ES	Health Office Specialist 3.5 Hrs/SY	8/5/20
Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY	8/5/20
Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY	8/5/20
Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY	8/5/20
Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY	8/5/20
Rogers ES	Instructional Assistant - Classroom 3 Hrs/SY	8/5/20
Purchasing	Reprographics Operator 8 Hrs/12-Month	8/5/20
Special Education	Senior Office Specialist 8 Hrs/12-Month	8/5/20
Special Education	Speech Language Pathology Assistant 8 Hrs/SY	8/5/20
Special Education	Speech Language Pathology Assistant 8 Hrs/SY	8/5/20

RESIGNATION

Coffey, Bud Facility Use	Audience Services Coordinator	<u>EFFECTIVE DATE</u> 3/25/20
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RETIREMENT

Greenseid, Diane Muir ES	Elementary Library Coordinator	<u>EFFECTIVE DATE</u> 6/15/20
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**Classified Personnel – Non-Merit
5/21/20**

TECHNICAL SPECIALIST – LEVEL II

French, Alyssa

Educational Services
[Elementary Dream Voice Instructor]
- Funding: Gifts

3/3/20-5/29/20

**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.	via Zoom	



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
Commissioner Training/Briefing:	Commissioner Training	

VIII. Next Regular Personnel Commission Meeting:

Wednesday, July 8, 2020, at 4:30 pm, *via Zoom*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: