



**PERSONNEL COMMISSION MEETING
AGENDA**

April 10, 2018

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, April 10, 2018**, the **District Administrative Offices**: 1651 16th 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 April 10, 2018

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

April 10, 2018

PERSONNEL COMMISSIONERS: Barbara Inatsugu, Lisa Jenkins, and Julie Waterstone.

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, April 10, 2018**, at **4:30 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:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Report from Closed Session

G.05 Approval of Agenda for Regular Meeting on April 10, 2018

G.06 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to the 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.07 Personnel Commissioner Comments/Reports:
 This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.08 Communications:
 The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.09 Public Comments:
 Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

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

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

<u>Classification</u>	<u># Eligibles</u>
Children's Center Assistant	2
Electrician	1
Health Office Specialist	1
Instructional Assistant - Bilingual	3
Paraeducator	11
Senior Office Specialist	14

C.02 Advanced Step Placement: Sami Reilly
 in the classification of Senior Office Specialist at Range A-25, Step C

C.03 Advanced Step Placement: Dawn Lee
 in the classification of Paraeducator 1 at Range A-20, Step D

C.04 Advanced Step Placement: Amber Purdy
 in the classification of Paraeducator 1 at Range A-20, Step B

C.05 Advanced Step Placement: Piryanka Kothari
in the classification of Paraeducator 1 at Range A-20, Step B

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Classification Revision: Human Resources Technician

IV. DISCUSSION ITEMS:

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

D.01 Proposed Budget – Personnel Commission Fiscal Year 2018/19 - First Reading

V. COMMISSIONER TRAINING/BRIEFING:

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

- No Training

VI. INFORMATION ITEMS:

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

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel - Merit Report No. VI.D.2. (for SMMUSD School Board Agenda)
 - March 15, 2018
- I.05 Classified Personnel - Non-Merit Report - No. VI.D.3.
 - March 15, 2018
- I.06 Personnel Commission's Twelve-Month Calendar of Events
 - 2017 – 2018
- I.07 Board of Education Meeting Schedule
 - 2017 - 2018

VII. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Adoption of Budget - Fiscal Year 2018-2019	Second Reading	May 2018
Classified Employees Appreciation Reception		May 16, 2018

VIII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, May 8, 2018, 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:

- 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:

Clare Caldera
Secretary to the Personnel Commission
Interim 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
Barbara Inatsugu						
Lisa Jenkins						
Julie Waterstone						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, April 10, 2018

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Sami Reilly

Hire Date: 3/1/2018

ASP Request Submitted: 3/9/2018

BACKGROUND INFORMATION:

Classification Title: Senior Office Specialist	Employee: Sami Reilly	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> High school diploma or recognized equivalent. 	<ul style="list-style-type: none"> Sami Reilly meets the education requirement. 	0 level of education above the required level = <u>0</u> Step Advance
Experience: <ul style="list-style-type: none"> Two or more years of varied office support experience. 	<ul style="list-style-type: none"> Sami Reilly exceeds the experience requirement. She has 20 years of office support experience. 	2+ (2-year periods) of experience above the required level = <u>2</u> Step Advance (Max. allowed)
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Ms. Reilly's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-25 at Step A is \$16.07/hour, while Step C is \$17.71/hour. The gross difference in pay is an approximate increase of \$1.64 per hour, \$284.52 per month, or \$2,289.17 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment).

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Sami Reilly at Range A-25, Step C on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Lisa Jenkins							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, April 10, 2018

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Dawn Lee

Hire Date: 01/08/2018

ASP Request Submitted: 02/11/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Dawn Lee	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <p><u>Must have a high school diploma or its recognized equivalent and ONE of the following:</u></p> <ul style="list-style-type: none"> • Completed 48 units at an institution of higher learning; OR • Obtained an Associate's (or higher) degree; • 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 • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Dawn has a Bachelor's degree in Psychology with Biology and Chemistry minors as well as a Master's degree in International Management-Business • Dawn has over ten years of experience working with students, including experience working with individuals with special needs. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>2+ (2-year periods) of experience above the required level =2 Step Advance (Max. allowed)</p>
<p>Total Advanced Steps: 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D</p>		

DIRECTOR'S COMMENTS:

Ms. Lee's education and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step D is \$16.47/hour. The gross difference in pay is an approximate increase of \$2.24 per hour, \$291.75 per month, or \$2,545.50 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment).

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Dawn Lee at Range A-20, 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
Julie Waterstone						
Barbara Inatsugu						
Lisa Jenkins						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, April 10, 2018

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Amber Purdy

Hire Date: 02/07/2018

ASP Request Submitted: 03/20/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Amber Purdy	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent and 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; • 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 • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Ms. Purdy has a Bachelor's degree in Sociology and Human Development. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>0 (2-year periods) of experience above the required level =0 Step Advance</p>
<p>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</p>		

DIRECTOR'S COMMENTS:

Ms. Purdy's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The gross difference in pay is an approximate increase of \$0.72 per hour, \$93.00 per month, or \$558.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment).

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Amber Purdy at Range A-20, 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
Julie Waterstone						
Barbara Inatsugu						
Lisa Jenkins						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, April 10, 2018

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Priyanka Kothari

Hire Date: 01/16/2018

ASP Request Submitted: 01/29/2018

BACKGROUND INFORMATION:

Classification Title: Paraeducator-1	Employee: Priyanka Kothari	Calculation of Advanced Step Recommendation
<p><u>Education and Experience:</u></p> <p>Must have a high school diploma or its recognized equivalent and 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; • 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 • Have at least six (6) months experience working with individuals with special needs 	<ul style="list-style-type: none"> • Priyanka has a Bachelor's degree in Business as well as a Master's Degree in Accountancy. 	<p>1 level of education above the required level =1 Step Advance (Max. allowed)</p> <p>0 (2-year periods) of experience above the required level =0 Step Advance</p>
<p><u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP B</u></p>		

DIRECTOR'S COMMENTS:

Ms. Kothari's educational experience exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$14.23/hour, while Step B is \$14.94/hour. The gross difference in pay is an approximate increase of \$.72 per hour, \$93.00 per month, or \$558.00 per year. (Note: Refer to the Advance Step Placement Fiscal Impact report for the FTE and months of the employee's assignment).

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Priyanka Kothari at Range A-20, 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
Julie Waterstone						
Barbara Inatsugu						
Lisa Jenkins						

III. Action Items:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Lisa Jenkins							
Julie Waterstone							



PERSONNEL COMMISSION

Regular Meeting: Tuesday, April 10, 2018

AGENDA ITEM NO: III.A.01

Classification Description Revision: Human Resources Technician

BACKGROUND INFORMATION:

A Human Resource Technician (HR Tech) performs duties in support of the district's Human Resources or Personnel Commission department. There is currently one vacancy in the Human Resources department and a PC form has been submitted to fill the position. In preparing to open the recruitment, it was noted that revisions to the job description have not gone to the Personnel Commission for approval since 1999.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Reviewed the classification description with the Director of Human Resources.
- Gathered and compared job descriptions for comparable positions from similar agencies.
- Collected input from incumbent HR Technicians.

DISCUSSION:

The bulk of the revisions were made in order to clarify, consolidate and otherwise “clean-up” the class specification. No significant changes were made to the minimum education or experience requirements, although wording was revised for clarification and desirable qualifications were added.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve the revisions to the Human Resources Specialist classification description as provided.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Julie Waterstone							
Lisa Jenkins							



CLASSIFICATION DESCRIPTION
BARGAINING UNIT: SEIU LOCAL 99
CLASS CODE: 541130
SALARY RANGE: A-31

HUMAN RESOURCES TECHNICIAN

BASIC FUNCTION:

Under general supervision, organizes, coordinates and administers employment—related activities/functions in support of certificated and/or classified personnel.; Performs a variety of technical and clerical duties related to recruitment and selection, employment processing, position allocation, database maintenance and special department projects. prepares, reviews and distributes personnel records; assists in completing various personnel studies and reports; and performs other related work as necessary.

MINIMUM QUALIFICATIONS:

EDUCATION:

Educational attainment equivalent to high school graduation diploma or recognized equivalent. College-level coursework and/or certification in human resources, public administration, or office management is desirable.

EXPERIENCE:

Three (3) or more years of clerical progressively responsible experience, performing technical and clerical support duties, preferably in a human resources or personnel office. including some personnel-related experience.

REPRESENTATIVE DUTIES:

1. Coordinates and administers all stages of the employment selection and/or onboarding process.
2. Prepares, revises and modifies job postings; screens applications according to minimum qualifications; organizes and schedules examinations; obtains qualified subject matter experts to serve on rating panels.
3. Manages substitute assignments for school sites; maintains substitute databases; reconciles discrepancies between substitute time sheets and payroll reports.
4. Processes new employees; enters personal data in system, fingerprints individuals and sends notification of clearance.
5. Proctors examinations and participates in briefing and debriefing rating panels.
6. Prepares and sends internal and external correspondence; responds to inquiries on basic personnel procedure; assists employees and candidates at department front counter.
7. Monitors and maintains active eligibility lists; maintains and updates re-instatement, re-employment, transfer, seniority, and other department forms and lists.
8. Completes employment verifications and responds to claims of unemployment.
9. Participates in the planning, coordination and accomplishment of department events, activities and special projects.
10. Trains and provides technical direction to substitute clerical staff and temporary student workers or interns.
11. Performs related duties as assigned.

1. ~~Writes, advertises, posts and mails job bulletins; screens applications for minimum qualifications; enters applicant information in database.~~
2. ~~Schedules and coordinates testing processes and employment examinations; obtains raters for testing panels and arranges interviews involving employees.~~
3. ~~Notifies hiring representatives and reviews test and interview results; conducts reference checks to obtain additional candidate information; establishes and maintains viable eligibility lists for continuous testing.~~
4. ~~Answers questions regarding open positions, applications procedures, testing procedures and job application and salary practices.~~
5. ~~Assists in coordinating New Employee Orientation, In-Service Training, and other personnel activities.~~
6. ~~Processes new employees, making sure that all required information is complete, including credentials, certifications, transcripts and employment verifications.~~
7. ~~Maintains job hotline and updates job listings.~~
8. ~~Assists in performing job analyses and salary surveys.~~
9. ~~Participates in job fairs and related activities.~~
10. ~~Prepares correspondence related to employment, selection procedures and interview results; maintains forms and databases.~~
11. ~~Assigns and monitors substitute assignments at school sites; establishes and maintains re-instatement, re-employment, transfer, and seniority lists.~~
12. ~~Orders supplies and promotional materials.~~
13. ~~Responds to employee questions regarding basic personnel procedures.~~
14. ~~Trains and provides technical direction to substitute clerical staff and temporary Student Workers or interns.~~
15. ~~Completes special projects.~~

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:

Direct supervision is received from a certificated or classified manager. Work direction may be given to substitute clerical staff, temporary student workers and/or interns.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Personnel and office administration practices.
- ~~Employment and compensation procedures and records systems.~~
- Fair employment and testing practices.
- Merit system practices principles and/_or teacher credential requirements.
- ~~Statistical methods.~~
- ~~Interviewing techniques.~~
- ~~Basic math.~~
- Proper English grammar language usage including grammar and punctuation.
- Customer service principles and- best practices techniques.
- Office filing and record keeping techniques.

ABILITY TO:

- Operate a personal computer to and utilize word processing and spreadsheet applications.
- ~~Utilize applicant tracking system~~
- Research and request ~~personnel~~ information from internal and external sources.
- Compile, tabulate, and analyze ~~organize and integrate~~ data from multiple sources.
- Work independently with minimal supervision.
- Prioritize workload and meet competing deadlines.
- ~~Schedule, organize, and complete work in accordance with deadlines.~~
- Perform routine mathematical calculations with speed and accuracy.
- Train and or provide technical direction to ~~temporary staff~~ others.
- Maintain confidentiality of personnel information.
- Communicate effectively both orally and in writing. ~~with school site staff, District payroll, finance, and business services staff, outside agency personnel, and the general public.~~
- ~~Demonstrate flexibility and respond to changing requirements and job assignments.~~
- Work cooperatively with others.

WORKING CONDITIONS:

ENVIRONMENT:

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

PHYSICAL DEMANDS:

~~This is primarily a sedentary classification and the employee works in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The employee interfaces with school site staff, District payroll, finance, and business services staff, outside agency personnel, and the general public in assisting with the employment function, resolving discrepancies, explaining District policies, school practices, and department procedures, and requesting and providing information.~~

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

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, April 10, 2018

AGENDA ITEM NO: IV.D.01

SUBJECT: Proposed Budget – Personnel Commission FY 2018-2019 – First Reading

BACKGROUND INFORMATION:

Attached is the Personnel Commission's FY 2018-2019 proposed budget for a first reading. In accordance with Education Code Section §45253, "the Personnel Commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district." The budget shall be prepared for a public hearing by the Commission to be held no later than May 30, 2018. (Please see the attached Proposed Budget).

At a preliminary budget meeting with District Administrators, the District tentatively agreed to the proposed budget with consideration for base salary increases and changes to benefits that will take place. It is worth noting that the District business and fiscal leadership have been very collaborative and helpful throughout the preliminary budget planning process, which is greatly appreciated by the Director of Classified Personnel.

The second reading, which includes a public hearing and adoption, will be held at the Personnel Commission meeting on May 8, 2018.

Attached to this item is a document that was previously created for the Merit System Training Series. It contains information on the budget approval and adoption process, the role and authority of the Personnel Commission and Board of Education, and references to Ed Code and the Merit Rules.



PERSONNEL COMMISSION

Merit System Workshop

	PC Budget Authority and Process
	<ul style="list-style-type: none"> • The PC shall prepare a proposed budget for approval by the County Superintendent • The PC shall conduct a public hearing on its proposed budget by May 30 each year and consider feedback from all before approving the proposal • If not approved by the County Superintendent, the previous year approved budget amount will serve as the proposed budget amount
	<ol style="list-style-type: none"> 1) Education Code - 45253 2) Merit Rules - 2.4.1

Procedure for PC Budget Approval at SMMUSD

1. The Director meets with the Assistant Superintendent of Business and the Director of Fiscal Services in February or March to discuss options and limitations related to the following fiscal year budget.
2. The Director prepares a proposed budget for the following fiscal year to be submitted to the Commission.
3. The PC holds a **PRELIMINARY BUDGET REVIEW** at its April PC meeting to discuss the initial proposed budget. [Merit Rule 2.4.1.A]
4. The PC holds an official **PUBLIC HEARING** on the proposed budget at its May PC meeting. [Merit Rule 2.4.1.B]
 - a. The Board and District administrators are invited to attend the public hearing to provide feedback. [Merit Rule 2.4.1.B]
 - b. Prior to approval of the proposed budget, the PC will fully consider feedback from the Board or other concerned persons. [Merit Rule 2.4.1.C]
5. Following the public hearing, the **PC APPROVES OR AMENDS** the budget proposed by the Director.
6. After approval by the PC, the proposed budget package is **SUBMITTED TO COUNTY SUPERINTENDENT** at LACOE for final approval. [Merit Rule 2.4.1.D]
7. The County Superintendent approves or rejects the proposed budget.
 - a. If Approved: the approved budget document is sent back to SMMUSD for adoption by the Board. [Merit Rule 2.4.1.E]
 - b. If Rejected: a public hearing is arranged by LACOE at SMMUSD within 30 days of the submission date. The proposed budget is ultimately amended with approval from the PC or rejected without approval from the PC. If the proposed budget is not approved, the previous year approved budget amount will serve as the proposed budget amount. [Education Code 45253.C]

SEE LEGAL BREAKDOWN ON FOLLOWING PAGE

LEGAL VERBIAGE	PRACTICAL INTERPRETATION
<p>Education Code 45253 - Budget; personnel commission; hearings; adoption or rejection; amendments</p> <p>(a) The commission shall prepare an annual budget for its own office which, upon the approval of the county superintendent of schools, shall be included by the governing board in the regular budget of the school district. The annual budget of the commission may include amounts for the purposes of Section 45255 [Expenditure of funds for staff training].</p> <p>(b) The budget shall be prepared for a public hearing by the commission to be held not later than May 30 of each year, or at a date agreed upon between the governing board and the personnel commission to coincide with the process of adoption of the school district budget. The commission shall forward a copy of its proposed budget to the governing board indicating the time, date and place for the public hearing of the budget and shall invite board and district administration representatives to attend and present their views. The commission shall fully consider the views of the governing board prior to adoption of its proposed budget. The commission shall then forward its proposed budget to the county superintendent of schools for action.</p> <p>(c) If the county superintendent of schools proposes to reject the budget as submitted by the commission of a school district, he or she shall, within 30 days after the commission's submission of the budget, hold a public hearing on the proposed rejection within the affected district. He or she shall have informed both the commission and the governing board of the date, time and place of the hearing. He or she may after the public hearing either reject, or, with the concurrence of the commission, amend the proposed budget. In the absence of agreement between the personnel commission and the county superintendent, the budget of the preceding year shall determine the amount of the new budget, and the items of expenditure shall be determined by the commission.</p>	<ul style="list-style-type: none"> • The PC shall prepare its own departmental budget to be included in the District's regular budget after approval by the county superintendent. • The PC budget may include funding for staff development • The PC shall conduct a public hearing regarding its budget by May 30th each year. • The PC shall invite Board members and District administrators to express feedback on the budget. • The PC shall approve and submit its proposed budget to the county superintendent. • If the county superintendent REJECTS the proposed budget, he/she shall hold a public hearing at SMMUSD within 30 days after submission. • After the public hearing, he/she shall either reject or amend the proposed budget. • If there is no agreement, the budget of the previous year will serve as the proposed budget.

2018-2019 Personnel Commission Proposed Budget

Object Code	Expenditure by Object	2016-2017	2017-2018		2018-2019	Change from 17-18 Proposed \$+/-
		Actual (dollars only)	Proposed (dollars only)	Expected (dollars only)	Proposed (dollars only)	
2000	Classified Salaries	378,202	436,899	429,500	432,700	-4,199
2300	Director	112,134	124,459	122,000	112,134	-12,325
2317	Supervisors (Analyst)	61,526	80,180	76,000	79,262	-918
2319	Commission Members (3)	1,750	1,800	1,500	1,800	0
2410	HR Technicians/Admin. Assistant	200,435	227,960	228,000	237,504	9,544
2430	Clerical Hourly	2,357	2,500	2,000	2,000	-500
3000	Employee Benefits*	151,302	185,505	170,000	195,967	10,462
3212	Public Employee Retirement System	44,208	56,846	57,000	68,788	11,942
3312	Social Security	23,651	27,007	27,000	27,104	97
3332	Medicare	5,541	6,316	6,300	6,339	23
3412	Health/Welfare	58,595	73,120	57,000	69,365	-3,755
3512	Unemployment Insurance	191	218	200	219	1
3612	Workers Compensation	14,385	16,553	16,000	17,487	934
3712	Other Post-Employment Benefits	4,731	5,445	5,300	5,465	20
3912	Cash in Lieu	0	0	1,200	1,200	1,200
4000	Supplies and Equipment	6,359	10,000	4,768	10,000	0
4310	General Supplies and Materials	3,181	5,000	4,205	5,000	0
4400	Non-Capitalized Equipment	3,178	5,000	563	5,000	0
5000	Operating Expenses	13,394	20,300	12,247	18,200	-2,100
5210	Mileage Reimbursement	188	200	190	200	0
5220	Conference/Travel Expense	798	2,000	800	1,500	-500
5300	Dues and Memberships	1,916	900	900	900	0
5640	Repair by Vendor	0	200	0	200	0
5650	Maintenance Agreement	367	350	352	350	0
5710	Direct Cost Transfer-Intrafund	1,075	1,500	784	1,500	0
5802	Independent Contractors/Consultant	0	2,000	0	1,500	-500
5810	Advertising	0	2,000	0	1,000	-1,000
5890	Other Operating Expenses	9,050	11,000	9,221	11,000	0
5910	Postage and Postage Meters	0	150	0	50	-100
6000	Equipment	0	0	0	0	0
	2000-3000 Subtotal	529,504	622,404	599,500	628,667	6,263
	4000-6000 Subtotal	19,753	30,300	17,015	28,200	-2,100
	TOTAL	549,257	652,704	616,515	656,867	4,163

*Employee Benefit rates are from 2017-18, and were the only figures available as of 04/06/18. Updated rates for 2018-19 will be presented at the 04/10/18 Personnel Commission meeting.

V. **Commissioner Training/Briefing:**

VI. Information Items:

Advanced Step Placement Fiscal Impact Report

	PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Months	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1
2017-18											
1	8/8/2017	Vehicle & Equipment Mechanic	A	36	A	B	100.00%	12	\$1.04	\$180.09	\$1,080.56
2	9/12/2017	IA - Classroom	A	18	B	D	37.50%	10	\$1.46	\$94.79	\$947.86
3	10/24/2017	Paraeducator-1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
4	10/24/2017	Education Data Specialist	A	49	A	E	100.00%	12	\$6.22	\$1,077.74	\$11,432.57
5	11/14/2017	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
6	11/14/2017	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
7	12/19/2017	LVN	A	34	C	E	87.50%	10	\$2.27	\$344.75	\$3,447.50
8	12/12/2017	Accounting Technician	A	31	A	C	100.00%	12	\$1.91	\$331.00	\$2,997.82
9	12/19/2017	Physical Activities Specialist	A	26	A	C	75.00%	10	\$1.69	\$219.44	\$1,763.90
10	12/19/2017	Custodian	A	24	A	C	100.00%	12	\$1.61	\$279.43	\$2,537.57
11	1/16/2018	Senior Office Specialist	A	25	A	D	50.00%	10	\$2.52	\$218.50	\$1,907.00
12	1/16/2018	Director, Purchasing	M	59	A	E	100.00%	12	\$9.54	\$1,653.00	\$19,836.00
13	1/16/2018	Paraeducator	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
14	2/13/2018	Director-Fiscal and Business Services	M	68	A	C	100.00%	12	\$5.67	\$982.00	\$11,784.00
15	2/13/2018	Occupational Therapist	A	61	A	C	100.00%	10	\$3.97	\$687.76	\$5,537.59
16	2/13/2018	Administrative Assistant	A	31	A	C	100.00%	10	\$1.91	\$331.00	\$2,660.54
17	2/13/2018	Director – Food Services	M	59	A	B	100.00%	12	\$2.22	\$384.00	\$4,608.00
18	2/13/2018	Elementary Library Coordinator	A	26	A	B	75.00%	10	\$0.83	\$107.62	\$645.75
19	2/13/2018	IA - Classroom	A	18	B	E	37.50%	10	\$2.24	\$145.76	\$1,457.62
20	2/13/2018	Paraeducator 1	A	20	A	B	62.50%	10	\$0.72	\$77.50	\$465.00
21	3/13/2018	IA - Classroom	A	18	B	C	37.50%	10	\$0.72	\$46.51	\$465.09
22	4/10/2018	Senior Office Specialist	A	25	A	C	100.00%	10	\$1.64	\$284.52	\$2,289.17
23	4/10/2018	Paraeducator 1	A	20	A	D	75.00%	10	\$2.24	\$291.75	\$2,545.50
24	4/10/2018	Pareducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
25	4/10/2018	Paraeducator 1	A	20	A	B	75.00%	10	\$0.72	\$93.00	\$558.00
									2017-18 TOTAL		\$48,177.60

Open Requisitions (4/05/2018)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/2015
17-038	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/29/2016
17-209	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	5/19/2017
18-008	BILINGUAL COMMUNITY LIAISON (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	100	7/13/2017
18-016	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	JOHN ADAMS MIDDLE SCHOOL	Vac	37.5	7/13/2017
18-032	SENIOR OFFICE SPECIALIST	ADULT EDUCATION CENTER	New	60	7/25/2017
18-040	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	8/10/2017
18-048	CHILDREN'S CENTER ASSISTANT-1, 2 & 3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017
18-049	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	1/12/2018
18-050	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/24/2017
18-061	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	8/30/2017
18-062	HEALTH OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	New	37.5	9/1/2017
18-064	INSTRUCTIONAL ASSISTANT-MUSIC	LINCOLN MIDDLE SCHOOL	Vac	37.5	9/1/2017
18-065	CUSTODIAN	M & O (Maintenance & Operations)	Vac	100	9/8/2017
18-068	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	9/11/2017
18-073	SENIOR OFFICE SPECIALIST	PT DUME ELEMENTARY SCHOOL	Vac	50	9/15/2017
18-074	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	New	43.75	9/26/2017
18-075	CHILDREN'S CENTER ASSISTANT-1	CHILD DEVELOPMENT SERVICES	Vac	43.75	9/26/2017

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
18-076	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	New	43.75	1/8/2018
18-077	PARAEDUCATOR-3	SPECIAL EDUCATION	Vac	75	9/27/2017
18-109	BILINGUAL COMMUNITY LIAISON (SPANISH)	MCKINLEY PRESCHOOL	Vac	100	11/15/2017
18-115	CAFETERIA WORKER II	FOOD & NUTRITION SERVICES	Vac	50	11/4/2017
18-117	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	New	37.5	11/29/2017
18-119	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	12/11/2017
18-120	CHILDREN'S CENTER ASSISTANT-2	CHILD DEVELOPMENT SERVICES	Vac	43.75	12/11/2017
18-124	PARAEDUCATOR-3	CABRILLO ELEMENTARY SCHOOL	Vac	75	12/14/1917
18-129	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	Vac	62.5	1/8/2018
18-135	PLANT SUPERVISOR	M & O (Maintenance & Operations)	Vac	100	1/22/2018
18-136	DIRECTOR-CLASSIFIED PERSONNEL	PERSONNEL COMMISSION	Vac	100	1/12/2018
18-140	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	Vac	75	2/7/2018
18-143	INSTRUCTIONAL ASSISTANT-CLASSROOM	FRANKLIN ELEMENTARY SCHOOL	Vac	37.5	2/8/2018
18-144	JOB DEVELOPMENT AND PLACEMENT SPECIALIST	SPECIAL EDUCATION	Vac	62.5	2/9/2018
18-145	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100	2/9/2018
18-147	COMMUNICATIONS SPECIALIST	FACILITIES MAINTENANCE	Vac	100	2/21/2018
18-150	HEALTH OFFICE SPECIALIST	FRANKLIN ELEMENTARY SCHOOL	Vac	43.75	2/28/2018
18-151	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	Vac	37.5	2/27/2018

Filled Requisitions (3/31/18)

Req Number	Req Title	Department	Date of Accepted Job Offer
18-054	LIBRARY ASSISTANT	MALIBU HIGH SCHOOL	3/14/2018
18-110	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	SANTA MONICA HIGH SCHOOL	3/19/2018
18-118	CUSTODIAN	M & O (Maintenance & Operations)	3/20/2018
18-133	PAYROLL SPECIALIST	FISCAL SERVICES	3/6/2018
18-139	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	3/5/2018
18-148	CUSTODIAN	M & O (Maintenance & Operations)	3/20/2018
18-152	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	3/26/2018

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2017 – 2018**

Date	Time	Location	Notes
2017			
July 11, 2017	4:00 p.m.	Board Room – District Office	
August 8, 2017	4:00 p.m.	Board Room – District Office	
September 12, 2017	4:00 p.m.	Board Room – District Office	
October 10, 2017	4:00 p.m.	Board Room – District Office	
November 14, 2017	4:00 p.m.	Board Conference Room – District Office	
December 19, 2017	4:00 p.m.	Board Room – District Office	
2018			
January 9, 2018	4:00 p.m.	Board Room – District Office	
February 1, 2018 – February 4, 2018	Daily Conference	San Diego	CSPCA 2018 Annual Conference
February 13, 2018	4:00 p.m.	Board Room – District Office	
March 13, 2018	4:00 p.m.	Board Room – District Office	
April 10, 2018	4:00 p.m.	Board Room – District Office	2018–19 Budget Discussion and Development,
May 8, 2018	4:00 p.m.	Malibu Site - TBD	2018-19 Budget Adoption
May 15, 2018	3:00 p.m.	Board Room – District Office	Santa Monica Classified Employees Appreciation Reception
June 12, 2018	4:00 p.m.	Board Room – District Office	

**Board of Education Meetings
2017-18**

Date	Location	Meeting Format	Notes
Wed., July 19, 2017	District Office	Hybrid	
Wed., August 9, 2017	District Office	A	
Tues., August 15, 2017	District Office		Special Meeting: Retreat
Wed., August 30, 2017	District Office	A	
Mon., September 11, 2017	TBD		Special Meeting: Joint Mtg w/ SMC
Wed., September 13, 2017	District Office	B	
Thurs., October 5, 2017	Malibu City Hall	A	
Thurs., October 19, 2017	District Office	B	
Thurs., November 2, 2017	Malibu City Hall	A	
Thurs., November 16, 2017	District Office	B	
Tues., December 5, 2017	District Office		Special Meeting: Retreat
Thurs., December 14, 2017	District Office	Hybrid	
Thurs., January 18, 2018	District Office	Hybrid	
Tues., January 23, 2018	District Office		Special Meeting: Budget Workshop
Thurs., February 1, 2018	Malibu City Hall	A	
Thurs., February 15, 2018	District Office	B	
Thurs., March 1, 2018	District Office	A	
Thurs., March 15, 2018	Malibu City Hall	B	
Tues., March 20, 2018	District Office		Special Meeting: Budget Workshop
Thurs., April 12, 2018	District Office	Hybrid	
Tues., April 17, 2018	District Office		Special Meeting: Retreat
Thurs., May 3, 2018	Malibu City Hall	A	
Thurs., May 17, 2018	District Office	B	
Thurs., May 31, 2018	District Office		Special Meeting (will most likely need for prelim budget and LCAP)
Thurs., June 14, 2018	District Office	A	
Tues., June 19, 2018	District Office		Special Meeting: Retreat
Thurs., June 28, 2018	District Office	B	

VII. Personnel Commission Business:

A. Future Items:

Adoption of Budget - Fiscal Year 2018-2019	Second Reading	May 2018
Classified Employees Appreciation Reception		May 2018

VIII. Next Regular Personnel Commission Meeting:

Tuesday, May 15, 2018, at 4:30 pm, *District Office Board Room*

IX. Public Comments for Closed Session Items Only:

X. Closed Session:

XI. Adjournment: