



PERSONNEL COMMISSION MEETING AGENDA

October 9, 2024

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 9, 2024**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Report from Closed Session
- G.05 Approval of Agenda for Regular Meeting on October 9, 2024

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

- G.06 Approval of Minutes for Regular Meeting on September 18, 2024

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

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



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

October 9, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Wednesday, October 9, 2024**, at **4:30 p.m.**, in the **District Administrative Offices**: 1717 4th Street, Santa Monica, CA.

Note About Parking: Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **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:
- 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 October 9, 2024
- G.06 Approval of Minutes for Regular Meeting on September 18, 2024

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.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
- 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># Eligible</u>
Bus Driver	3
Cafeteria Worker I	9
Campus Monitor	4
Campus Security Officer	4
Children's Center Assistant 1	4
Children's Center Assistant 2	2
Heavy Duty Vehicle and Equipment Mechanic	1
Paraeducator 1	4
Senior Office Specialist	3
Speech Language Pathology Assistant	1
Technical Theater Coordinator	5
Technical Theater Technician	7

- C.02 Advanced Step Placement:
Robel Brook in the classification of Board Certified Behavior Analyst at Range A-60, Step B
- C.03 Advanced Step Placement:
Ana Cabrera in the classification of Cafeteria Worker I at Range A-17, Step F
- C.04 Advanced Step Placement:
Saundra Nicholson in the classification of Senior Office Specialist at Range A-29, Step D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Campus Security Officer within the Operations Support 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.

- No Discussion Items

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)
- September 19, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
- September 19, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
- 2024 - 2025
- I.06 Board of Education Meeting Schedule
- 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Public Employee Performance Evaluation: Director – Classified Personnel	Closed Session	November 13, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, November 13, 2024, at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

X. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director - Classified Personnel

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

XI. ADJOURNMENT:

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

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING MINUTES

Electronically Recorded (AUDIO ONLY)

September 18, 2024

PERSONNEL COMMISSIONERS:

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

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Wednesday, September 18, 2024**, at **4:30 p.m.** in the **District Administrative Offices – Personnel Commission Department**: 1717 4th Street, Santa Monica, CA 90401.

Note About Parking: Parking for those visiting the new district office is located in the multi-structure parking lot located at 333 Civic Center Dr., Santa Monica.

- ❖ **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 4:30 p.m.

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

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

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

G.04 Report from Closed Session:

- None

G.05 Motion to Approve Agenda: September 18, 2024

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

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

G.06 Motion to Approve Regular Meeting Minutes: August 20, 2024

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

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

G.07 Report from the Director of Classified Personnel:

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

- General Comments and Updates
 - **Director Kahn updated the Personnel Commission on recruitments, exams, and selection interviews administered since the last regular meeting on August 20, 2024.**
 - **Oral exams were administered for the Paraeducator series, Instructional Assistant – Classroom, Instructional Assistant – Bilingual, Technical Theater Coordinator, Locksmith, Sports Facility Attendant, Board Certified Behavior Analyst, and Heavy Duty Vehicle and Equipment Mechanic.**
 - **Performance exams were held for Cafeteria Worker I.**
 - **Training and Experience exams were held for Director, Purchasing.**
 - **Final selection interviews took place for Bus Driver, Technology Support Assistant, Instructional Assistant – Classroom, Campus Monitor, Board Certified Behavior Analyst, Administrative Assistant, Instructional Assistant – Music, Locksmith, the Paraeducator series, Custodian, and Sports Facility Attendant.**
 - **The newly opened recruitments include Audience Services Coordinator, Custodian, Translator/Interpreter, and Accompanist-substitutes.**
 - **Speech Language Pathology Assistant, the Paraeducator series, Bus Driver, Campus Security Officer, and Cafeteria Worker I remain open for continuous recruitments.**

- Director Kahn stated that the Personnel Commission staff generated 15 Eligibility Lists and filled 28 positions, in comparison to 27 in August.
- The Personnel Commission staff didn't process any EDD unemployment claims. Two (2) EDD Benefit Audits were received, but these were forwarded to the Fiscal Services.
- The staff received 16 employment verifications since the last regular Personnel Commission meeting in August.
- Director Kahn wished all his best to Ms. Crystal Griffis, Human Resources Technician, who has recently transferred to Santa Monica High School, to her previous role as an Administrative Assistant.
- Director Kahn expressed his gratitude to Ms. Younan, Ms. Johnston, and Mr. Nakashyan for their dedication and hard work, managing changes with re-distributed recruitments.
- Director Kahn announced that Commissioner Tarazi will be leaving mid-term. The Personnel Commissioner recruitment was opened on September 18, 2024.
- Director Kahn informed the Personnel Commission that all Paraeducators are compliant with the ESSA requirements. The program monitoring has been closed with the California Department of Education.
- Director Kahn thanked Dr. Meza for his significant role and support in this process, serving as liaison with the CDE as well as with the principals.

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.

- **None**

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
 - **Dr. Kelly informed the Personnel Commission about the Board of Education activities in September.**
 - **At the special meeting on September 11, 2024, the Board heard a presentation from Ms. Melody Canady and Mr. Gerardo Cruz on the 2023-2024 Unaudited Actuals.**
Dr. Kelly provided a detailed explanation of this budget process, in which the governing board is required to provide the Los Angeles County Office of Education a report of all revenues and expenditures for the preceding fiscal year. It must also include any resulting corrections to the current year.

- **At the regular meeting on September 19, 2024, the Board will be provided with a report regarding an environmental issue at McKinley Elementary School.**
There will be also a presentation on Will Rogers Learning Community.
- **Dr. Kelly informed the Personnel Commission about the certificated and administrative hires for the current school year.**
The Board has approved the last Special Education Coordinator appointment, so now the Special Education Department is fully staffed with this classification.
Two recommendations of Assistant Principal appointments will be brought forward to the Board. One is for Franklin Elementary School, and the other is a 50/50 shared position between McKinley Elementary School and Edison Language Academy.
- **Commissioner Robinson inquired about the fiscal audits frequency.**
Dr. Kelly explained that the Unaudited Actuals is a part of the budgeting annual calendar to reconcile the accounting for the 2023-2024 fiscal year. Auditors' findings will be reported in December 2024. All the materials are located on the District's website.
Dr. Kelly commended the Fiscal Services staff for their comprehensive reports.
- **Commissioner Robinson asked about the environment issues at McKinley Elementary School.**
Dr. Kelly stated that the issues are related to soil quality as a result of a leak from nearby dry cleaners.

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.

- **Ms. Cindy Johnston, Human Resources Technician, commented on the history of Advanced Step Placement and the process used today.**
She explained how the new/promoted employees were granted Advanced Step Placement in the past.
Ms. Johnston cited Merit Rules and the SEIU Contract articles pertaining to this issue.
Ms. Johnston described the formula and the process that are currently used to grant employees the Advanced Step Placement.
She expressed her concern about granting the Advanced Step Placement to two new employees based on the interpretation of "emergency option" category and matching of a prior salary. These employees were hired into classifications in which the corresponding Eligibility Lists contained 6 ranks and total of 11 candidates. Another recommendation for an employee hired into a classification, in which there were 6 ranks and 7 candidates.

Ms. Johnston requested a further review and mutual understanding of the “emergency option” definition, in order to provide consistency and equity to all Advanced Step Placement requests.

- Commissioner Tate inquired about the Union’s involvement in this issue.
 - Ms. Johnston replied that the Union is not fully aware of the specific steps in the process.
 - Commissioner Robinson asked about the definition and matrix of “difficulty in recruiting” category.
 - Ms. Johnston stated that the recent increase in salaries helped obtain larger pools of qualified candidates.
 - Director Kahn stated the staff makes sure that salary matching is being consistently applied in order to benefit the District, the new/promoted employees, and also the Personnel Commission.
 - Director Kahn informed the Personnel Commission about discussions that has been already put in place to re-evaluate the current Advanced Step Placement criteria in order to align them with the current labor climate.
 - Commissioner Robinson inquired about the impact of revised criteria to the Merit Rules.
 - Director Kahn clarified that the actual process is not described in the Merit Rules.
 - Commissioner Tate asked about the request initiators.
 - Director Kahn replied that management upon the selection can request the Advanced Step Placement.
- During the onboarding process, the Human Resources Specialists inform all new employees about the Advanced Step Placement request and process. Since 2020, the notification has been placed on the job application itself. Candidates confirm that they were informed about the Advanced Step Placement, when they submit their application.
- Director Kahn proposed to bring this topic to the Personnel Commission as Commissioner Training, Discussion, or Information item.

II. **CONSENT CALENDAR:**

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

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

<u>Classification</u>	<u># Eligible</u>
Administrative Assistant	5
Board Certified Behavior Analyst	4
Campus Monitor	16
Instructional Assistant - Bilingual	1
Instructional Assistant - Bilingual	3
Instructional Assistant - Classroom	2

Instructional Assistant - Classroom	8
Instructional Assistant - Music	4
Instructional Assistant - Music	8
Locksmith	1
Paraeducator 1	1
Paraeducator 1	4
Paraeducator 3	2
Paraeducator 3	4
Sports Facility Attendant	2

- C.02 Advanced Step Placement:
Juliana “Jay” Baldwin in the classification of Elementary Library Coordinator at Range A-30, Step F
- C.03 Advanced Step Placement:
Sara Brown in the classification of Accounting Technician at Range A-35, Step F
- C.04 Advanced Step Placement:
Cynthia Hakopian in the classification of Instructional Assistant - Classroom at Range A-22, Step B
- C.05 Advanced Step Placement:
Oscania Maravilla in the classification of Human Resources Specialist at Range A-40, Step F
- C.06 Advanced Step Placement:
Chae Persinger in the classification of Health Office Specialist at Range A-29, Step D
- C.07 Advanced Step Placement:
Melethia Pride in the classification of Senior Buyer at Range A-45, Step D
- C.08 Advanced Step Placement:
Kaitlin Theobald in the classification of Instructional Assistant - Classroom at Range A-22, Step C
It was moved and seconded to approve the Consent Calendar as submitted for the Agenda Item C.01-08. The motion passed.

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

REPORT AND DISCUSSION

- **None**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- None

IV. COMMISSIONER TRAINING/BRIEFING:

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

- None

V. DISCUSSION ITEMS:

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

- None

VI. INFORMATION ITEMS:

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

- I.01 Open Personnel Requisitions Status Report
- I.02 Filled Personnel Requisitions Status Report
- I.03 Classified Personnel - Merit Report No. 4.ii. (for SMMUSD School Board Agenda)
 - September 5, 2024
- I.04 Classified Personnel - Non-Merit Report - No. 4.iii (for SMMUSD School Board Agenda)
 - September 5, 2024
- I.05 Personnel Commission's Twelve-Month Calendar of Events
 - 2024 - 2025
- I.06 Board of Education Meeting Schedule
 - 2024 – 2025

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Public Employee Performance Evaluation: Director – Classified Personnel	Closed Session	October 9, 2024

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Wednesday, October 9, 2024 at 4:30 p.m. – *District Office Board Room*

IX. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

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

- **None**

X. CLOSED SESSION:

The Commission adjourned to closed session at **5:12 p.m.** pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director - Classified Personnel

The Commission reconvened into open session at **5:23 p.m.** and reported on the following action taken in closed session: **no action was taken.**

XI. ADJOURNMENT:

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

It was moved and seconded to adjourn the meeting.

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

TIME ADJOURNED: 5:24 p.m.

Submitted by:

Joshua Kahn
Secretary to the Personnel Commission
Director, Classified Personnel

II. Consent Calendar:

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 09, 2024

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Robel Brook

Hire Date: 10/01/2024

ASP Request Submitted: 10/02/2024

BACKGROUND INFORMATION:

Classification Title: Board Certified Behavior Analyst	Employee: Robel Brook	Calculation of Advanced Step Recommendation
<u>Education:</u> Master's degree with graduate level coursework in behavior analysis from an institution of higher learning recognized by the council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.	<ul style="list-style-type: none">Robel Brook meets the minimum qualifications with a Master's degree in Applied Behavior Analysis	0 level of education above the required level = 0 Step Advance
<u>EXPERIENCE:</u> Two years of experience providing behavior analytic services to Special Education students in a public K-12 education environment, including developing, implementing, modifying, and monitoring behavior intervention plans.	<ul style="list-style-type: none">Robel Brook has the equivalent of over five (5) years of full-time experience providing behavior analytic services to Special Education students in a public K-12 education environment	1 (2-year periods) of experience above the required level = 1 Step Advance
<u>Total Advanced Steps:</u> 0 (Education) + 1 (Experience) = 1 Advanced Step = STEP B		

DIRECTOR'S COMMENTS:

Robel Brook's experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-60 at Step A is \$7,977/month, while Step B is \$8,376/month.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Robel Brook at Range A-60, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 9, 2024

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Ana Cabrera

Hire Date: 8/22/2024

ASP Request Submitted: 10/01/2024

BACKGROUND INFORMATION:

Classification Title: Cafeteria Worker I	Employee: Ana Cabrera	Calculation of Advanced Step Recommendation
<u>Education:</u> High school diploma or recognized equivalent.	<ul style="list-style-type: none"> Ana Cabrera meets the minimum requirements 	0 level of education above the required level =0 Step Advance
<u>Experience:</u> Some experience in preparing and serving large quantities of food.	<ul style="list-style-type: none"> Ana Cabrera has over 5 years of experience preparing and serving large quantities of food. 	2 (2-year periods) of experience above the required level =2 Step Advance (Max Allowed)
<u>Prior Salary:</u> The candidate provided a recent paystub demonstrating that their hourly or monthly rate exceeded step A of the classification's salary range.	<ul style="list-style-type: none"> Ana Cabrera's prior salary as a Cafeteria Worker I substitute at SMMUSD was \$18.75/hourly. 	The closest step that exceeds the prior by at least 5% is step F =3 Step Advance
<u>Total Advanced Steps:</u> Starting Step: C (Living Wage) + 0 (Education) + 2 (Experience) + 3 (Prior Salary) = 5 Advanced Steps = STEP F		

DIRECTOR'S COMMENTS:

Ana Cabrera's experience exceed the minimum requirements specified for this classification and previous salary is above the starting step. Pay rate at salary Range A-17, Step C is \$17.73/hour, while Step F is \$20.05/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Ana Cabrera at Range A-17, Step F on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

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



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Wednesday, October 9, 2024

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Saundra Nicholson

Hire Date: 9/4/2024

ASP Request Submitted: 9/4/2024

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Saundra Nicholson	Calculation of Advanced Step Recommendation
<u>Education:</u> A high school diploma or recognized equivalent.	<ul style="list-style-type: none">Saundra Nicholson has a Bachelor of Arts Degree.	2 level of education above the required level = 1 Step Advance (Max Allowed)
<u>Experience:</u> Two or more years of varied office support experience.	<ul style="list-style-type: none">Saundra Nicholson has over ten years of experience working in an office support environment.	4 (2-year period) of experience above the required level = 2 Step Advance (Max Allowed)
Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advance Steps = STEP D		

DIRECTOR'S COMMENTS:

Saundra Nicholson's education and work experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-29 at Step A is \$21.57/hour, while Step D is \$24.97/hour.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Saundra Nicholson at Range A-29, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

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

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							
Mahshid Tarazi							
Phillip Tate							



PERSONNEL COMMISSION

Regular Meeting: October 9, 2024

AGENDA ITEM NO: III.A.01

Classification Specification Revision: Campus Security Officer

BACKGROUND INFORMATION:

Senate Bill 390 replaced Senate Bill 1690, requiring minimum qualifications be updated to reflect the new requirements.

METHODOLOGY:

Staff conducted the following activities:

- Met with the Director of Student Services, Dr. Francisco Dussan, to confirm compliance of revised state regulation.
- Confirmed that previous Director of Student Services, Ms. Tara Brown, provided mandatory training for current incumbents to be compliant with SB 390.
- Distributed proposed revisions to SEIU Chief Steward, Chris Mock, and Director of SEIU Local 99 Union-Employer Relations, Margaret Ortiz, for review.

ANALYSIS & FINDINGS:

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

- Revise Additional Requirements/Information to reflect certification must be compliant with SB 390

DIRECTOR'S RECOMMENDATION:

The Director of Classified Personnel recommends that the Personnel Commission approve the revisions to the Campus Security Officer classification specification as provided.

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



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560709
~~SALARY RANGE: A-25~~

CAMPUS SECURITY OFFICER

BASIC FUNCTION

Under direct supervision, provide for the safety of students, staff, and personal property at an assigned District location; enforce State laws and school and District rules and regulations.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year of professional experience in the field of law enforcement or security.

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required
- Valid First Aid/AED Certificate and CPR Certificate
- ~~Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 (SB 1626)~~
- **Completion of SB 390 training and certification in accordance with Education Code 38001.5 (Senate Bill No. 390)**
- Experience working with students in a school setting is highly desirable

REPRESENTATIVE DUTIES

- Guard campus entry points to maintain security of buildings, grounds and facilities
- Observe students during passing periods to ensure timely return to class
- Patrol campus perimeter, lunch areas, hallways, walkways, classrooms, restrooms, and parking lots to maintain general order and campus security
- Enforce school and District rules, regulations, and policies for the safety and security of students, staff, visitors and property
- Inform District site of observed unusual activities or behavior, unauthorized intruders, equipment malfunctions, and hazardous or unexpected conditions
- Provide information and directions to visitors
- Write a variety of descriptive reports and maintain logs in order to document incidents and day-to-day activities

- Survey school campus and district property to inspect for vandalism, illegal entry, theft, or fire
- Control crowds at campus events including but not limited to dances, musical performances, theater productions, athletic events, and testing sessions
- Direct vehicle traffic on campus or at special events
- Interview students and witnesses in order to determine facts
- Assist police and fire personnel by providing documents and information
- Perform related duties as assigned

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

SUPERVISION

Supervision is received from a certificated site administrator. No Supervision is exercised over other staff.

JOB REQUIREMENTS

KNOWLEDGE:

- Applicable federal, State, City, County and District laws, rules and regulations
- Principles and practices of investigation
- Documentation techniques and procedures
- Principles of law enforcement
- Security methods and procedures
- Crowd control and vehicle control procedures
- Record-keeping practices
- Correct English usage, grammar, spelling, punctuation and vocabulary

CORE COMPETENCIES:

- Attention to Detail – focusing on the details of work content, work steps, and final work products
- Critical Thinking – analytically and logically evaluating information, propositions, and claims
- Customer Focus – attending to the needs and expectations of customers
- Environmental exposure Tolerance – Performing under physically demanding conditions
- Fact Finding – obtaining facts and data pertaining to an issue or question
- Handling Conflict – managing interpersonally strained situations
- Informing – proactively obtaining and sharing information
- Listening – fully comprehending spoken communication
- Relationship Building – establishing rapport and maintaining mutually productive relationships
- Safety Focus – showing vigilance and care in identifying and addressing health risks and safety

WORKING CONDITIONS

ENVIRONMENT:

This classification is exposed to indoor and outdoor environments with varying noise levels and weather conditions, and direct exposure to combative or hostile individuals or groups.

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally standing for extended periods of time; running; walking over rough or uneven surfaces; climbing stairs; bending at the waist, kneeling or crouching; hearing and speaking to exchange in Information.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social illegal and violent behavior, contact with dissatisfied or abusive individuals.

DISTINGUISHING CHARACTERISTICS

A Campus Security Officer provides for the safety of students, visitors and personnel by guarding campus entry, enforcing regulations and protocols, and patrolling buildings, grounds and other district properties. A Campus Monitor maintains campus safety by monitoring and directing students during classroom and non-classroom activities before, during, and after school hours.

REVISED:

October 10, 2009

June 14, 2016

December 11, 2019

PROPOSED October 9, 2024



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 560709

CAMPUS SECURITY OFFICER

BASIC FUNCTION

Under direct supervision, provide for the safety of students, staff, and personal property at an assigned District location; enforce State laws and school and District rules and regulations.

MINIMUM QUALIFICATIONS

EDUCATION:

A high school diploma or recognized equivalent.

EXPERIENCE:

One (1) year of professional experience in the field of law enforcement or security.

ADDITIONAL REQUIREMENTS/INFORMATION:

- A valid California Driver License and the availability of private transportation or the ability to obtain transportation between job sites is required
- Valid First Aid/AED Certificate and CPR Certificate
- Completion of SB 390 training and certification in accordance with Education Code 38001.5 (Senate Bill No. 390)
- Experience working with students in a school setting is highly desirable

REPRESENTATIVE DUTIES

- Guard campus entry points to maintain security of buildings, grounds and facilities
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- Inform District site of observed unusual activities or behavior, unauthorized intruders, equipment malfunctions, and hazardous or unexpected conditions
- Provide information and directions to visitors
- Write a variety of descriptive reports and maintain logs in order to document incidents and day-to-day activities
- Survey school campus and district property to inspect for vandalism, illegal entry, theft, or fire

- Control crowds at campus events including but not limited to dances, musical performances, theater productions, athletic events, and testing sessions
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REVISED:

October 10, 2009

June 14, 2016

December 11, 2019

PROPOSED October 9, 2024

IV. Commissioner Training/Briefing:

V. Discussion Items:

VI. Information Items:

Open Requisitions (10/02/2024)

Req Number	Req Title	Department	Position Type	FTE
25-040	ADMINISTRATIVE ASSISTANT	LINCOLN MIDDLE SCHOOL	Vac	100
24-167	AUDIENCE SERVICES COORDINATOR	FACILITY USE DEPARTMENT	Vac	50
24-175	BUS DRIVER	TRANSPORTATION	Vac	87.5
24-101	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-102	CAFETERIA WORKER I	FS - SANTA MONICA HIGH	New	43.75
24-168	CAFETERIA WORKER I	MALIBU HIGH SCHOOL	Vac	37.5
24-196	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	Vac	37.5
25-032	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	50
25-033	CAFETERIA WORKER I	FOOD & NUTRITION SERVICES	Vac	62.5
25-043	CAFETERIA WORKER I	FS - WILL ROGERS	Vac	37.5
25-044	CAFETERIA WORKER I	FS - FRANKLIN	Vac	37.5
24-110	CAFETERIA WORKER II	SANTA MONICA HIGH SCHOOL	Vac	87.5
23-140	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	12.5
23-168	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
23-198	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	25
23-223	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	Vac	25
24-048	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-073	CAMPUS MONITOR	WEBSTER ELEMENTARY SCHOOL	Vac	25
24-080	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
24-138	CAMPUS MONITOR	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5
25-028	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	0.22
25-034	CAMPUS MONITOR	GRANT ELEMENTARY SCHOOL	Vac	0.19
25-035	CAMPUS MONITOR	MCKINLEY ELEMENTARY SCHOOL	Vac	0.04
25-036	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25
25-054	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	Vac	28.13
25-055	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	Vac	25

22-038	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
22-039	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75
25-012	CHILDREN'S CENTER ASSISTANT-2	CDS - LINCOLN	Vac	43.75
24-187	DIRECTOR, PURCHASING	PURCHASING/WAREHOUSE	Vac	100
24-135	DIRECTOR-TRANSPORTATION SERVICES	TRANSPORTATION	Vac	100
25-024	FACILITY USE MANAGER	FACILITY USE DEPARTMENT	Vac	100
22-243	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	43.75
24-115	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-170	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-171	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-172	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-173	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5
24-151	INSTRUCTIONAL ASSISTANT-CLASSROOM	MALIBU ELEMENTARY SCHOOL	New	37.5
24-027	INSTRUCTIONAL ASSISTANT-MUSIC	SANTA MONICA HIGH SCHOOL	Vac	37.5
22-177	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50
25-037	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	JOHN ADAMS MIDDLE SCHOOL	Vac	87.5
22-195	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
22-237	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
22-272	PARAEDUCATOR-1	CDS - LINCOLN	Vac	50
22-287	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75
23-039	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75

23-085	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-099	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
23-115	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
23-121	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-133	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75
23-154	PARAEDUCATOR-1	MALIBU ELEMENTARY SCHOOL	Vac	75
23-158	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-172	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	Vac	75
23-173	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
23-174	PARAEDUCATOR-1	WEBSTER ELEMENTARY SCHOOL	Vac	75
23-182	PARAEDUCATOR-1	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-194	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-205	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-206	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
23-207	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
23-231	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
24-002	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-006	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
24-007	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-008	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
24-038	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
24-088	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
24-093	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	75
24-104	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	New	75
24-105	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
24-130	PARAEDUCATOR-1	CDS - LINCOLN	Vac	56.25
25-003	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75

25-004	PARAEDUCATOR-1	WILL ROGERS LEARNING ACADEMY	Vac	75
25-005	PARAEDUCATOR-1	CDS - WILL ROGERS	Vac	56.25
25-006	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	75
25-007	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-008	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-013	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	New	75
25-014	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	New	75
25-015	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75
25-016	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-041	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	New	75
25-050	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75
24-094	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	Vac	81.25
25-017	PARAEDUCATOR-2	LINCOLN MIDDLE SCHOOL	Vac	93.75
22-141	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-186	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	Vac	75
22-250	PARAEDUCATOR-3	SMASH (ALTERNATIVE) SCHOOL	Vac	75
23-048	PARAEDUCATOR-3	MALIBU ELEMENTARY SCHOOL	New	75
23-155	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-010	PARAEDUCATOR-3	MALIBU HIGH SCHOOL	Vac	75
24-078	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	New	75
24-083	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	New	75
24-089	PARAEDUCATOR-3	GRANT ELEMENTARY SCHOOL	Vac	75
24-106	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-108	PARAEDUCATOR-3	ROOSEVELT ELEMENTARY SCHOOL	New	75
24-153	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	New	75
25-030	PARAEDUCATOR-3	WILL ROGERS LEARNING ACADEMY	Vac	75
25-051	PARAEDUCATOR-3	MCKINLEY ELEMENTARY SCHOOL	Vac	75
25-052	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	Vac	75

24-134	SENIOR BUYER	PURCHASING/WAREHOUSE	New	100
24-166	SENIOR OFFICE SPECIALIST	MALIBU HIGH SCHOOL	Vac	100
25-049	SPORTS FACILITY ATTENDANT	LINCOLN MIDDLE SCHOOL	Vac	75
23-218	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	50
25-031	TECHNICAL THEATER TECHNICIAN	FACILITY USE DEPARTMENT	Vac	100
25-038	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	Vac	100
23-088	VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100

Filled Requisitions (10/2/2024)

Req Number	Req Title	Department	Date of Accepted Job Offer
24-195	BUS DRIVER	TRANSPORTATION	9/17/2024
24-133	CAFETERIA WORKER I	LINCOLN MIDDLE SCHOOL	9/26/2024
23-227	CAMPUS MONITOR	WILL ROGERS LEARNING ACADEMY	9/16/2024
25-026	CAMPUS MONITOR	ROOSEVELT ELEMENTARY SCHOOL	9/27/2024
25-045	CAMPUS MONITOR	EDISON LANGUAGE ACADEMY	9/26/2024
25-053	CUSTODIAN	OPERATIONS	9/12/2024
25-046	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	10/1/2024
25-047	INSTRUCTIONAL ASSISTANT-CLASSROOM	ROOSEVELT ELEMENTARY SCHOOL	10/1/2024
25-048	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	10/1/2024
23-171	PARAEDUCATOR-1	SANTA MONICA HIGH SCHOOL	9/27/2024
25-002	PARAEDUCATOR-1	CDS - ADAMS	9/27/2024
24-017	PARAEDUCATOR-2	SANTA MONICA HIGH SCHOOL	9/27/2024
25-009	PARAEDUCATOR-3	FRANKLIN ELEMENTARY SCHOOL	9/26/2024
25-010	PARAEDUCATOR-3	LINCOLN MIDDLE SCHOOL	9/26/2024
23-102	SPEECH LANGUAGE PATHOLOGY ASSISTANT	SPECIAL EDUCATION	10/1/2024
24-120	TECHNICAL THEATER COORDINATOR	FACILITY USE DEPARTMENT	10/1/2024

**Classified Personnel – Merit
9/19/24**

NEW HIRES

		<u>EFFECTIVE DATE</u>
Hurtado, Marisa Malibu ES	Campus Monitor 2 Hrs/SY/Range: 15 Step: D	9/3/24
Khier, Safaa FNS-Roosevelt ES	Cafeteria Worker I 3 Hrs/10 Mo/Range: 17 Step: C	9/3/24
Nicholson, Sandra Lincoln MS	Senior Office Specialist 8 Hrs/10 Mo/Range: 29 Step: A	9/4/24

TEMP/ADDITIONAL ASSIGNMENTS

Ford, Nedra Human Resources	Human Resources Specialist [overtime; Human Resources projects]	8/1/24-6/30/25
Quiroz, Timothy Facility Use	Production Kitchen Coordinator [overtime; Facility Use events support]	8/1/24-6/30/25
Rodriguez, Maria Facility Use	Custodian [overtime; Facility Use events support]	7/1/24-6/30/25

PROFESSIONAL GROWTH

		<u>EFFECTIVE DATE</u>
Esquivias, Norma Facility Use	Senior Office Specialist	9/1/24
Flores, Victoria Special Ed-Santa Monica HS	Paraeducator 3	9/1/24
Graves, Mckenzi Special Ed-Grant ES	Paraeducator 1	9/1/24
Ruiz, Alyssa Grant ES	Instructional Assistant - Classroom	9/1/24
Ruiz, Juliana Operations-Grant ES	Custodian	9/1/24

LEAVE OF ABSENCE (UNPAID)

		<u>EFFECTIVE DATE</u>
Ramos, Margaret Lincoln MS	Instructional Assistant-Bilingual Personal	8/19/24-1/1/25

WORKING OUT OF CLASS

		<u>EFFECTIVE DATE</u>
Dela Paz, Luzviminda Facility Improvement Projects	Accountant From: Accounting Technician Revised from BOE 9-5-24:8/3/24-8/31/24	8/2/24-8/31/24

RESIGNATION

		<u>EFFECTIVE DATE</u>
Morales, Carmela FNS-Franklin ES	Cafeteria Worker I	8/27/24

Classified Personnel – Non-Merit
9/19/24

TECHNICAL SPECIALIST – LEVEL I

Levine, Macklin	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	9/3/24-6/12/25
Sabbah, Marah	Student Services [MSW Intern] - Funding: LCAP-LCFF Supplemental Grant	8/28/24-6/12/25

TECHNICAL SPECIALIST – LEVEL II

Smith, Caitlin	SMASH [Dream String Orchestra Instructor] - Funding: VSS: Stretch Grant	9/6/24-5/29/25
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**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2024 – 2025**

Date	Time	Location	Notes
2024			
July 10, 2024	4:30 p.m.	Board Room – District Office	
August 20, 2024 August 14, 2024	4:30 p.m.	Board Room – District Office	
September 18, 2024 September 11, 2024	4:30 p.m.	Testing Room – District Office	
October 9, 2024	4:30 p.m.	Board Room – District Office	
November 13, 2024	4:30 p.m.	Board Room – District Office	
December 11, 2024	4:30 p.m.	Board Room – District Office	
2025			
January 8, 2025	4:30 p.m.	Board Room – District Office	
February 12, 2025	4:30 p.m.	Board Room – District Office	
March 12, 2025	4:30 p.m.	Board Room – District Office	
April 9, 2025	4:30 p.m.	Board Room – District Office	Budget – First Reading
May 14, 2025	4:30 p.m.	Board Room – District Office	Budget – Public Hearing and Adoption
June 11, 2025	4:30 p.m.	Board Room – District Office	

SMMUSD Board of Education Meeting Schedule **2024-25**

Closed Session begins at 4:30 p.m. (subject to change)

Public Meetings begin at 5:30 p.m. (subject to change)

Meeting Date	Meeting Location	Meeting Format		Additional Notes
		"A"	"B"	
7/24/24 (W) 7/18/24 (Th)	DO & Zoom	X		
8/1/24 (Th)	DO & Zoom	X		
8/15/24 (Th)	DO & Zoom		X	
9/5/24 (Th)	DO & Zoom	X		
9/11/24 (W)	DO & Zoom			Special Meeting: 2023-24 Unaudited Actuals Note: Wednesday
9/19/24 (Th)	DO & Zoom		X	
10/10/24 (Th)	DO & Zoom	X		
10/24/24 (Th)	DO & Zoom		X	
11/7/24 (Th)	DO & Zoom	X		
11/21/24 (Th)	DO & Zoom		X	
12/12/24 (Th)	DO & Zoom			Special meeting, 2024-25 1 st Interim Budget
12/19/24 (Th)	DO & Zoom	X		
1/23/25 (Th)	DO & Zoom	X		
2/6/25 (Th)	DO & Zoom	X		
2/20/25 (Th)	DO & Zoom		X	
3/6/25 (Th)	DO & Zoom	X		
3/13/25 (Th)	DO & Zoom			Special Meeting: 2024-25 2 nd Interim Budget
3/19/25 (W)	DO & Zoom		X	Note: Wednesday
4/3/25 (Th)	DO & Zoom	X		
5/1/25 (Th)	DO & Zoom	X		
5/15/25 (Th)	DO & Zoom		X	
6/5/25 (Th)	DO & Zoom	X		
6/18/25 (W)	DO & Zoom			Special Meeting: 2025-26 Public Hearings for Budget and LCAP
6/26/25 (Th)	DO & Zoom		X	

Locations marked "DO & Zoom" will be held at the district office and via Zoom webinar.

Locations marked "M" will be at a location in Malibu TBD.

Format A meetings have a section for communication updates from student board members, union leaders, and the PTA Council President.

VII. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Public Employee Performance Evaluations: Director – Classified Personnel	Closed Session	November 13, 2024

VIII. Next Regular Personnel Commission Meeting:

Wednesday, November 13, 2024, at 4:30 p.m. – *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director - Classified Personnel

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

XI. Adjournment: